

INLS 690-228 Project Management Syllabus
School of Information and Library Science
1.5 Credit Hours

Location and Times:

- **Mandatory Class Meetings on Mondays & Wednesdays: 6:00 PM – 7:15 PM in 307 Manning Hall**
- **Required Weekly Readings and Team Meetings to produce Team project deliverables**

Instructor:

Danny A. Nguyen, Adjunct Instructor, Project Manager for ITS Communication Technologies Engineering; danguyen@email.unc.edu 919-445-0111

Course Overview

This course presents a practical, minimalistic approach to project management that will provide students with the necessary strategies and skills to effectively manage generic projects. The course integrates project management theory, based on the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK® Guide), and with exposure to project management best practice through required lectures, readings, case studies, and different organizational perspectives. Assessment, practice and development of project management skills will be accomplished through individual participation in class and individual assignments, and also through team assignments that include the development of written documents, diagrams, presentation and peer evaluations.

Learning Objectives and Competencies

Objectives:

- ❖ Plan, participate in and lead successful projects
- ❖ Have a working knowledge of project management tools
- ❖ Identify and address project stakeholders and their requirements
- ❖ Understand the project life cycle
- ❖ Develop the skills necessary to be a project manager
- ❖ Learn the common pitfalls of project management and why projects fail
- ❖ Explore the human side of projects

Competencies:

- ❖ Apply critical thinking to a particular challenge that might be experienced in a professional setting.
- ❖ Apply standard project management tools to problem definition and solution.
- ❖ Apply project management and team-based concepts, ideas, theories, and empirical evidence from one context to a problem in another context in an innovative way.

Course Format

This class will be an intensive 7 week course that will meet twice a week for 1 hour and 15 minutes each period. A lot of reading will be required each week to prepare for class discussions and quizzes. Additionally, students will be required to spend significant time outside of class working on team projects. Students will be assigned to a project team for the duration of the course. Teams will be

formulated as best as possible to reflect the diversity across the class with regard to degree program, work experience, gender and ethnicity.

The course is composed of weekly modules. The content of each module is presented through classroom instruction, lectures, guest lecturers, class discussions and assignments. Required reading and written assignments reinforce and expand the lectures and discussions. Written assignments – individual and team assignments – are submitted for grading.

Resources

Required Software:

- Word processor software (e.g. Microsoft Office Word, GoogleDocs, OpenOffice Writer, etc.)
- Project management software tool (e.g. Microsoft Project)

Required Textbooks:

- Wysocki, R. and McGary, R. *Effective Project Management: Traditional, Agile, Extreme*, 7th ed., Wiley Publishing, Inc., Indianapolis, IN., 2011. ISBN-13: 978-1118729168. Earlier editions would also be acceptable.
- Berkun, S. *Making Things Happen: Mastering Project Management*. O'Reilly Media, Inc., Sebastopol, CA, 2008. Paperback. ISBN-13: 978-0596517717.

Recommended Resources:

- Project Management Institute. *A guide to the project management body of knowledge (PMBOK Guide)*, 5th Ed., Newtown Square, PA., 2013. Paperback. ISBN-13: 893-7485908328.
- Schwalbe, K. *Information Technology Project Management*, 7th ed., Thomson Course Technology, Boston, MA., 2013. Paperback. ISBN-13: 978-1285847092. Earlier editions would also be acceptable.

Course Website:

- Sakai at <https://sakai.unc.edu/portal>
 - Use ONYEN and password to login
 - This website will be used extensively during the course for students to access required online lectures, assigned journal articles and other required reading (not in the course texts) provided via UNC e-Reserves. Class announcements and other communications will be facilitated through this site, so please ensure your email address is correctly reflected in ConnectCarolina.
 - Dedicated Team Sites will be established for your Team communications and collaboration. All written assignments will be submitted via the Drop Box. Students will also be able to check their individual grades on the Gradebook.
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Grading

Students' final grade will be based on a combination of class participation, individual assignments and team assignments. Assignments will include a variety of work products including written papers. UNC Graduate Level grading will be applied: H, P+, P, P-, L, and F. Although pluses and minuses are used for internal grades awarded by SILS, only H, P, L and F will appear on the official transcript. (Pluses and minuses are used in SILS to determine class rank and candidacy for Beta Phi Mu and LIS honor society.)

