

# Course Syllabus

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## Course Information

This course is offered collaboratively through the UW MBA Consortium.

**Course Title:**

UW-Eau Claire: MBA 761 - Project Management

UW Oshkosh: BUS 758 - Project Management

**Credit Hours:** 1.5

**Course Term:** Fall 2023

**Delivery Mode:** Online

**Course Dates:** September 11, 2023 - October 29, 2023

*If you are considering dropping this course, having a conversation with your academic advisor is a good place to start. You should also let the instructor know what your plans are. Click the following links, based on your home campus, to learn more about dropping this course: [Consortium/UW-Eau Claire](#)Links to an external site. | [UW Oshkosh](#)Links to an external site. | [UW-Parkside](#)Links to an external site.*

## Instructor Information

**Name:** [Andy Miller, MBA, PMP, CSM, DASM](#)

**Home Campus:** UW Oshkosh

**Email:** [milleraj@uwosh.edu](mailto:milleraj@uwosh.edu) (Preferred method of communication)

**Office Hours:** By appointment

## Course Description

This course examines project identification, selection, and planning. It will be organized along two major phases of the project management process: project selection and definition and project planning. Students will examine key outcomes, documents, and techniques available for successfully managing the challenges of these two phases. Specific topics covered will include: project selection and scope definition, work breakdown structures and statements of work, risk management planning, project scheduling, project team selection and development, and strengths and weaknesses of various project management tools. Alternatives to traditional project management will be discussed.

## Learning Outcomes

At the end of this course, you should be able to:

1. Describe the common terms, concepts, and activities associated with project management.
2. Identify and distinguish between project functional requirements, project technical requirements, and project deliverables.
3. Identify potential risks in a project, and develop mechanisms for addressing such risks.
4. Create a project work breakdown structure.
5. Develop a project schedule and budget.
6. Identify commonly used project team structures and describe conditions that support using a particular team structure.
7. Describe tactics used to successfully manage project teams.

## Required Course Materials

### Textbook

**Title:** Project Management (2nd edition, 2014)

**Author:** Watt

**ISBN:** 978-1-77420-013-1

Available at <https://opentextbc.ca/projectmanagement/Links to an external site.>

Contact [mba@uwec.edu](mailto:mba@uwec.edu) with any textbook-related concerns.

### Additional Readings

Articles from a variety of business magazines/newspapers and company websites may be used in conjunction with case studies or other assignments.

### Technology Requirements

Access to a computer and high-speed Internet connection that is capable of accessing Canvas is a requirement of this course.

Please review the minimum technology requirements and recommendations in the **Online Course Resources** link in the left-hand Course Navigation menu. To set yourself up for success, pay special attention to the sections on *Your Responsibilities*, *Strategies for Success*, *Tech Tips*, and *Tech Support*.

## Course Topical Outline

The course is organized in the following units:

- Unit 1: Introduction to Project Management
- Unit 2: Project Selection, Project Initiation, Project Stakeholders
- Unit 3: Overview of Project Planning, Scope Planning

- Unit 4: Procurement, Quality, and Communication Planning
- Unit 5: Schedule, Resource and Budget Planning
- Unit 6: Risk Planning, Project Team Formation, and Structure
- Unit 7: Project Team Issues, Agile Methodologies

## Assignments and Activities

This course is set up so that material can be communicated by a combination of readings, PowerPoint presentations, lecture notes, links to other Web sites, and video clips.

Prior experience with this course has shown me that getting people to participate in class discussions has not been a problem. If message volume in the discussion board forums becomes too great, we can introduce strategies for making this volume more manageable (Brower, 2003; Collins, Weber, & Zambrano, 2014; Rollag, 2010).

Activity	Points
Project Plan (6 parts at 50 points each, part 7 is 80 points, 20 points for peer reviews)	400
Peer Evaluation and Reflection*	30
Peer Evaluation From Others*	40
Class Participation (7 discussion at 40 points each)	280
<b>Total</b>	<b>750</b>

\*At the end of the course you will do an evaluation of your group members and a reflection on the project. That is the *Peer Evaluation and Reflection*. I will then calculate a grade based on how others reviewed you. That is the *Peer Evaluation From Others*.

A comprehensive list of all course activities is listed in the calendar.

