**INLS 685 - Project Management: Strategy and Applications**

**Summer Session 1 2021**

**SYLLABUS**

**YOUR INSTRUCTOR**

**Tammy Cox****tlcox@email.unc.edu**
**Executive Associate Dean
School of Information and Library Science**

**COURSE OVERVIEW**

This course is designed to prepare students for leadership roles in project management.  It is built around the PMI (Project Management Institute) framework for successful project management.  In the course we cover strategies, principles, and tools used across a variety of industries, project types, and project sizes.

**COURSE GOALS**

By the end of this course, you will be able to

* Demonstrate an understanding of the project life cycle, phases, and groups
* Understand the role, value, and impact of a project manager
* Operationalize best practices for successful project management

**REQUIRED MATERIALS**

**TEXTBOOKS**

There are no required textbooks for this course.  All readings are embedded in the appropriate Lesson pages.

**LIBRARY SERVICES AND COURSE RESERVES**

Students enrolled in this course have access to the UNC Library System. Visit [Distance Education Library Services](http://library.unc.edu/services/de/) to access a wide array of online services and resources including Course Reserves, online databases, online journals, online books, and live help with research and library access. **Most online resources require you to log in with your Onyen and password.** If you have any trouble finding the resource that you need or logging in to a resource, you can contact the library through the contact information at Distance Education Library Services. You can chat live about your problem or send an email to request assistance.

**TECHNOLOGY**

No special technology is required for this course. It is delivered through SAKAI which is an open source platform used at UNC Chapel Hill. [Mozilla Firefox](https://www.mozilla.org/en-US/firefox/new/) is the preferred browser for use with Sakai. Use of other browsers can result in the auto-downloading of some files.

If this is your first online course, you may find helpful information [here](http://blogs.onlineeducation.touro.edu/15-rules-netiquette-online-discussion-boards/).

Contact the [UNC Helpdesk](https://help.unc.edu/) for technical assistance.

**ASSIGNMENTS AND EXAMS**

Each lesson includes reading assignments, discussion topics, and other associated materials such as videos and documents.  Assignments are due throughout the semester as listed below, on the Schedule section on the far left, and on each lesson page.

The following components of this course will contribute to your grade.

**ASSIGNMENT 1: 7% PERCENT OF FINAL GRADE**

Ethics

**ASSIGNMENT 2: 7% PERCENT OF FINAL GRADE**

Cognitive Bias

**ASSIGNMENT 3: 7% PERCENT OF FINAL GRADE**

Team Meeting

**ASSIGNMENT 4: 7% PERCENT OF FINAL GRADE**

Work Breakdown Structure (WBS)

**ASSIGNMENT 5: 14% PERCENT OF FINAL GRADE**

Project Manager Interview

**ASSIGNMENT 6: 7% PERCENT OF FINAL GRADE**

Key Performance Indicator/Metrics Dashboard

**CLASS PARTICIPATION: 29% PERCENT OF FINAL GRADE**

Forum discussions

**FINAL EXAM: 21% PERCENT OF FINAL GRADE**

Multiple choice

**GRADING SCALE**

|   **Letter Grade** | **Percentage** | **Meaning** |
| --- | --- | --- |
| **A** | 94–100% | Excellent: Far exceeds standard |
| **A-** | 90–93% |
| **B+** | 87–89% | Good: Exceeds standard |
| **B** | 83–86% |
| **B-** | 80–82% |
| **C+** | 77–79% | Fair: Meets standard |
| **C** | 73–76% |
| **C-** | 70–72% |
| **D+** | 67–69% | Poor: Shows growth but falls below standard |
| **D** | 60–66% |
| **F** | 0–59% | Failing: Deficient |

**COURSE POLICIES**

**COMMUNICATION**

My preferred communication means is by email.  My address is tlcox@email.unc.edu.  I will respond to requests within 24 hours.  If email is not an option for you, my office phone does allow for messages which are sent directly to me.  My office phone number is 919-962-8365.  Our school is currently working remotely, therefore I do not have drop-in times available.

**LATE SUBMISSIONS**

Ideally, all submissions will be made by the listed deadlines.  If you foresee an issue meeting a particular deadline, please contact me at least one day in advance to request an extension.  Approval will depend on the justification provided for the deadline extension.

