

Supply Chain Management
Course Number: 29:799:380
Course Title: Project Management

COURSE DESCRIPTION

Project Management is a critical enabler to Supply Chain execution and transformation. The course will provide a comprehensive baseline to effective project management. Over arching themes to the course will be:

- *Getting Started with Project Management
- *Planning Time and Effectiveness
- *Putting the Work Team together
- *Managing the Project to Success
- *New Methodologies in Project Management – Agile approach, Social Media, Software tools

During the semester the team will dive deeper into each topic with tools, leadership and communication tools required for success. The elements will mirror the Project Management Body of Knowledge (PMBOK Guide).

The course is designed as a hybrid course where the class will meet every other () evening. Throughout the semester through in class and virtual assignments the class will create a comprehensive project plan for a specific potential project.

Critical to any project is excellent communication, thus the class will be interactive combined with several project update briefings by the team.

COURSE MATERIALS

- TEXT: Fundamentals of Project Management – Fifth Edition– Joseph Heagney
Copy Right 2016 by American Management Association
ISBN: 9780814437360

Reference Material – PMBOK Guide – Project Management Body of Knowledge

Company Research Via Internet Sources

Instructor Material – Slides to be furnished

- Check Canvas (canvas.rutgers.edu) and your official Rutgers email account regularly. Assignments, course material and grades will be posted accordingly.

LEARNING GOALS AND OBJECTIVES

- Students who complete this course will demonstrate the following:
 - Ability to ‘Connect the dots on end to end project management
 - Ability to define the purpose of a project
 - Ability to understand who you need to involve
 - Ability to define results
 - Ability to understand constraints
 - Ability to lay out assumptions on the plan
 - Ability to develop the work plan
 - Ability to develop a resource management plan
 - Ability to understand and mitigate risk
 - Ability to succinctly communicate plans
 - Ability to provide the servant leadership needed to drive the team
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PREREQUISITES

- Introduction to Supply Chain Management (799:301)
 - Completion of Core Supply Chain Major courses highly recommended
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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

- Expect me to attend all class sessions. I expect the same of you. If I am to be absent, my department chair or I will send you notice via email and Canvas as far in advance as possible. Attendance will be taken each class period. Off week assignments are expected to be completed and will be verified via canvas forum. If you are to be absent, report your absence in advance at <https://sims.rutgers.edu/ssra/>. If your absence is due to religious observance, a Rutgers-approved activity, illness, or family emergency/death and you seek makeup work, also send me an email with full details and supporting documentation [within 5 days of your first absence].

Attendance will be taken each class. 2 or greater unexcused absences *will result in a 5point minimum to the participation grade. * Unexcused absence defined as no advanced notice with reason prior to class.

- For weather emergencies, consult the campus home page. If the campus is open, class will be held.
- Expect me to arrive on time for each class session. I expect the same of you. [If you are going to be tardy, then . . .]
- Expect me to remain for the entirety of each class session. I expect the same of you. [If you are going to leave early, then . . .]
- Expect me to prepare properly for each class session. I expect the same of you. Complete all background reading and assignments. You cannot learn if you are not prepared.
- Expect me to participate fully in each class session. I expect the same of you. Stay focused and involved. You cannot learn if you are not paying attention.

CLASS PARTICIPATION

- Canvas forum will be used a discussion board.

During exams, the following rules apply:

- Please use the restroom prior to the exam start. Leaving will be for emergency reasons only.
- All Electronic devices should be shut down and stowed away prior to starting the exam along with book, notes, etc.
- Conflicts/makeup exams will only be considered with prior to review and approval by me.

CLASSROOM CONDUCT

- Silence all cell phones and not texting during class. If you must make an urgent phone call during class quietly exit the room to minimize any disruptions.
- Per University Policy all unauthorized recordings of class lectures and discussions are prohibited. Recordings to accommodate the needs of individual students should be approved in advance. Redistribution in this case is prohibited.

- Respect each member of the class for their time and viewpoints in participation. Encourage diversity of thought. Feel free to ask questions during and post class (via email) and I will do my best to answer thoroughly and /or follow up accordingly.

Participation actively in group work will be essential. ‘Be in the moment’

Laptops and tablets should be used for note taking only.

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- Respect each member of the class for their time and viewpoints in participation. Encourage diversity of thought. Feel free to ask questions during and post class (via email) and I will do my best to answer thoroughly and /or follow up accordingly.

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EXAM DATES AND POLICIES

There are 2 exams in this course: During exams, the following rules apply:

- If you have a disability that influences testing procedures, provide me an official letter from the Office of Disability Services at the start of the semester.
- No cell phones or other electronics are allowed in the testing room.
- You must show a valid Rutgers/MCC photo ID to enter the room and to turn in the exam.
- Alternate seating; do not sit next to another student or in your usual seat.
- Use the bathroom prior to the exam start; bathroom breaks, if essential, will be escorted.
- Your exam will not be accepted unless you sign the Honor Pledge.

There are 2 exams in this course:

MID TERM – In Class – Concepts and Case Study – Approximately ()

FINAL– In Class – Concept and Case Study – During exam week and designated time ()

PROJECT BRIEFS - A project will be assigned to respective groups. Three deep dive updates/briefs will be submitted by the team per request of instructor. Each submittal will also be accompanied by full class briefing.

Briefs are to be submitted in hard copy on specific due date. **Failure to submit on time without prior approval will result in Zero Credit for the team members** ... Briefs are not optional.

GRADING POLICY

Course grades are determined as follows:

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Total Points 370

A = 333; B+ = 322; B = 296 -3 C+ = 287, C = 259, D = 222; F = 218

Mid Term – 100 points

Final – 100 Points

Project Management Briefs (3) combined with oral brief – 50 points each – 150 points total

Class Participation 20 points - Participation is awarded for contributing to a productive learning environment over the term, both in lecture and on the Forum section of the site for this course. All of the students in the course benefit from high levels of class attendance and participation.

There will short assignment (in addition to chapter reading) for the week when not in live session. A one-page succinct response to question (s) and presentation) based on your reactions to the readings, should be posted on the appropriate class forums and discussed accordingly. This will be an open forum with the expectation for participation of reacting to and responding to class insights.

COURSE SCHEDULE

CLASS OUTLINE – PROJECT MANAGEMENT –

WEEK 1- – On Site

Class Norms
Project Management – Overview and Roles
Chapters 1&2

WEEK 2-

Role Discussion Forum

WEEK 3- –On Site

Planning and Stakeholder Management
Chapters 3&4

WEEK 4-

Stakeholder Discussion Forum

Week 5- – On Site

Mission and Project Risk
Chapters 5&6

Week 6-

Risk Discussion Forum/Exam Review

Week 7- – On Site

Mid Term

Week 8-

No Class

Week 9- – On Site

WBS & Project Work Schedule
Chapters 7&8

WEEK 10-

WBS Forum Discussion

WEEK 11- – On Site

Work Schedule & Project Control
Chapters 9&10

WEEK 12-

Project Control Forum Discussion

WEEK 13- – On Site

Change Control & Earned Value
Chapters 11 &12

WEEK 14-

Change Control Forum

WEEK 15 – – On Site
Project Manager as a Leader, Closing and Success
Chapters 14,15,16

WEEK 16 – – On Site
Final Exam/Group Presentations

Class Notes and Assignments:

Forums will be conducted on Canvas during off– site weeks

Project Team Development submissions will be defined during the semester. Approximate Submittals will be (), () and (). Teams will be given class time for preparation.

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.]