

UNIVERSITY OF MARY WASHINGTON -- NEW COURSE PROPOSAL

Electronically submit this completed form with attachments in one file to the Chair of the College Curriculum Committee.

COLLEGE (check one): <input checked="" type="checkbox"/> Arts and Sciences		<input type="checkbox"/> Business	<input checked="" type="checkbox"/>	<input type="checkbox"/> Education
Proposal Submitted By: Chris Garcia and John Burrow		Date Prepared: 9/28/2017		
Course Title:	Introduction to Project Management			
Department/discipline and course number*:	MGMT 440			
Prerequisites:	MGMT 301			

**This course number must be approved by the Office of the Registrar before the proposal is submitted.*

Number of credits:	3	Will this course meet for at least 700 contact minutes for each credit hour proposed? <i>If no, provide a credit hour justification.</i>	YES	<input checked="" type="checkbox"/>	NO	
Will this be a new, repeatable "special topics" course? (Do you want students to be able to take this new course more than once if the topic changes?)			NO	<input checked="" type="checkbox"/>	YES	
Date of first offering of this new course: FALL SEMESTER, year		Fall 2018				
Proposed frequency of offering of the course:		1-2 times per year				
List the faculty who will likely teach the course:		John Burrow				
Are ANY new resources required?	NO	<input checked="" type="checkbox"/>	YES	Document in attached impact statement		

This new course will be (check all that apply):					
Required in the major	<input type="checkbox"/>	Required in the minor	<input type="checkbox"/>	General Elective	<input type="checkbox"/>
Elective in the major	<input checked="" type="checkbox"/>	Elective in the minor	<input checked="" type="checkbox"/>	General Education**	<input type="checkbox"/>

***AFTER the new course is approved, a separate proposal must be sent to the General Education Committee.*

Catalog Description (suggested length – less than 50 words):					
This course provides a comprehensive overview of project management. The course addresses the framework, culture, principles, and basic techniques of project management. The course reviews the general stages of a project and describes how the stages interrelate. Basic tools of project management, such as work breakdown structure, scheduling, earned value analysis, and risk management are introduced and used in student assignments. The elements of project management critical to the success of a project are also identified and explained.					
COURSE HISTORY:	Was this course taught previously as a topics or experimental course?	YES	<input checked="" type="checkbox"/>	NO	
Course Number and Title of Previous Course		Semester Offered		Enrollment	
BUAD 471C9: Project Management		Fall 2017		19	
<input checked="" type="checkbox"/>	CHECK HERE if the proposed course is to be equated with the earlier topics or experimental offerings. If equated, students who took the earlier "topics" course will only be able to take the new course as a repeat (C- grade or lower).				
NOTE: If the proposed course has not been previously offered as a topics or experimental course, explain in the attached rationale statement why the course should be adopted even though it has not been tried out.					

REQUIRED ATTACHMENTS:

1. **Rationale Statement** – Why is this course needed? What purposes will it serve?
2. **Credit Hour Justification** (if required) – explain how this course will comply with the UMW Credit Hours Policy (D.5.3)
3. **Impact Statement** – Provide details about the Library, space, staffing, budget, and technology impacts created by adding this new course. Include supporting statements from the Library, IT Department, etc.
Any change that impacts another Department must have a written statement (such as a copy of an email) from the Chair(s) agreeing to the change.
4. **Sample Syllabus**

Department Chair Approval: Chris Garcia

Date: September 28, 2017

CCC Chair Approval: Lance Gentry

Date: October 2, 2017

UCC Chair Approval: Lance Gentry

Date: 11/16/17

Rationale

Project management is a management discipline critical to success in the consulting, service-based, defense, government, and technology sectors. In our region of the country many of the high-paying jobs are found within these sectors, and it is essential for students wishing to enter management careers within these kinds of industries to have knowledge of the project management process. Currently there are no courses at UMW which substantially cover the discipline of Project Management at the undergraduate level. Consequently, in order to meet this need we are proposing to add this new course as a permanent course within the COB.

Impact Statement

There are no known impacts on the required library support, space, technology, or budget. We inside the COB have planned for this course and have the necessary faculty to offer it on a regular basis.

Sample Syllabus

UNIVERSITY OF MARY WASHINGTON

BUAD-471-C9 Project Management Fall 2017

INSTRUCTOR CONTACT INFORMATION

Instructor: John. D. Burrow, DM

Phone: 654-5654 (Office) 840-6559 (Cell)

