



## **BUS 329 Project Management Fall 2017** **School of Business & Economics**

Class meets: Tuesdays and Thursdays, 3:00 – 4:15 pm, room 229 CPS.

Instructor: Jim Anderson

### Contact Information

- E-mail: [jianders@uwsp.edu](mailto:jianders@uwsp.edu)
- Office phone: 715-345-5000.
- Office: Room 229 CPS
- Office hours: After class, or by appointment by calling my office phone.

For most purposes, the best way to contact me between class sessions is to send an e-mail to me. Be sure to include an appropriate subject line in your e-mail.

### Materials & Course Requirements

There is one required textbook, available through text rental:

Nicholas, John M. and Steyn, Herman Project Management for Engineering, Business and Technology. Fourth Edition, Routledge

Every student is expected to have a current UWSP network login and to regularly check their UWSP e-mail account.

### Permission to use your work or feedback

I may wish to use a sample of your work or some of the feedback you share with me in future teaching or research activities or projects. Examples: showing students an example of a well-done assignment; discussing teaching techniques at a conference. Of course, if I used some of your work, I would conceal your identity. If you prefer not to have your work included in any future projects of ours, please send me an e-mail indicating that you are opting out of this request. Otherwise, your participation in the class will be taken as consent to have portions of your work or feedback used for teaching or research purposes.

### Attendance Policy

Consistent attendance and class participation will be crucial for doing well in this class. Much of your learning will occur in class. I expect everyone to always be on time.

If you do miss a class, it will be your responsibility to get the notes and other information from another student. If a test, or a presentation by you is scheduled for a day you are going to be absent, you must call or e-mail me in advance. Otherwise, you do not need to notify me that you will miss class.

## Classroom Expectations

I expect everyone to act in a professional, courteous manner in the classroom. Everyone should feel that our classroom is a comfortable learning environment, free of unnecessary distractions. Please dress appropriately and turn cell phones off. Laptops are to be used for class work only. Texting, ringing cell phones or similar disturbances are not permitted.

## Americans with Disabilities Act

Students who may need accommodations or services to achieve course objectives should see me and contact the Disability Services Office (346-3365) as soon as possible.

## Academic Honesty

This course is part of the UW-Stevens Point academic community, an academic community that is bound together by the traditions and practice of scholarship. Honest intellectual work – on examinations and on written assignments is essential to the success of this community of scholars. Using classmates' responses to answer exam questions or disguising words written by others as your own undermines the trust and respect on which our course depends. The work in this course is challenging and will demand a good deal of each of you. I have every confidence that each of you can succeed. Doing your own work will enhance your sense of accomplishment when the semester comes to a close.

Additionally, the classroom environment is a unique opportunity for students to share ideas, opinions, discuss classroom and course content. As each student is entitled to contribute in class, specific expectations are necessary to ensure a thriving classroom environment. Expectations include: arriving to class on time, being prepared for class, no electronic devices, unless authorized to do so, any loud shouting, excessive side conversations, arriving to class under the influence of any alcohol or drugs, profane language, and verbal or physical threats, intimidation of any kind, or any other behavior that may be disruptive to the professor or other students. If any of this behavior is exhibited, you may be asked to leave the class for the day. Any continued disruptive behavior may result in a referral to the Dean of Students Office.” While completing your individual writing assignments, you may consult your books and notes and discuss ideas with your fellow students. The assignments are then to be written individually. While completing your team assignments, you are to make your best effort at contributing towards the team's success. You are reminded that no plagiarism or other form of cheating will be tolerated. Any academic misconduct will result in a failing grade for the course.

Plagiarism is the attempt to use another's language or major ideas as your own. It is copying another person's work, sometimes with minor changes. To avoid plagiarism, either paraphrase, assimilate, synthesize, or give credit to the source for major ideas, information, definitions, and quotes. Accuracy is essential. Enclose all quotes in quotation marks and copy word for word. This rule does not include general knowledge. For example, most of us have read that Einstein did poorly in school. This is general knowledge and does not have to be attributed to a specific source.

Paraphrasing is thoroughly rewriting a sentence or paragraph, not just changing a word or two. This requires changing sentence structure, words, and style to reflect your personal writing.

Via D2L, you will be required to post some assignments to the anti-plagiarism site [turnitin.com](http://turnitin.com).

