Supply Chain Management
Course Number: 22:799:693
Course Title: Introduction to Project Management MS

COURSE DESCRIPTION

Project Management is a challenging and exciting field. It is by far one of the most important career skills for 21st Century jobs and has a significant role in all industries: large or small; privately owned or public sector; international or local. Project management is used by NASA, military, construction, supply chain, IT, software development, and major expansions/consolidations of organizations' processes. Project management brings a rigor and set of disciplines that are recognized internationally – in a way, being a common and well-understood approach for successful execution and completed project objectives and results. Today's project managers and teams must deliver under great pressure. A successful project manager knows both *what* has to be done and *how* to do it by understanding when to step back to look at the big picture and when to focus on the details. Organizing scarce resources, managing tight budgets and deadlines, controlling change throughout projects, and generating maximum team performance are key aspects of effective project management.

This course will introduce you to PMI (Project Management Institute), its certifications, and PMBOK (Project Management Body of Knowledge - a Global ISO standard in Quality of Project Management).

COURSE MATERIALS

Class Notes	Check RU Canvas and your RU email for notes, announcements and other class information
Textbook:	Kathy Schwalbe, *An Introduction to Project Manage*m*ent, 6th Edition with MS Project 2016* - ISBN-13: 978-1544701899

Course Delivery- Online

LEARNING GOALS AND OBJECTIVES

The student who successfully completes this course:
• Understands the concepts of project, program, and portfolio management and their importance to enterprise success
• Describes the various approaches for selecting projects, programs, and portfolios
• Knows five Process Groups: of Initiating, Planning, Executing, Monitoring and controlling, and Closing and ten   Knowledge areas:

- ✓ Project Integration
- ✓ Project Scope Management
- ✓ Project Schedule Management
- ✓ Project Cost Management
- ✓ Project Quality Management
- ✓ Project Resource Management
- ✓ Project Communication Management
- ✓ Project Risk Management
- ✓ Project Procurement management
- ✓ Project Stakeholder Management
- Demonstrates knowledge of project management terms, tools and techniques
  - ✓ Selection methods
  - ✓ Work breakdown structures
  - ✓ Gantt charts, network diagrams, critical path analysis
  - ✓ Cost estimates
  - ✓ Earned value management
  - ✓ Motivation theory and team building
- Applies project management concepts by working on a team project as project manager or active team member.
- Appreciates the importance of good project management by sharing examples of good and bad project management and using knowledge and skills developed in this class in other settings

PREREQUISITES

None

COMMUNICATION POLICY ANNOUNCEMENTS

- You are responsible for reading all announcements posted by the instructor.
- You should log into our course at least three times per week to check for any new announcements. ☐
- Graded Material Return times: I will strive to grade your discussions by EOD (on following Monday).
- **Emails:** Please contact me via email at (). Except for weekends and holidays, I'll typically respond to email messages within 24 business hours. Please check your email on a regular basis for any instructor messages.

Netiquette: "Netiquette" is network etiquette, the dos and don'ts of online communication. When posting to our discussion board or communicating with others in our class, please remain courteous.

Below are the guidelines we will follow in this course:
- Be professional and courteous, ☐ Be respectful of other points of view
- Avoid using slang and abbreviations because they can lead to misinterpretation
- Do not capitalize all letters because this suggests shouting
- Think and proofread before you submit

Time Commitment: To be successful in this course, we estimate that you will need to commit to 6-9 hours of work per week.

Some weeks will require more time, some less.

Late submission Policy: 10% of your grade will be deducted for the late submission. Unless otherwise noted, all written assignments, group projects, etc., are due at the time and date listed in the syllabus. If you experience an unavoidable personal situation that prevents you from completing work on time, please inform the instructor prior to the date the work is due. Late work will result in points taken off, a lowering of the assignment grade, and/or an "F," depending on the assignment.

