

THE UNIVERSITY of TENNESSEE at CHATTANOOGA   
COLLEGE of BUSINESS

Department of Management

**COURSE:** Department of Management, MGT 4550, Section XX, CRN XXXXX

**TITLE:** Project Management

**CREDIT:** 3

**FACULTY:** **Instructor:** TBD  
**Office Location:** Fletcher Hall  
**Office Phone:** 425-XXXX  
**Office Hours:** TBD  
**Email Address:** TBD

**PREREQUISITES AND COREQUISITES:** Senior standing, MGT 3560, 3600 and pre/coreq MGT 4400

**COURSE DESCRIPTION:** Organizations, both for profit and not for profit, strive to improve efficiencies and speed, especially as business becomes more globalized. Therefore, organizations are utilizing more projects to achieve these goals. This course will provide a thorough introduction to the different phases of project management. This course will introduce topics ranging from project lifecycles, budgets, working with people, time management, risk assessments, and other stages of the project management process to ensure an understanding of how projects are managed.

**COURSE LEARNING OUTCOMES:**

**Course Learning Outcomes:**

1. Understand the concepts, stages, and issues involved in project management.
2. Develop leadership and motivation skills when working in teams.
3. Understanding the importance of communication in projects and the types of communication (synchronous vs. asynchronous) that occur.
4. Understanding how to solve problems through project management.
5. Understanding how project management is used to help organizations achieve their goals.

**REQUIRED TEXTBOOK/RESOURCES:**

Text

Darnall, R. & Preston, J. *Project Management from Simple to Complex*. Flat World Knowledge. (required)

Software

*Microsoft Project Management 2013*. (A 60 trial of this software is available free. Information will be provided in class). (required)

## EVALUATION/ASSESSMENT:

Individual Points:	Participation & Attendance	10 points
	In-Class Exams (2 x 10 points)	20 points
	Project Management Journal	10 Points
	Case Analysis	20 points
Team Points:	Project Mgt Project	40 points
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Total:		100 points

A = 90-100

B = 80-89

C = 70-79

D = 60-69, F < 60

All grades will be earned based on quality, completeness, and technical proficiency.

In order to complete the course all projects, assignments, exams, etc. must be completed.

### A Note on Grading

According to the UT-Chattanooga Undergraduate Division Catalog, grades have the following meaning:

A—represents superior performance in the course.

B—represents commendable performance in the essentials of the course.

C—represents acceptable performance in the essentials of the course.

D—represents marginal performance below the acceptable standards of university work.

F—indicates unqualified failure and the necessity for repeating the course to obtain credit.

The instructor reserves the right to adjust grades up or down depending upon less quantifiable measures such as quality of class participation, attendance, tardiness, professionalism, and dedication to excellence.

**ACCOMMODATION STATEMENT:** If you are a student with a disability (e.g. physical, learning, psychiatric, vision, hearing, etc.) and think that you might need special assistance or a special accommodation in this class or any other class, call the Disability Resource Center (DRC) at 425-4006 or come by the office, 102 Frist Hall.

**COUNSELING CENTER STATEMENT:** If you find that personal problems, career indecision, study and time management difficulties, etc. are adversely impacting your successful progress at UTC, please contact the Counseling and Career Planning Center at 425-4438.

## ASSIGNMENTS

### In-Class Exams (individual)

There will be two in-class exams this semester. The exams will be composed of a number of multiple choice, short answer, and essay questions. There will be no make-up exams given so please arrange your schedule accordingly.

### Project Management Journal (individual)

Students are responsible for keeping a weekly written journal that documents their project related learning experiences. In the journal students will need to connect classroom material to what is happening on the Project.

The first journal entry should include:

In a page or two (depending on if you single space or double space), please take a moment to outline the following:

- What do you expect to learn from the Project?
- What do you think the experience of working with a real company will be like?
- What skill set do you bring to this Project?
- What are you most concerned with?
- How will you deal with problems that may arise with your colleagues?

