

## Wayland Mission Statement

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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.

## Contact Information

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**Course:** MISM 4324 VC01 – Project Management

**Campus:** WBUonline

**Term/Session:** Spring II 2023

**Instructor:** Dr. Kenroy Wedderburn

**Office Phone Number/Cell #:** <<If Applicable>>

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

**Office Hours, Building, and Location:** F 9am – 11:30am (Via email and/or phone)

**Class Meeting Time and Location:** Online - Asynchronous

## Textbook Information

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### Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Successful Project Management</u>	Gido/Clements/Baker	7th	2018	Cengage	9780-35768-8816

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

**Optional Materials:** TBD

## Course Information

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**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.

**Prerequisite:**

MISM 3314

**Course Outcome 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.

## Attendance Requirements

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**WBUonline**

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## University Policies

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**Statement on Plagiarism and 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.

**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 Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, [trifilot@wbu.edu](mailto:trifilot@wbu.edu) or call (806) 291-3745.

**Student Grade Appeals:** 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 to the 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.

## Course Requirements and Grading Criteria

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The breakout for grades is as follows:

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

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

## Tentative Schedule

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Week	Chapter Reading	Deliverables	Deliverable Due date
1 Mar 27	Chapter	Assignment #1 [Must Do Early for Census]	Mar 29
2 Apr 3	Chapter	Assignment #2	Apr 8
3 Apr 10	Chapter	Discussion #1 Assignment #3	Apr 15

<b>4</b> Apr 17	Chapter	<b>Exam #1</b>	Apr 22
<b>5</b> Apr 24	Chapter	Assignment #4	<b>Apr 29</b>
<b>6</b> May 1	Chapter	<b>Discussion #2</b> Assignment #5	May 6
<b>7</b> May 8	Chapter	Assignment #6	May 13
<b>8</b> May 15	Chapter	<b>Exam #2</b> May 20th Spring 2 2023 Ends	<b>May 20</b>

Deliverable #	Assignment Description
Assignment # 1	Listen to Youtube video at: <a href="https://www.youtube.com/watch?v=qTQsdJFG4SQ">https://www.youtube.com/watch?v=qTQsdJFG4SQ</a> 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	TBD
Assignment # 3	TBD
Assignment # 4	TBD
Assignment # 5	TBD
Assignment # 6	TBD
Discussion #1	For the 12 terms you learnt in Assignment #1, Choose any 2 of the twelve terms and: <ul style="list-style-type: none"> <li>a. Provide a summary of each (70%)</li> <li>b. Write a short paragraph on your personal interest in these terms or something that particularly interest you for these two terms (20%)</li> <li>c. Respond to the post of at least one of your classmates (10%)</li> </ul>
Discussion #2	<ul style="list-style-type: none"> <li>- 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%)</li> <li>- Then respond to at least one post from your classmates (15%)</li> </ul>

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### 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 -5 for each day late). No assignments will be accepted after the one week deadline No late assignments are accepted for the last week of class. **For Discussions – no late posts will be accepted at all, at any time!**
- 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 belongs 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.

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