This grading policy is based on the Office of the University Registrar's Explanation of Grading System for Graduate Grades:

H	High Pass
P	Pass
L	Low Pass
F	Fail
IN	Work Incomplete A temporary grade that converts to an F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.
AB	Absent from Final Examination A temporary grade that converts to an F* unless the grade is replaced with a permanent grade by the last day of classes for the same term one year later.

<http://registrar.unc.edu/academic-services/grades/explanation-of-grading-system/>

In classes containing both graduate and undergraduate students, the following (rough) equivalency between the two grading systems holds:

H	A
P	A-, B+, B, B-
L	C+, C, C-
F	D+, D, F

Your final grade will be based on a combination of individual assignments, team assignments, and participation. In addition to the grades assigned by the faculty, each individual will also be evaluated by their peers on their performance and participation in the team assignments. The six graded aspects of your work and their relative weight in computing your course grade are as follows.

Grade composition	Weight	Component
Quizzes	15%	Individual
Homework Assignments	15%	Individual
Participation	15%	Individual
Peer Evaluations	5%	Individual

Team Assignments	35%	Team
Final Project & Presentation	15%	Team

Honor Code

While the *Instrument* is continuously amended to address new circumstances and challenges, it remains the foundation of the system of student self-governance. The *Instrument* is available online.

For more than 130 years, Carolina students have pledged not to lie, cheat, or steal. Students enjoy a great deal of freedom at Carolina and have been entrusted to hold each other accountable for maintaining a just and safe community. As such, students hear and decide all alleged cases of conduct and academic integrity violations.

About the Honor Code

The Honor Code is the heart of integrity at Carolina. In brief, the Honor Code says that all students shall "Refrain from lying, cheating, or stealing," but the Honor Code means much more. It is the guiding force behind the students' responsible exercise of freedom, the foundation of student self-governance here at UNC-Chapel Hill. The University maintains an Honor Code because we believe that all members of our community should be responsible for upholding the values that have been agreed upon by the community. A written Honor Code is an affirmation of our commitment to high standards of conduct inside and outside of the classroom.

The Honor Code is found in a document known as the *Instrument of Student Judicial Governance*. The Instrument is the University's official document containing the rules and regulations that guide the Honor System. The list of prohibited conduct and the possible sanctions given by the Honor Court can all be found in the *Instrument*. This document also includes information on the rights and responsibilities of all members of our community to the Honor System and under the Honor System.

Course Policies and Requirements

- Class participation is encouraged and expected. You are expected to participate in class and group discussions and activities, as well as in team discussions on Sakai.
- Reading assignments are to be completed before class to ensure more robust discussions and will be required for successful completion of weekly quizzes.
- Both individual and team Assignments are to be submitted to the instructor via the Drop Box in Sakai.
- You are expected to attend all classes or notify me (Danny Nguyen at danguyen@email.unc.edu or call 919-445-0111) if you are unavoidably absent. Attendance is noted at each in-class session and skipping classes is detrimental to the grade component of class participation.
- If there is something you do not understand, ask a question. If you do not want to ask during class, please feel free to email Danny Nguyen at danguyen@email.unc.edu or call 919-445-0111. **However, please ask your question, as it is likely something that other class members might also not understand.**

- The Honor Code described above is in effect in this class. If you have a question about how certain activities, especially group activities, might be interpreted under the Honor Code, please ask.
- A grade of incomplete may be taken only because of illness or special circumstances and only with the permission of the course instructor and your departmental adviser.
- If you wish to audit this course, please follow the UNC policy <http://regweb.unc.edu/resources/rpm09.php> . Those approved by the Instructor to audit the course should register for **INLS 690-228** to be granted access to this class. NOTE: Students who audit the course will be requested to be active members of class and participate as a member of their assigned team.

