



School of Business

2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

3. COURSE NUMBER & NAME:

MISM 4324-VC01, Project Management

4. TERM: Spring 2 2022

5. INSTRUCTOR:

Dr. Kenroy Wedderburn

6. CONTACT INFORMATION:

Office phone:

WBU Email: kenroy.wedderburn@wayland.wbu.edu

Cell phone: (347)279-2369

7. OFFICE HOURS, BUILDING & LOCATION:

F 9am – 11:30am (Via email and/or phone)

8. COURSE MEETING TIME & LOCATION:

Meeting day & time: Online

9. CATALOG DESCRIPTION:

Based on best practices of project management. Universal project principles, and conflict resolution, negotiation, communication, team building, leadership and setting and managing expectations.

10. PREREQUISITE:

COSC 2311

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>Guide to Project Management Body of Knowledge</u>	PMI	6th	2017	Independent Publishing Group	9781-62825-1845	12/12/17
AND*****						
<u>Project Management Case Studies</u>	Kerzner	5 th	2017	Wiley	9781-11938-5974	4/24/17
AND*****						
<u>Fundamentals of Project Management</u>	Heagney	5th	2016	AMA	9780-81443-7360	4/24/17

12. OPTIONAL MATERIALS**13. COURSE OUTCOMES AND COMPETENCIES:**

- Describe the pros and cons of IS project management tools
- Demonstrate proficiency with a software tool with respect to Gantt charts, AON, CPM, and PERT.
- Explain the concept of project risk management and demonstrate proficiency in several qualitative and quantitative approaches for assessing risks and developing risk strategies.
- Describe IT project quality management and how international and professional standards are developed and applied.

14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

16. DISABILITY STATEMENT:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

17. COURSE REQUIREMENTS and GRADING CRITERIA:

(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)

The breakout for grades is as follows:

- Exams 35%
- Assignments (See Below) 50%
- Discussions 15%

17.1 Include Grade Appeal Statement: “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

18. TENTATIVE SCHEDULE

Week	- Chapter Reading (<i>Fundamentals of Project Management Book</i>)	Deliverables	Deliverable Due date
1 Mar 14	Chapter 1, 2	Assignment #1 NOTE – Mar 18 Census day	Mar 16
2 Mar 21	Chapter 3	Assignment #2	Mar 26

3 Mar 28	Chapter 6	Discussion #1	Apr 2
4 Apr 4	Chapter 7	Exam #1	Apr 9
5 Apr 11	Chapter 8, 9	Assignment #4	Apr 16
6 Apr 18	Chapter 10	Discussion #2 Assignment #5	Apr 23
7 Apr 25	Chapter 12	Assignment #6	Apr 30
8 May 2	Chapter 15	Exam #2 May 7 Spring 2 2022 Ends	May 7

Deliverable #	Assignment Description
Assignment # 1	Listen to Youtube video at: https://www.youtube.com/watch?v=qTQsdJFG4SQ Then prepare a document summarizing each of the 12 terms. You MUST demonstrate that you know how to define and that you understand the 12 terms.
Assignment # 2	Case Study - <i>Project Management Case Studies/Part 2/ Williams Machine Tool Company / 6 Questions</i>
Assignment # 3	<ul style="list-style-type: none"> - Do a Summary of Chapters 3 and 6 of <i>Fundamentals of Project Management</i> - Provide sub headings separating the summaries of each chapter (You should submit only 1 document in MS Word format.) - At least 2 pages for each chapter (double spaced Times 12 font)
Assignment # 4	Case Study - <i>Project Management Case Studies/Part 7/ Payton Corporation / 6 Questions</i>
Assignment # 5	<p>Prepare a report on the 5 Project Management Process Groups and the 10 Knowledge areas.</p> <ul style="list-style-type: none"> a. This should be professionally written with cover page, subheadings, references etc b. Use the “Guide to Project Management Body of Knowledge” and other resources. c. No copy/paste, do proper referencing as per APA guidelines d. Minimum 5 pages (not counting cover and reference pages) (double spaced Times 12 font)
Assignment # 6	<ul style="list-style-type: none"> - Do a Summary of Chapters 8 and 10 of <i>Fundamentals of Project Management</i> - Provide sub headings separating the summaries of each chapter (You should submit only 1 document in MS Word format.) - At least 2 pages for each chapter (double spaced Times 12 font)
Discussion #1	<p>For the 12 terms you learnt in Assignment #1, Choose any 2 of the twelve terms and:</p> <ul style="list-style-type: none"> a. Provide a summary of each (70%) b. Write a short paragraph on your personal interest in these terms or something that particularly interest you for these two terms (20%) c. Respond to the post of at least one of your classmates (10%)

Discussion #2	<ul style="list-style-type: none"> - Write a paragraph on the two areas of Project Management that you think are the most important. This should not be just based on your opinion BUT should have support from your readings. Provide the reference(s) supporting your view. (85%) - Then respond to at least one post from your class mates (15%)
---------------	---

19. ADDITIONAL INFORMATION

i) Please include the course number (MISM4324) on the subject line of your emails to me for quick turnaround. Typical turnaround time for responses are within 24 hours during the week and 48 hours on weekends.

ii) **Late Policy** – Except for the last week of class - I will accept assignments up to a maximum of one week late (points will be deducted at a rate of -2 for each day late). No assignments will be accepted after the one week deadline (other than in extreme situations). No late assignments are accepted for the last week of class.

iii) **Make-Up Policy:** No makeup work will be assigned for this course.

iv) Assignments should only be submitted using Blackboard. Assignments must be formatted as a Microsoft Office file (even if not produced using Microsoft Office) or a PDF file.

v) All assignments (however small) MUST have a cover page to include: Course Number and Name; Student's Name, Instructor's Name; Assignment Name/Title; Date. No cover sheet will mean -5% points.

vi) If any assignment is numbered, or has multiple questions, the student must clearly indicate which question is being answered for which question. The instructor is not obligated to search for, guess or otherwise try to figure out which answers belong to which questions. If the instructor cannot easily see which answer belong to which question – then the assignment will not be graded.

vii) It is very important that you check your Wayland email at least twice per day (morning and evening). The instructor may need to contact you urgently regarding a matter pertaining to you and time may be of the essence. Ideally you should check your Wayland email regularly.