## Final Letter Grades Scale

Percentage	Consortium/UW-Parkside	UW-Oshkosh
93-100%	A	A

90-92.9%	A-	A-
87-89.9%	B+	B+
83-86.9%	B	B
80-82.9%	B-	B-
77-79.9%	C+	C+
73-76.9%	C	C
70-72.9%	C-	C
67-69.9%	D+	F
63-66.9%	D	F
60-62.9%	D-	F
0-59.9%	F	F

## Consortium Excused Absence Policy

An absence will be considered excused or authorized according to the following institutional policies:

1. The student's home campus policy on excused absences will apply.
  - [UW Oshkosh Links to an external site.](#)
  - [UW-Parkside Links to an external site.](#) (see page 31)
2. UW MBA Consortium students will follow the [UW-Eau Claire Authorized Absence Policy. Links to an external site.](#)

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

## Late Work Policy

Assignments and discussion postings will not be accepted after the scheduled due date (without prior instructor consent) and will receive a 0. In other words, if you think an assignment or discussion is going to be late because of a work commitment or some other event, please contact your instructor before it's due to work out a plan.

The only exception to this is that original posts to discussions, done after the due date but within the same week, will receive partial credit.

It is your responsibility to verify that your file submitted to the successfully. Please read through the instructions on [submitting and verifying submissions](#)[Links to an external site.](#).

## Course Expectations for Students

I expect students to be ready to participate in the course on the first day. This means students should be familiar with the Internet and the course software, and have completed their personal home pages, and so on.

I expect students to be involved in class discussions both in smaller groups and in discussions for all class members (although the all class discussions may be split into two groups depending on enrollment).

I expect students to take all technical concerns to the course technical support staff by emailing [bizhelp@uwec.edu](mailto:bizhelp@uwec.edu). If a student asks me about technical problems, I'll reply, "Sounds like a technical question. Why don't you ask the support staff?" I manage the content of and facilitate the interactions within the course.

Based on previous online offerings of this course, I anticipate that you will have to spend two to four hours a week online to keep up with class discussions, assignments, and so on. This does not count time spent reading the text material, working on class projects, or preparing for exams. This time may vary depending on your familiarity with the course software, the speed at which you type, the time of day you are logged on to the course Web site, and the speed of your connection.

I expect students to monitor their campus email account.

[I expect students to adjust their notification settings](#)[Links to an external site.](#) to receive alerts when I have emailed you through Canvas and posted an announcement (I recommend receiving instant notification rather than a daily or weekly digest). The other notifications are up to you.

## General Expectations

### What does it mean to be a student in an online course?

In many ways, taking an online course is like taking a face-to-face course. Both feature individual assignments and cooperative group projects, and both require you to take

exams to show you are learning the course material. The instructor directs you through the activities, posting announcements, delivering lecture materials, responding to questions, and grading assignments and exams.

The great benefit of being in an online course is that you can have direct, one-to-one communication with your instructor and fellow students at any time, rather than only during class or office hours.

## Participation

1. You will be expected to do the same amount of homework as you would in a face-to-face class.
2. You will be asked to spend more time generating and participating in discussions with the instructor and the other students. These discussions, in which you will respond to the instructor's and other students' comments, play a central role in the learning experience.
3. You will also participate in team discussions. Team members will rely on you to participate and contribute to these discussions. You may also be responsible periodically for posting key ideas from your group's discussions to forums where the entire class can benefit from your insights. If your team agrees to it, the course software has chat capability so that you can conduct your discussions of course material synchronously (everyone at the same time).
4. You must be responsible for keeping up with the workload so that you can be an active participant in class discussions.

Unlike the situation in most face-to-face courses, where you can show up for class, listen to lectures, and perhaps not play an active role in discussion, the assignments in online courses require your participation. If you do not keep up with the reading and other homework, you will not be able to contribute meaningful, timely comments to the online discussions. Avoid this predicament by setting aside specific times each week for engaging in course participation activities, and stick to them. Otherwise, you may find that you quickly fall behind in reading messages to which you need to respond.

## How often will I have to be online?

A good rule of thumb is to log on at least once a day to check announcements and review online materials. How long you need to be online depends on the activities for that session.

Look at the Calendar to see when certain assignments are due and when discussions begin and end. Different courses may offer very explicit schedules that tell you when you need to be online for different assignments. For example, you may have a class discussion for which you will need to submit an initial comment on a Monday and then

respond to another student's comment on Tuesday. Both requirements will be noted on the Calendar.