Course Schedule

Date	Class Topic	Reading Assignment	What is Due
Fall Break 10.14.15	Syllabus	Syllabus	<ul style="list-style-type: none"> • Obtain required textbook resources for the course (see instructor) <p>Homework: Information Gathering & Introductions</p>
Module 1 10.19.15	Introduction to Project Management	No readings	<p>Due: Information Gathering & Introductions document</p> <p>Homework: A Day in the Life case study</p> <p>Team Homework:</p> <ul style="list-style-type: none"> • Create Project Team
Module 1 10.21.15	Introduction to Project Management	<ul style="list-style-type: none"> • Chp 1 from Wysocki “What is a Project?” • Chp 1 from Berkun “A Brief History of project management (and why you should care)” • Case Study – A Day in the Life handout (Gray & Larson, 2010) • Guest Speaker – Davie Yang 	<p>Due: A Day in the Life case study</p> <p>Homework: Module 1 Quiz (take-home)</p> <p>Team Homework:</p> <ul style="list-style-type: none"> • Schedule a Google Hangout session with instructor for next week to discuss Final Project requirements
Module 2 10.26.14	Define a Project & Project Planning	<ul style="list-style-type: none"> • Chp 3 from Schwalbe “The Project Management Process Groups: A Case Study” 	<p>Due: Module 1 Quiz (take-home)</p> <ul style="list-style-type: none"> • Project Team Google Hangout sessions with instructor <p>Team Homework:</p> <ul style="list-style-type: none"> • Project Charter • Project Scope • Project Success Criteria

Module 3 10.28.14	Human Perspective of Project Management	<ul style="list-style-type: none"> • Watch online lecture for “Human Perspective of Project Management” 	Homework #1: Module 3 Quiz (take-home) Homework #2: MBTI reflection paper Homework #3: Persuasion paper
Module 2 11.2.15	Define a Project & Project Planning	<ul style="list-style-type: none"> • Chp 2 from Wysocki “What is Project Management?” • Chp 2 from Berkun “The truth about schedules” • Case Study – Hyten Corporation (Kerzner, 2006) 	Due: Module 3 Quiz (take-home) Due: MBTI reflection paper Due: Persuasion paper Team Homework: <ul style="list-style-type: none"> • Team Contract
Module 3 11.4.15	Human Perspective of Project Management	<ul style="list-style-type: none"> • Chp 9 from Berkun “Communication and relationships” • Chp 10 from Berkun “How not to annoy people: process, email, and meetings” 	<ul style="list-style-type: none"> • Module 2 Quiz (in-class) Team Homework: <ul style="list-style-type: none"> • Team Contract
Module 4 11.9.15	Executing Project	No readings (Use in-class time to work on project documents and Project)	
Module 4 11.11.15	Executing Project	No readings (Use in-class time to work on project documents and Project)	Team Homework: <ul style="list-style-type: none"> • Work Breakdown Structure • Budget Estimation • Project Schedule • Gantt Chart • Milestone Report
Module 5 11.16.15	Project Control & Risk	<ul style="list-style-type: none"> • Chp 11 from Berkun “What to do when things go wrong” • Chp 12 from Berkun “Why leadership is based on trust” • Chp 13 from Berkun “Making things happen” 	Team Homework: <ul style="list-style-type: none"> • Status Report
Module 6 11.18.15	Project Closeout	<ul style="list-style-type: none"> • Chp 14 from Berkun “Middle-game strategy” • Chp 15 from Berkun “End-game strategy” 	
Module 6 11.23.14	Project Deliverable	No readings	Team Homework: <ul style="list-style-type: none"> • Contract Closure • Lessons Learned Report • Final Project Report
Module 6 11.30.15	Final Presentation	No readings	Due: Final Project Report
Final Exam	Final Exam	No readings	<ul style="list-style-type: none"> • Review Final Project Report grade with instructor during Final Exam period

*** This course design was created with the permission of Matthew (Matt) Brody, Associate Vice Chancellor for HR & SILS Adjunct Professor of the Practice, who was a co-creator of the INLS 784 / PUBH 784 Project Management Strategy & Application syllabus that this course redesign was based upon. Sections that needed to be revised were edited, while syllabus sections that were appropriate for the direction of the course redesign were kept as originally worded.*