The last journal entry should include:

- How have your pre-Project expectations lined up compared to what you are actually experiencing? How have your views of the Project changed your understanding of what Project Management is all about?

Journals will be submitted every 2 to 3 weeks for grading.

### Case Analysis (individual)

Case analysis is helpful in developing critical thinking skills and will also expose student to “on the job” experiences that they have not encountered before. Students are required to complete 4 of the 5 assigned case studies. Case study analysis should include:

- Introduction
- Statement of problem
- Analysis
- Discussion
- Conclusion

Come prepared to discuss your analysis in class.

### Project Management Project (team)

The Project Management Project is an opportunity for students to apply what they’ve learned throughout their program. Teams will be responsible to find their own project to work on. This can include working with community organization, businesses, or even working with an academic unit on campus.

The project will require students to:

- Identify a need and collaborate with the organization
- Develop a plan using skills acquired through classroom activities
- Implement the plan
- Evaluate the project outcome

As you will be working on a real project, students must commit fully to the Project. Students will be required to document their contact time with the organization.

Deliverables for the Project are:

- Project Charter (10 points): Teams will develop a document that states the project scope, objectives, and participants. The Project Charter must be approved by the team, client, and Professor.
- Project Management Plan (10 points): This detailed document will list activities and milestones along with measures that will be used to manage the Project.
- Project Completion Report (10 points): This report documents all project activities and the assessment of the activities. This report should also include best practices and lessons learned.

- Team Presentation (10 points): Each team will have 20 minutes to present their Project. Presentations should include a brief overview of the Project, any difficulties faced, how difficulties were overcome, and major lessons learned.

Peer evaluations will be collected and used to modify an individual's grade if necessary. They will also be used to provide individual feedback regarding team skills.

### Participation & Attendance

Participation and attendance are both expected of all students for each class. Each member of the class has something to offer the rest of the class and thus participation is essential. This participation allows differing perspectives to be shared and for each of us to learn these new ideas. Students must come to class prepared which means having fully read and analyzed the various readings and assignments. Participation points must be earned. You begin with zero and work your way up to 10. Coming to every class does not guarantee the full 10 points. Attendance is also vital so we may have a full, intellectual discussion. If there is an emergency and you will not be able to attend class please notify me as soon as possible. Participation points will be awarded by bringing in 2 articles from the popular business press for in class discussions. These articles must be related to management issues or topics that have been covered in class. You must bring these articles to class, and submit them to me after we have discussed them.

*\*Special note on Senior Exit Exam (CAAP): If you are scheduled to take the Senior Exit Exam during MGT 4XXX please have your exam time rescheduled.*

### **COURSE TOPICAL OUTLINE:**

Week 1: Introduction to Project Management

Week 2: Project Profiling

Week 3: Project Phases and Organization

Week 4: Understanding and Meeting Client Expectations

Week 5: Working with People on Projects

Week 6: Communication Technologies

Week 7: Starting a Project

Week 8: Project Time Management

Week 9: Estimating and Managing Costs

Weeks 10-14: Continue Work on Team Project

Week 15: Final Project Presentations

**COMMUNICATION:** To enhance student services, the University uses your UTC email address for all communications. Please check your UTC email on a regular basis. If you have problems with accessing

your UTC email account, contact the Call Center at 423/425-4000. I will try to respond to any emails within 2 hours during reasonable hours.

**HONOR CODE PLEDGE (from the [UTC Student Handbook](#))**

I pledge that I will neither give nor receive unauthorized aid on any test or assignment. I understand that plagiarism constitutes a serious instance of unauthorized aid. I further pledge that I exert every effort to insure that the Honor Code is upheld by others and that I will actively support the establishment and continuance of a campus-wide climate of honor and integrity.

URL for course: <http://www.utc.edu/learn>

**Note: Cellphones** are not permitted in the classroom, unless you have a valid reason for using it that has been cleared by me. Usage of a cellular telephone may result in dismissal from the class or participation and attendance point reduction.