

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

**MGT4503.E1 PROJECT RISK & TIME MANAGEMENT
SPRING 2018**

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4503.E1 Project Risk & Time Management
Level: Undergraduate
Beginning Date of Session: Saturday, March 10, 2018
Ending Date of Session: Thursday, May 17, 2018

Student access available to the Student Portal: Saturday, March 10, 2018.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

COURSE PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: A Guide to the Project Management Body of Knowledge: PMBOK(®) Guide
Author: Project Management Institute Publisher: Project Management Institute
Year Published: 2017
Edition: 6th
ISBN: 13: 978-1628251845
Price: Available at <http://amberton.ecampus.com>

Title: Project Manager's Spotlight on Risk Management
Author: Kim Heldman
Publisher: Jossey-Bass
Year Published: 2007
Edition: 1st
ISBN: 13: 978-0782150650
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course

before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Defining and discussing the risk management and time management processes. **(Week 2 & 6 Readings / Discussion, Midterm Exam, Final Exam)**
2. Distinguishing among and identifying various types of risk. **(Week 2 Readings / Discussion, Midterm Exam)**
3. Understanding risk management techniques. **(Week 2 Readings / Discussion, Midterm Exam)**
4. Discussing, quantifying and prioritizing risks affecting the likely outcomes of a project. **(Week 3 Readings / Discussion, Midterm Exam)**
5. Selecting risk analysis tools in project management. (Week 3 Readings / Discussion, Midterm Exam)
6. Understanding how to plan and implement basic risk mitigation strategies. **(Week 3 Readings / Discussion, Midterm Exam)**
7. Understanding how to implement and monitor risk response and control strategies. **(Week 3 Readings / Discussion, Midterm Exam)**
8. Developing responsibility matrices, workaround strategies and other alternative responses to changes in risk during the life of the project. **(Week 4 Readings / Discussion, Midterm Exam)**
9. Defining project activities within the work breakdown structure (WBS). **(Week 6 Readings / Discussion, Final Exam)**
10. Understanding techniques to develop project network diagrams and activity update lists. (Week 6 Readings / Discussion, Final Exam)
11. Understanding tools to develop and analyze activity duration estimates. **(Week 7 Readings / Discussion, Final Exam)**
12. Preparing activity schedules using CPM, GERT, PERT and simulation methods. **(Week 7 Readings / Discussion, Final Exam)**
13. Discussing the relative advantages of GANTT (bar) charts, milestone charts and time-scaled network diagrams. **(Week 8 Readings / Discussion, Final Exam)**
14. Discussing techniques to implement and monitor an ongoing schedule control process in order to respond to unplanned changes. **(Week 8 Readings / Discussion, Final Exam)**
15. Understanding methods for and the importance of performance measurement and reporting. **(Week 9 Readings / Discussion, Final Exam)**
16. Understanding the importance of team communication, interaction and agreement

COURSE POLICIES:

- **Read and complete all assignments, exercises, and exams by the scheduled due date. Assignments are due by 11:59 PM CST Central Standard Time (time in Dallas, TX) on the published due date.**
- **Assignments received after due date (Day 1) will receive an automatic 10% grade reduction**
- **Assignments received on Day 2 or thereafter will not be accepted**

- **Mid-Term and Final Exam must be completed & submitted by the specified due date**

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

COURSE OUTLINE AND CALENDAR:

Week 1: March 10, 2018 – March 17, 2018

- Topics:
 - Welcome to Class
 - Meet & Greet | Class Conference Call
 - Project Management Overview
- Readings:
 - PMBOK® Guide (6th edition): Chapters 1, 2, 3, 4
 - Project Management Article/Case Study 1
- Assignments:
 - Class Conference Call | Meet & Greet
 - ❖ Due 03/12 (option 1), Due 03/13 (option 2)
 - Attend only 1 session
 - Course expectations acknowledgement
 - ❖ Due 03/14
 - Week 1 – Discussion Welcome & Introductions
 - ❖ initial posts due 03/14, replies due 03/17

Week 2: March 18, 2018 – March 24, 2018

- Topics/Course Competencies
 - Defining and discussing the risk management and time management processes.
 - Distinguishing among and identifying various types of risk.
 - Understanding risk management techniques
- Readings:
 - PMBOK® Guide (6th edition): Sections 11.1, 11.2
 - Project Management Article/Case Study 1 - Risks, Risk Management Processes, and Risk Management Techniques
- Assignments:
 - Week 2: Discussion – Risks, Risk Management Processes, and Risk Management Techniques
 - ❖ initial post due 03/21, replies due 03/24

Week 3: March 25, 2018 – March 31, 2018

- Topic/Course Competencies
 - Discussing, quantifying and prioritizing risks affecting the likely outcomes of a project.
 - Selecting risk analysis tools in project management.
 - Understanding how to plan and implement basic risk mitigation strategies.