For further information on UWSP policy, please see Chapter 14, Student Academic Standards and Disciplinary Procedures, in the online version of the University Handbook: <http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf>.

#### Disciplinary Process for Academic Misconduct:

As noted on the Dean of Students website, UWS 14 is the chapter of the University of Wisconsin System Administrative code that regulates academic misconduct. UW-Stevens Point implements the rules defined in UWS 14 through our own “Academic Misconduct Campus Procedures.” UWS 14.03 defines academic misconduct as follows: Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student’s academic performance;
- assists other students in any of these acts.

Examples include but are not limited to: cutting and pasting text from the Web without quotation marks or proper citation; paraphrasing from the Web without crediting the source; using notes or a programmable calculator in an exam when such use is not allowed; using another person’s ideas, words, or research and presenting it as one’s own by not properly crediting the originator; stealing examinations or course materials; changing or creating data in a lab experiment; altering a transcript; signing another person’s name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the course, or tampering with a lab experiment or computer program of another student.

Academic integrity is critical to maintaining fair and knowledge based learning at UW-Stevens Point. Academic dishonesty is a serious violation: it undermines the bonds of trust and honesty between members of our academic community, degrades the value of your degree and defrauds those who may eventually depend upon your knowledge and integrity. Examples of academic misconduct include, but are not limited to: cheating on an examination (copying from another student’s paper, referring to materials on the exam other than those explicitly permitted, continuing to work on an exam after the time has expired, turning in an exam for re-grading after making changes to the exam), copying the homework of someone else, submitting for credit work done by someone else, stealing examinations or course materials, tampering with the grade records or with another student’s work, or knowingly and intentionally assisting another student in any of the above.

#### Course Description

This is an elective course in which students will learn how to properly manage projects and the value of doing so.

#### Course Objectives

By the end of this course students will be able to:

- Properly manage a project from conception to close out.
- Be a project leader in their organization.
- Make project presentations to various groups within and outside their organization

### Team Projects

Students will be divided up into teams of five or six to work on a Team Project. The project will give you a chance to experience a “real life” project from conception, through organizing, carrying out the work and close out. Class time will be allocated to questions and help with the Team Projects and each team will make a formal presentation to the class at the end of the semester.

1. Total office building re-paint and re-carpet (AECOM)
2. Office building remodel, expand various departments (Assoc. Bank)
3. Saint Michaels Hospital OR Suite remodel
4. Oncology/Temp ED Entrance/Hub
5. Tenant Space Build Out for Land’s End
6. Accounting software change
7. Your own project, subject to the instructor’s prior approval

### Team Presentations

The ability to deliver a polished, well-organized presentation is a key skill you will need in your future career. As part of your team project, you will have one opportunity to present formally to the class.

### Exams

There will be at least 3 exams.

### Grading

Grades will be based on the scores earned out of a possible 100 points.

- Exam 1 - 20 points
- Exam 2 - 20 points
- Final exam - 20 points
- Project - 30 points
- Class Attendance and Participation - 10 points

This is subject to change by the Instructor

Fall 2017  
**WEEKLY TOPICS AND READING ASSIGNMENTS**  
 (Subject to change by instructor)

WEEK	CLASS	DATE	Nicholas Chapter
1	1	9/05	Introduction to class
1	2	9/7	1 & 2
2	3	9/12	3
2	4	9/14	4
3	5	9/19	5
3	6	9/21	6 a
4	7	9/26	6 b
4	8	9/28	7
5	9	10/03	MS Project - Lab
5	10	10/05	MS Project – Lab
6	11	10/10	MS Project – Lab
6	12	10/12	Review
7	13	10/17	Exam 1
7	14	10/19	Work on team project
8	15	10/24	8
8	16	10/26	9
9	17	10/31	10
9	18	11/02	Exam 2
10	19	11/07	11
10	20	11/09	11
11	21	11/14	13
11	22	11/16	14
12	23	11/21	15
12	24	11/23	Thanksgiving
13	25	11/28	16
13	26	11/30	12
14	27	12/05	Teams 1 & 2 Project Presentation / Success
14	28	12/07	Teams 3 & 4 Project Presentation
15	29	12/12	Teams 5 & 6 Project Presentation
15	30	12/14 last cl	Final Review Questions to ask, Tips, Definitions
16	31	12/21	Final Exam