Office: Woodard 238

Email: jburrow@umw.edu

Hour	Monday	Tue.	Wednesday	Thurs.	Friday
8:30 a.m.	Appt.	Office Hours (Wood 238)	Appt.	Office Hours (Wood 238)	Appt.
9:30 a.m.	Appt.	BUAD 105-03 Wood 149	Appt.	BUAD 105-03 Wood 149	Appt.
11:00 a.m.	Appt.	BUAD 471C9 Wood 149	Appt.	BUAD 471C9 Wood 149	Appt.
12:30 a.m.	Appt.	Appt.	Appt.	Appt.	Appt.
1:00 p.m.	Appt.	Office Hours (Wood 238)	Appt.	Office Hours (Wood 238)	Appt.
2:00 p.m.	Appt.	BUAD 105-04 Wood 149	Appt.	BUAD 105-04 Wood 149	Appt.
3:30	Appt.	Appt.	Appt.	Appt.	Appt.
5:00 p.m. (2nd 8 Week Session)		Office Hours (STSB 106)			
6:00-8:30 p.m. (2nd 8 Week Session)		MBUS 516-B1 STSB 106			

TEXTBOOK

Larson, E.W., & Gray, C. F. (2017) Project Management: The Managerial Process. 7th ed., McGraw Hill.

ISBN: 978-1-259-66609-4

New Course Proposal Cover Sheet (December 2015)

COURSE DESCRIPTION

This course provides a comprehensive overview of project management. The course addresses the framework, culture, principles, and basic techniques of project management. The course reviews the general stages of a project and describes how the stages interrelate. Basic tools of project management, such as work breakdown structure, scheduling, earned value analysis, and risk management are introduced and used in student assignments. The elements of project management critical to the success of a project are also identified and explained.

COURSE OBJECTIVES

Upon completion of this course, you should be able to:

1. Define and understand project lifecycles.
2. Distinguish between the different roles in a project and the project manager's responsibilities.
3. Develop a project plan.
4. Conduct project tasks, conduct resource planning and allocate resources, and conduct budget planning.
5. Determine project baselines and critical paths.
6. Monitor, control, and evaluate a project.

LEARNING PHILOSOPHY AND GRADE ASSIGNMENTS

Philosophy

Optimal learning can best be achieved through class preparation, active listening to class lectures, participating in class discussions and debates, and applying text and lecture material to case studies and project assignments.

Grade Assignments

Learning achieved throughout the semester will be assessed through exams, project assignments, and class preparation and participation. Grades will be determined and assigned based on the following:

Grade Determination	%
Exam 1	15%
Exam 2	15%
Exam 3	15%
Final Exam	15%
Project Assignment	25%

Class Preparation and Participation	15%
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Semester Average	Grade Assigned
93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
0-62	F

Students will have one week to review a grade and to notify me by email of any concerns. Included in the email should be an explanation of the concerns and a request for an appointment to discuss the grade (on an individual basis). After the review period ends the grade will no longer be subject to change except in the case of data-entry error.

Any questions regarding the misreporting of a grade on Canvas should be brought to my attention as soon as it is discovered. Students should keep all graded assignments until final grades are submitted. If there are any questions regarding the accurate recording of an assignment grade you will be asked to produce the assignment in question before any corrections can be made.

A grade of "incomplete" will not be assigned except under very unusual circumstances. Any person missing an assignment or who fails to properly withdraw will be evaluated based on assignments completed and in my hands at the time the class ends.

POLICIES

Honor System

An element basic to the University of Mary Washington's mission is adherence to the Honor System. This system, based upon the integrity of each student, provides that a student shall act honorably in all facets of academic life. It is understood that all work and activities in this class are pledged in accordance with the Honor Code of the University of Mary Washington. Failure to comply with this pledge will be dealt with in accordance with the University of Mary Washington Honor System Guidebook and Constitution.

In order to reaffirm commitment to the Honor System, the student shall write out in full and sign the following pledge on all quizzes, examinations, papers, and other assignments:

"I hereby declare upon my word of honor that I have neither given nor received unauthorized help on this work."

Students with Disabilities

The Office of Disability Services has been designated by the University as the primary office to guide, counsel, and assist students with disabilities. If you already receive services through the Office of Disability Services and require accommodations for this class, make an appointment with me as soon as possible to discuss your approved accommodation needs.

Please bring your accommodation letter with you to the appointment. I will hold any information you share with me in the strictest confidence unless you give me permission to do otherwise. If you have not contacted the Office of Disability Services and need accommodations (note taking assistance, extended time for tests, etc.), I will be happy to refer you. The office will require appropriate documentation of disability. Their phone number is 540-654-1266.

Class Attendance

Class attendance is expected of all students. It is understood that occasional absences are unavoidable, but students are responsible for their decision to miss a class meeting. In deciding to miss a class, you are personally accountable for any assignments, material covered, and announcements made in class. Should you choose to miss a class on a day when something is due then you still must submit your work on time. There are some days where all students need to be present. For this course these days are for guest lectures, exams, and student presentations.

Class participation itself is an appropriate criterion for grading, and your failure to participate can be expected to affect your grade. If you choose not to attend this class, failure to drop or withdraw will result in a final grade of F.

Make-Ups/Late Assignments

Missing an exam without prior written notification and approval will result in a zero. Make-up arrangements, if authorized, are the responsibility of the student and must be made within 24 hours of my approval.