ACADEMIC INTEGRITY

I do NOT *tolerate cheating*. Students are responsible for understanding the RU Academic Integrity Policy http://academicintegrity.rutgers.edu/

I will strongly enforce this Policy and pursue *all* violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, "On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment." I will screen all written assignments through *SafeAssign* or *Turnitin*, plagiarism detection services that compare the work against a large database of past work. Don't let cheating destroy your hard-earned opportunity to learn. See business.rutgers.edu/ai for more details.

ATTENDANCE AND PREPARATION POLICY

Log into our course: There are no on-campus meetings for this class. You are expected to log into the course at least three times per week to ensure you do not miss pertinent postings, messages, or announcements.

Class Discussions Participation in the Class Discussions is required. Unless otherwise stated, you will be required to post one original response and reply to at least two of your colleagues for each Class Discussion. To ensure that we have a productive discussion, you are required to post by the specified due dates.

Hardware and software requirements: A webcam and proctoring software (Proctortrack) will be used for exams.

Students should be able to download most needed software from RU software portal: https://it.rutgers.edu/software-portal/ FYI, below are the minimum hardware recommended by OTIS.

    I5 Processor
· Windows 10 Professional
· 8gb of RAM
· 256gb hard drive
· 720p webcam
· Internal mic
*Students in need of financial assistance need to reach out to RU
NB Dean of Students or RU-N CARE Team for help with getting
needed hardware.

RBS New Brunswick Students in need of financial assistance can send an email to: deanofstudents@echo.rutgers.edu RBS Newark Students in need of financial assistance may submit their request via a form: https://myrun.newark.rutgers.edu/care-team

Students can also benefit from reviewing: https://myrbs.business.rutgers.edu/students/learning-remotely

Technical Problems: In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait to the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately.
If a problem occurs, it is essential you take immediate action to resolve the problem.
Technical questions should be directed to the OTIS Student Help Desk at:
helpdesk@business.rutgers.edu

Dropping the Course:
In order to withdraw from a course, it is not sufficient to stop posting assignments or contributing to discussion.
In accord with university policy, students wishing to withdraw from a course must do so formally through the Registrar's office. It is the student's responsibility to complete all forms. If this is not done, the instructor must assign a grade of F at the end of the semester.

EVALUATION

Category	Percent	Points
Team project	30%	120
Online participation	25%	100
Individual assignments	5%	20
Midterm	20%	80
Final exam	20%	80
Total	**100%**	**400**

"Your final grade is not subject to negotiation. If you feel I have made an error, submit your written argument to me within one week of receiving your final grade. Clarify the precise error I made and provide all due supporting documentation.
If I have made an error, I will gladly correct it. But I will adjust grades only if I have made an error. I cannot and will not adjust grades based on consequences, such as hurt pride, lost scholarships, lost tuition reimbursement, lost job opportunities, or dismissals.
Do not ask me to do so. It is dishonest to attempt to influence faculty in an effort to obtain a grade that you did not earn, and it will not work". **Source: RU Academic Integrity Policy and Guidelines.**

EXAMS:
You will be expected to take 2 exams for this course as proctored exams. Each exam consists of 25 multiple choice questions. It is 60 minutes and will be taken online in Canvas. Exams must be proctored in a face-to-face environment and **cannot be retaken.**

GRADING POLICY

Grading Response Time: Assignments should be graded within one week of the due date.
Assignments that are lengthy may take longer to grade.
Grading Scale:
Final grades will be assigned according to the following scale:
A (96-100), A- (90-95), B+ (87-89), B (80-86), C+ (77-79), C (70-76), D+ (67-69), D (60-66), F (Below 60)

COURSE SCHEDULE

This fifteen-week course is divided into weekly modules: In general, the schedule for our course is:
- Each module begins at () (except week 0).
- A new discussion board opens each (). You are expected to answer the discussion board question(s) by () and to reply to two of your colleagues by () the following (). ☐ All other assignments are due on ().