Flexibility is built into online courses. You can log on when it is convenient for you, but there are some things to consider:

1. Although online courses are asynchronous (people are not online at the same time), there are deadlines.
2. You are responsible for studying the commentaries, PowerPoint presentations, audio clips, and other course materials.
3. You will need to contribute to discussions and reply to other students' comments.
4. You will need to turn in individual assignments on time.

Your presence in the course will be apparent only if you add to discussions and do online assignments. Also, as stated above, it is crucial that you keep up to date by reading all commentaries before participating in the online discussions.

## My Expectations Specific to MBA 761

In addition to [completing your Canvas profileLinks to an external site.](#), I also expect you to answer the pre-work discussion question pertaining to your prior experiences with projects and project management before the course begins. This information will help me select the working groups for the course.

Although there are no graded group projects in this course, there will be one group activity. I will form these groups using the information you provide in your personal home page and your prior experience. To provide you with as much of a context-relevant learning experience as possible, I plan to form groups that are as similar as possible on the basis of industry setting and/or type of project you will be planning. Because of this, participation in your small group will be critical for your success in this course. You will be asked to provide feedback on drafts of your group members' plans.

In addition to participating in class discussions, you will be required to complete a project plan.

## What Students Can Expect From Me

I will monitor the course site daily Monday through Friday . This allows me to follow discussions and address student queries in a timely manner. I also likely will log on to the course site sometime during the day on Saturday. I will not be on the course site on Sundays. I hope that one of the side benefits of such an approach is that it will help reduce the volume of postings we have at the end of the week.

## Academic Conduct

To foster a productive learning environment, all students are required to accept and adhere to the Student Code of Conduct agreement in order to participate in this course.

## Academic Integrity Policy

All class materials are the intellectual property of the instructor and may not be shared outside of this course (e.g., to commercial "study sites") without my permission.

Unless I specify otherwise, all work that you turn in to me should be an individual effort. The sentence structure, wording, and content for your assignments and discussions must be your original work. Academically dishonest behaviors include (but may not be limited to) the following:

- Intentionally or unintentionally presenting someone else's ideas or words as your own, either as a direct quote or paraphrased or summarized material, without the proper citation. You can cite your sources in APA format.
- Submitting work that is identical to or so similar to that of another's in its wording, sentence structure, and content that it cannot be considered original.
- Plagiarizing yourself by submitting work for evaluation in this course that was previously graded or otherwise evaluated in another course. You can cite your previous work. If you want to use your previous work, contact me first.
- Making up data or citations.
- Consulting resources to complete a graded course assessment other than those allowed in the assessment directions. If you are unsure what is considered as an authorized resource, consult with your instructor.
- Helping someone else engage in academically dishonest behavior, including posting course materials online.
- Violating copyright laws. In some cases, citing a source is not sufficient; you also have to obtain permission from the original source for the materials you use. Likewise, if you use any materials from this course outside this course, you may need permission to use them (e.g., in your company's training manuals, publications, or style guides).

Any investigation into any form of academic misconduct will result in a report to the dean of students and in student academic disciplinary sanctions as established by the UW System Board of Regents ([UWS Chapter 14](#)[Links to an external site.](#)).

Disciplinary procedures from the student's home campus dictate the disciplinary action against students who engage in academic misconduct.

## Generative AI Use

To create shared understanding regarding the use of generative AI in this course, this course's policy on the "[Generative AI Use](#)" page is available in the Course Information module. Keep in mind that other instructors may have different expectations based on



their course outcomes, so be sure you always check before you use generative AI in your classes.

Please note that the UW MBA Consortium owns the copyright to all course and program materials. You may not share program or course materials in any way in any generative AI platform. Likewise, this course will not require you to share program or course content or your work in a generative AI platform. You are encouraged to ask any questions you have regarding the policy.

## Accommodation for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is compliant with W3C's Web Accessibility Initiative and with [Section 508 Links to an external site.](#) guidelines. Additionally, Canvas was certified as a [substantially conformant LMS Links to an external site.](#) by WebAIM, a third party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at [BIZHelp@uwec.edu](mailto:BIZHelp@uwec.edu) and we will work with you to find a reasonable accommodation.