Any assignment (including team assignments) not submitted by the specified due date will receive a 10% deduction for each 24 hour period it is late. After 7 days, a grade of zero will be posted for that assignment.

Alternate dates for class quizzes will not be given.

Writing

Writing effectively is a critical skill that will be considered in grading all assignments and exams. In addition to communicating complete and coherent thoughts, proper format, grammar and spelling are expected. All written assignments must be typed, double-spaced with at least one-inch margins, and font size of 12. Format, grammatical, and spelling errors will result in a one-point deduction for each unique occurrence.

INSIGHTS

Class Lectures

Class lectures will be based on assigned readings, case studies, my professional experience as well as professional experiences of others. I have tentatively scheduled four guest lecturers during the semester. These individuals will share their views, experiences and insights in project management. All material used during class will be available to you via Canvas.

Exams 1-3

Exams will include multiple choice, true/false, and discussion questions. With respect to text book materials, the scope of Exams 1-3 is as follows:

Exam 1: *Project Management: The Managerial Process* - Chapters 1 - 3

Exam 2: *Project Management: The Managerial Process* - Chapters 4 - 9

Exam 3: *Project Management: The Managerial Process* - Chapters 10 -14

Each exam will include material discussed in class as well as a two page paper on what you learned from the guest lecturer. This paper will be written prior to exam day and provided as part of your exam submission.

Final Exam

The final exam will be a comprehensive exam based on all the material covered during the semester. It will be very similar to Exams 1-3 (i.e., multiple choice, true/false, and discussion questions).

Project Assignments

Each student will be assigned to a team to work on a project that will culminate with a formal presentation to the class during weeks 25 (November 28) and 26 (November 30). The intent of this assignment is to demonstrate your knowledge and understanding of key components of the project management lifecycle. Each team will be required to develop a project plan, an organizational structure to manage and execute the project, a schedule and budget, a risk management plan, and an oversight plan to monitor progress throughout the life cycle. Additionally, teams will be required to develop a prototype model of the product and showcase it as part of your formal presentation. Each team will be required to submit interim deliverables throughout the semester for peer review and feedback.

Class Preparation and Participation

All students are expected to read assigned material prior to class and actively participate in class discussions. Class preparation and participation grades will be based on in-class quizzes and your contribution to class discussions and learning. For class quizzes, a personal computing device (with access to Canvas) will be required in class. A total of 110 points (equates to a score of 110 on a test) can be earned through class preparation and participation based on the following:

- Quizzes (65 points)
- Guest lecturer participation (20 points)
- Contribution to class thinking and learning (25 points)

COURSE OUTLINE

Week	Date	Topic	Quiz	Comments
1	Aug 29	Introduction		
	Aug 31	Chapter 1. Modern Project Management	1	Project Teams Assigned
2	Sept 5	Chapter 2. Organization Strategy and Project Selection	2	
	Sept 7	Chapter 3. Organization: Structure and Culture	3	Project Topic Due.
3	Sept 12	GUEST LECTURER		
	Sept 14	EXAM 1		
4	Sept 19	Chapter 4. Defining the Project	4	Exam 1 Grade Posted
	Sept 21	Chapter 5. Estimating Project Times and Costs	5	Draft Project Plan Due
5	Sept 26	Chapter 6. Developing a Project Plan	6	Draft Project Plan Review Due
	Sept 28	Chapter 7. Managing Risk	7	
6	Oct 3	Chapter 8. Scheduling Resources and Costs	8	Final Project Plan Due
	Oct 5	Chapter 9. Reducing Project Duration	9	
7	Oct 10	GUEST LECTURER		Work Breakdown Structure Due

	Oct 12	EXAM 2		
8	Oct 19	Chapter 10. Being an Effective Project Manager	10	Exam 2 Grade Posted
9	Oct 24	Chapter 11. Managing Project Teams	11	Project Progress Report Due
	Oct 26	Chapter 12. Outsourcing: Managing Interorganizational Relations	12	
10	Oct 31	Chapter 13. Progress and Performance Measurement and Evaluation	13	
	Nov 2	Chapter 14. Project Closure	14	
11	Nov 7	GUEST LECTURER		Project Progress Report Due
	Nov 9	EXAM 3		
12	Nov 14	Chapter 15. International Projects	15	Exam 3 Grade Posted
	Nov 16	GUEST LECTURER		
13	Nov 21	Chapter 16. An Introduction to Agile Project Management	16	Team Presentations Due
14	Nov 28	Team Presentations (and reviews)		
	Nov 30	Team Presentations (and reviews)		
15	Dec 5	Semester Review		Team Project Grades Posted Class Participation Grade Posted
	Dec 7	Exam Preparation		
16	Dec11-15	FINAL EXAM		

Note 1: Students are required to prepare for class by reading the Chapter material identified in the Course Outline above, as well as by reading other material that may be identified by the instructor during the semester.

Note 2: This is a tentative schedule. It is subject to modifications by the instructor with reasonable notice to the students.

