

Wayland 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.

Contact Information

Course: MISM 4324 VC01 – Project Management

Campus: WBUonline

Term/Session: Spring II 2024

Instructor: Dr. Kenroy Wedderburn

Office Phone Number/Cell #: (347)279-2369

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

Office Hours, Building, and Location: F 10am – 12 Noon (Email Preferable)

Class Meeting Time and Location: Online - Asynchronous

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

Textbook Information

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

*If this is an UNDERGRAD class the textbook for this course is part of the **Pioneer Academic Access Program**. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at \$26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to **all classes/materials** and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu. If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

Optional Materials: N/A

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

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

Academic Integrity:

[Link to Statement on Academic Integrity](#)

Artificial Intelligence: reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course: Choose A, B or C and delete the others.

A. No use of any generative AI tools permitted.

- i. Students are required to create and produce all work themselves or with assigned group members. Any work submitted that has used an AI generative

tool like ChatGPT will be in immediate violation of the academic integrity policies for the course and WBU.

- ii. All assignments must be fully created, designed, and prepared by the student(s).
- iii. Any work that uses generative AI will be treated as plagiarism.

B. Generative AI tools permitted in specific context and with proper citations.

- i. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
- ii. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate content must be properly referenced and cited.
- iii. Specific parameters for generative AI usage are provided by the instructor.
- iv. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

C. Generative AI tools usage encouraged and may be actively assigned in coursework.

- i. Use of generative AI tools is actively encouraged and incorporated in to specific assignments for this course.
- ii. Use of generative AI tools for assignments in brainstorming, content understanding, or revision to work is perfectly acceptable if cited and referenced properly in any submitted work for the course.
- iii. Use of generative AI is encouraged as long as students understand the use of generative AI in the course is to be an assistance tool and not the generator of assignments and submitted work. Ultimately, all submitted work must still reflect student's own work, understanding, and analysis.
- iv. Specific parameters for generative AI usage provided by the instructor.
- v. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Course Requirements and Grading Criteria

The breakout for grades is as follows:

- Exams 30%
- Assignments 1 & 2 5%
- Projects x 5 50%
- Discussions 15%

Deliverable #	Assignment Description
Assignment #1	Required First Assignment
Assignment # 2	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.
Projects 1 - 5	<p>Projects 1 – 5 are group activities. There are only about 4-5 students in this class so you will be in two groups. You may just have two members per group. When submitting deliverables put all the names of those who participated on the cover sheet.</p> <p>If a group member does not pull his/her weight, make attempts to communicate with that student, but if that does not work, then put the percentage of work/participation of that student on the cover page so that the relevant marks are assigned.</p>
Project 1 of 5	<p>Case Study 2 – The Wedding (Chapter 4; Pages 137 – 139)</p> <p>(Note that this Case continues through Chapters 5,6,7 and 8)</p>
Project 2 of 5	<p>Case Study 2 – The Wedding (Chapter 5; Page 195)</p> <p>For the Gannt Chart required in Case Study 2, use the Excel Gannt Chart template to create: https://support.microsoft.com/en-us/office/present-your-data-in-a-gantt-chart-in-excel-f8910ab4-ceda-4521-8207-f0fb34d9e2b6#OfficeVersion=Windows</p> <p>Upload the MS Excel Gannt as a separate file from the answers to the other questions</p>
Project 3 of 5	Case Study 2 – Chapter 6; Pages 233 - 234
Project 4 of 5	Case Study 2 (Chapter 7; Page 271)
Project 5 of 5	Case Study 2 (Chapter 8; Page 300)
Discussion #1	<ol style="list-style-type: none"> Watch the video: https://www.youtube.com/watch?v=d5petm88AC4 What aspects of project management were critical to be able to complete this project? What are your comments on the expertise of the project manager CC Myers? Respond to posts from one classmate
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 post from one of your classmates (15%)

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.

Tentative Schedule

Week	Chapter Reading	Deliverables	Deliverable Due date
1 Mar 25	Chapter 1,2	<ul style="list-style-type: none"> - Required First Assignment (Mar 27) - Assignment #2 (Mar 30) 	
2 Apr 1	Chapter 3,4	Project 1 of 5	Apr 6
3 Apr 8	Chapter 5	Discussion #1 Project 2 of 5	Apr 13
4 Apr 15		Exam #1 (Ch 1-5)	Apr 20
5 Apr 22	Chapter 6	Project 3 of 5	Apr 27
6 Apr 29	Chapter 7	Discussion #2 Project 4 of 5	May 4
7 May 6	Chapter 8	Project 5 of 5	May 11
8 May 13	Chapter 9	Exam #2 (Ch 6-9)	May 18

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! For Exams – These CANNOT be done LATE!**
- 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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