## Course Summary:

Date	Details	Due
	Calendar Event <a href="#">Complete the Code of Conduct</a>	12am
Mon Sep 11, 2023	Page <a href="#">1.1   Overview and Commentary</a>	to do: 11:59pm
	Discussion Topic <a href="#">Your Experiences with Project Management</a>	to do: 11:59pm
Wed Sep 13, 2023	Discussion Topic <a href="#">1.2   Discussion: Project Management Knowledge Areas</a>	due by 11:59pm
	Assignment <a href="#">1.3   Project Plan Part 1</a>	due by 11:59pm
Sun Sep 17, 2023	Page <a href="#">1.4   Unit 1 Discussions Close</a>	to do: 11:59pm

Date	Details	Due
Mon Sep 18, 2023	Page <a href="#">2.1   Overview and Commentary</a>	to do: 11:59pm
Wed Sep 20, 2023	Discussion Topic <a href="#">2.2   Discussion: Six Rookie Mistakes</a>	due by 11:59pm
Sun Sep 24, 2023	Assignment <a href="#">2.3   Project Plan Part 2</a>	due by 11:59pm
	Page <a href="#">2.4   Unit 2 Discussions Close</a>	to do: 11:59pm
Mon Sep 25, 2023	Page <a href="#">3.1   Overview and Commentary</a>	to do: 11:59pm
Wed Sep 27, 2023	Discussion Topic <a href="#">3.2   Discussion: Requirements Management</a>	due by 11:59pm
Sun Oct 1, 2023	Assignment <a href="#">3.3   Project Plan Part 3</a>	due by 11:59pm
	Page <a href="#">3.4   Unit 3 Discussions Close</a>	to do: 11:59pm
Mon Oct 2, 2023	Page <a href="#">4.1   Overview and Commentary</a>	to do: 11:59pm
Wed Oct 4, 2023	Discussion Topic <a href="#">4.2   Discussion: Communication Issues</a>	due by 11:59pm
	Discussion Topic <a href="#">4.3   Project Plan Peer Review</a>	due by 11:59pm
Fri Oct 6, 2023	Page <a href="#">Midterm Course Evaluation</a>	to do: 11:59pm

Date	Details	Due
Sun Oct 8, 2023	Assignment <a href="#">4.4   Project Plan Part 4</a>	due by 11:59pm
	Page <a href="#">4.5   Unit 4 Discussions Close</a>	to do: 11:59pm
Mon Oct 9, 2023	Page <a href="#">5.1   Overview and Commentary</a>	to do: 11:59pm
	Assignment <a href="#">4.4   Project Plan Part 4</a> (1 student)	due by 11:59pm
Wed Oct 11, 2023	Discussion Topic <a href="#">5.2   Discussion: Estimating Mistakes</a>	due by 11:59pm
Sun Oct 15, 2023	Assignment <a href="#">5.3   Project Plan Part 5</a>	due by 11:59pm
	Page <a href="#">5.4   Unit 5 Discussions Close</a>	to do: 11:59pm
Mon Oct 16, 2023	Page <a href="#">6.1   Overview and Commentary</a>	to do: 11:59pm
Wed Oct 18, 2023	Discussion Topic <a href="#">6.2   Discussion: Virtual Teams</a>	due by 11:59pm
Sun Oct 22, 2023	Assignment <a href="#">6.3   Project Plan Part 6</a>	due by 11:59pm
	Page <a href="#">6.4   Unit 6 Discussions Close</a>	to do: 11:59pm
Mon Oct 23, 2023	Page <a href="#">7.1   Overview and Commentary</a>	to do: 11:59pm

Date	Details	Due
Wed Oct 25, 2023	Discussion Topic <a href="#">7.2   Discussion: How to Handle Henrys</a>	due by 11:59pm
Fri Oct 27, 2023	Assignment <a href="#">7.5 Peer Evaluation and Reflection</a>	due by 11:59pm
	Page <a href="#">7.4   Unit 7 Discussions Close</a>	to do: 11:59pm
Sat Oct 28, 2023	Assignment <a href="#">7.3   Project Plan Part 7</a>	due by 11:59pm
	Page <a href="#">Final Course Evaluation</a>	to do: 11:59pm
	Assignment <a href="#">7.6 Peer Evaluation From Others</a>	
	Assignment <a href="#">Final Grade</a>	