- Readings:
 - PMBOK® Guide (5th edition): Sections 11.3, 11.4
 - Project Management Article/Case Study 2 - Risk Analysis & Risk Mitigation Strategies
- Assignments:
 - Week 3: Discussion – Risk Analysis & Risk Mitigation Strategies
 - ❖ initial post due 03/28, replies due 03/31

Week 4: April 01, 2018 – April 07, 2018

- Topics/Course Competencies
 - Mid-Semester Checkpoint | Class Conference Call
 - Understanding how to implement and monitor risk response and control strategies.
 - Developing responsibility matrices, workaround strategies and other alternative responses to changes in risk during the life of the project.
- Readings:
 - PMBOK® Guide (6th edition): Sections 11.5, 11.6
 - Project Management Article/Case Study 3 - Risk Response Planning, Implementation, & Control
- Assignments:
 - Week 4: Discussion – Risk Response Planning, Implementation, & Control
 - ❖ initial post due 04/04, replies due 04/07
 - Class Conference Call | Mid-Semester Checkpoint
 - ❖ Due 04/02 (option 1), Due 04/03 (option 2)
 - Attend only 1 session

Week 5: April 08, 2018 – April 14, 2018

- Topics/Course Competencies
 - Midterm Exam
- Readings:
 - PMBOK® Guide (6th edition): Chapters 1, 2, 3, 4, & 11
- Assignments:
 - Midterm Exam (due 04/14)

Week 6: April 15, 2018 – April 21, 2018

- Topics/Course Competencies
 - Defining project activities within the work breakdown structure (WBS).
 - Understanding techniques to develop project network diagrams and activity update lists.
- Readings:
 - PMBOK® Guide (6th edition): Sections 5.2, 6.1, 6.2, 6.3
 - Project Manager's Spotlight on Risk Management: Chapters 1, 2
 - Project Management Article/Case Study 4 – Planning, Identifying, Defining, & Sequencing Schedule Activities

- Assignments:
 - Week 6: Discussion - Planning, Identifying, Defining, & Sequencing Schedule Activities
 - ❖ initial post due 04/18, replies due 04/21

Week 7: April 22, 2018 – April 28, 2018

- Topics/Course Competencies
 - Understanding tools to develop and analyze activity duration estimates.
 - Preparing activity schedules using CPM, GERT, PERT and simulation methods.
- Readings:
 - PMBOK® Guide (6th edition): Sections 6.4,
 - Project Manager's Spotlight on Risk Management: Chapter 5
 - Project Management Article/Case Study 5 – Estimating Activity Durations & Schedule Simulation Techniques
- Assignments:
 - Week 7: Discussion – Estimating Activity Durations & Schedule Simulation Techniques
 - ❖ initial post due 04/25, replies due 04/28

Week 8: April 29, 2018 – May 05, 2018

- Topics/Course Competencies
 - Discussing the relative advantages of GANTT (bar) charts, milestone charts and time-scaled network diagrams.
 - Discussing techniques to implement and monitor an ongoing schedule control process in order to respond to unplanned changes.
- Readings:
 - PMBOK® Guide (6th edition): Sections 6.5, 6.6
 - Project Manager's Spotlight on Risk Management: Chapter 4
 - PM Article/Case Study 6 - Project Performance and Change Management
- Assignments:
 - Week 8: Discussion - Project Performance and Change Management
 - ❖ initial post due 05/02, replies due 05/05

Week 9: May 06, 2018 – May 12, 2018

- Topics/Course Competencies
 - Understanding methods for and the importance of performance measurement and reporting.
 - Understanding the importance of team communication, interaction and agreement in successful project time and risk management efforts.
- Readings:
 - PMBOK® Guide (6th edition): Sections 6.6, 7.4
 - Project Manager's Spotlight on Risk Management: Chapters 3, 6
 - PM Article/Case Study 7 - Schedule Performance Management, Communications & Reporting

- Assignments:
 - Week 9: Discussion - Schedule Performance Management, Communications & Reporting
 - ❖ initial post due 05/09, replies due 05/12

Week 10: May 13, 2018 – May 17, 2018

- Topics/Course Competencies
 - Final Exam
- Readings:
 - None
- Assignments:
 - Final Exam
 - ❖ due 05/17, Last Day of Class
 - Class Conference Call | Course Wrap-up
 - ❖ 05/14 (option 1), 05/15 (option 2)
 - Attend only 1 session
 - Week 10: Discussion - Course Retrospective
 - ❖ due 05/16, Last Day of Class

GRADING CRITERIA:

Assignment	% of Grade
Weekly Discussions	40%
Midterm Exam	30%
Final Exam	30%
Total	100%

Undergraduate	
Percent	Grade
90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
Below 60	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How To Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Through the Amberton University Student Portal

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

Through the Amberton University Moodle Website

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

Moodle Tutorial:

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith SSN: 123-45-6789
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University's ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings

through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to library@Amberton.edu.

RESEARCH TUTORIALS:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

Library Live Chat Feature

The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. www.amberton.edu/current-students/library/index.html