Date		Readings and Class Preparation	Assignments Due
Week 0		Check out Canvas https://canvas.rutgers.edu/students/gettingstarted-in-canvas-students/ …Review material/Watch my Welcome video https://verificient.freshdesk.com/support/solutions/articles/1000223641-canvas-student-guide	
Week 1		Intro to Project Management Chapters 1&2	- Student Self Introduction is due;
Week 2		Initiating projects Chapter 3	- Project Charter and Team Contracts
Week 3		Planning Part 1 (Integration & Scope Management) Chapter 4	- Project Scope plan & Stakeholder docs are due
Week 4		Planning Part 2 Chapter 5 (Time and Cost)	- Project Schedule & Budget are due
Week 5		Planning Part 3 Chapter 6	-Quality, Resource, Communication Plans
Week 6		Planning Part 3 Chapter 6	- Stakeholder, Risk, Procurement Plans
Week 7			**Midterm (Exam 1) Prep: Chapters 1-5**
		Midterm (Exam 1)	**Chapters 1-5**
Week 8		Executing Projects Chapter 7	
Week 9		Monitoring and Controlling Projects Chapter 8 (pt.1)	- Project Plan 1st draft is due

Week 10		Monitoring and Controlling Projects Chapter 8 (pt. 2)	
Week 11		Closing Projects Chapter 9	- Project Plan 2nd draft is due (if needed)
Week 12		Project Management Best Practices Chapter 10	
Week 13		**No Class**	No classes/assignments
Week 14		PMI Certifications and Ethics	- Team project is due
Weeks 15 & 16		Prep for Exam 2	**Prep for Exam 2: Chapters 6-10**
		Final Exam (Exam 2)	**Exam 2 (Chapters 6-10)**

SUPPORT SERVICES

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey, provides student-centered and student-inclusive programming in compliance with the Americans with Disabilities Act of 1990, the Americans with Disabilities Act Amendments of 2008, Section 504 of the Rehabilitation Act of 1973, Section 508 of the Rehabilitation Act of 1998, and the New Jersey Law Against Discrimination. More information can be found at ods.rutgers.edu.

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email dsoffice@echo.rutgers.edu]

[Rutgers University-Newark ODS phone (973)353-5375 or email ods@newark.rutgers.edu]

If you are *pregnant*, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email jackie.moran@rutgers.edu]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email TitleIX@newark.rutgers.edu]

If you seek *religious accommodations*, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email deanofstudents@echo.rutgers.edu]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email DeanofStudents@newark.rutgers.edu]

If you have experienced any form of *gender or sex-based discrimination or harassment*, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at http://vpva.rutgers.edu/.

[Rutgers University-New Brunswick incident report link: http://studentconduct.rutgers.edu/concern/. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link: https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7 . You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email at TitleIX@newark.rutgers.edu. If you wish to speak with a staff member who is confidential and does **not** have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email run.vpva@rutgers.edu]

If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via https://temporaryconditions.rutgers.edu .

If you are a military *veteran* or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. http://veterans.rutgers.edu/

If you are in need of *mental health* services, please use our readily available services.

[Rutgers University-Newark Counseling Center: http://counseling.newark.rutgers.edu/]

[Rutgers Counseling and Psychological Services–New Brunswick: http://rhscaps.rutgers.edu/]

If you are in need of *physical health* services, please use our readily available services.

[Rutgers Health Services – Newark: http://health.newark.rutgers.edu/]

[Rutgers Health Services – New Brunswick: http://health.rutgers.edu/]

If you are in need of *legal* services, please use our readily available services: http://rusls.rutgers.edu/

Students experiencing difficulty in courses due to *English as a second language (ESL)* should contact the Program in American Language Studies for supports.

[Rutgers–Newark: PALS@newark.rutgers.edu]

[Rutgers–New Brunswick: eslpals@english.rutgers.edu]

If you are in need of additional *academic assistance*, please use our readily available services.

[Rutgers University-Newark Learning Center: http://www.ncas.rutgers.edu/rlc

[Rutgers University-Newark Writing Center: http://www.ncas.rutgers.edu/writingcenter]

[Rutgers University-New Brunswick Learning Center: https://rlc.rutgers.edu/]

[Optional items that many faculty include:

  - Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.

  - Students must sign, date, and return a statement declaring that they understand this syllabus.]