**ACADEMIC POLICIES AND SERVICES**

* [Honor Code](https://sakai.unc.edu/portal/site/08923ab7-9bb3-4f65-a1ba-68c97f193c0a/tool/e3fc22df-9245-4a9b-819f-83130d4ea931#honor)
* [IT Acceptable Use Policy](https://sakai.unc.edu/portal/site/08923ab7-9bb3-4f65-a1ba-68c97f193c0a/tool/e3fc22df-9245-4a9b-819f-83130d4ea931#it)
* [Data Security and Privacy](https://sakai.unc.edu/portal/site/08923ab7-9bb3-4f65-a1ba-68c97f193c0a/tool/e3fc22df-9245-4a9b-819f-83130d4ea931#data)
* [Accessibility](https://sakai.unc.edu/portal/site/08923ab7-9bb3-4f65-a1ba-68c97f193c0a/tool/e3fc22df-9245-4a9b-819f-83130d4ea931#accessibility)
* [Student Support](https://sakai.unc.edu/portal/site/08923ab7-9bb3-4f65-a1ba-68c97f193c0a/tool/e3fc22df-9245-4a9b-819f-83130d4ea931#support)

**HONOR CODE**

Remember that as a student of UNC-Chapel Hill, you are bound by the University’s  [Honor Code](http://honor.unc.edu/), which states that “It shall be the responsibility of every student at The University of North Carolina at Chapel Hill to obey and support the enforcement of the Honor Code, which prohibits lying, cheating, or stealing when these actions involve academic processes or University students or academic personnel acting in an official capacity.” An especially serious Honor Code violation is plagiarism. You may wish to take a [tutorial on plagiarism](http://www.lib.unc.edu/plagiarism/)  that was developed by librarians at UNC, Duke, NCSU, and NCCU. If you have questions, please consult your instructor. Please note that downloading or printing out the quizzes or exams in Sakai is prohibited; doing so is considered a violation of the Honor Code.

**Plagiarism**

[Plagiarism](http://writingcenter.unc.edu/handouts/plagiarism/) is a serious violation of the Honor Code. To become more familiar with the issues surrounding plagiarism, and how to best avoid this academic issue, view this brief [Plagiarism Tutorial](http://guides.lib.unc.edu/plagiarism/purpose) created by the librarians of UNC-Chapel Hill, Duke University, NC State University, and NC Central University. If you have any questions about what constitutes plagiarism or how to properly cite a source, please contact your instructor.

**IT ACCEPTABLE USE POLICY**

By enrolling as a student in this course, you agree to abide by the University of North Carolina at Chapel Hill policies related to the acceptable use of IT systems and services. You may be asked to participate in online discussions or other online activities that may include personal information about you or other students in the course.  The rights and protection of other participants are protected under the UNC-Chapel Hill [Information Technology Acceptable Use Policy](https://unc.policystat.com/policy/6875241/latest/), which covers topics related to using digital resources, such as privacy, confidentiality, and intellectual property.

Consult the University website "[Safe Computing at UNC](https://safecomputing.unc.edu/)" for information about the data security policies, updates, and tips on keeping your identity, information, and devices safe.

**DATA SECURITY AND PRIVACY**

**University and LMS Privacy Policies**

* [UNC-Chapel Hill Privacy Statement](https://www.unc.edu/about/privacy-statement/)
* Sakai's Discussion Forum, Assignments, DropBox, Gradebook, and Tests & Quizzes tools are designed to share FERPA-protected information privately between instructors and individual students.

**UNC-Supported Vendor Privacy Policies**

* [Microsoft](https://www.microsoft.com/online/legal/v2/?docid=43)
* [Zoom](https://zoom.us/privacy)
* [VoiceThread](https://voicethread.com/privacy/)
* [Panopto](https://www.panopto.com/privacy/)
* [LinkedIn](https://www.linkedin.com/legal/privacy-policy)
* [Adobe Creative Cloud](https://www.adobe.com/privacy/policy.html)

When using online resources offered by organizations not affiliated with UNC-Chapel Hill, such as Google or YouTube, please note that the terms and conditions of these companies and not the University’s Terms and Conditions apply. These third parties may offer different degrees of privacy protection and access rights to online content. You should be well aware of this when posting content to sites not managed by UNC-Chapel Hill. When links to sites outside of the unc.edu domain are inserted in class discussions, please be mindful that clicking on sites not affiliated with UNC-Chapel Hill may pose a risk for your computer due to the possible presence of malware on such sites.

**Office of Accessibility/Accommodations**

If you are a student with a documented disability, you can receive services through  [Accessibility Resources & Service (ARS).](https://accessibility.unc.edu/)  You must self-identify through ARS to receive services or accommodation from either of these offices. ARS works closely with programs, offices, and departments throughout the University to help create an accessible environment.

The office is located in Suite 2126 of the Student Academic Services Building (SASB), 450 Ridge Road, Chapel Hill, NC, and is open from 8 am to 5 pm Monday through Friday. You can contact them by phone at 919-962-8300 or 711 (NC-RELAY), or by email at  accessibility@unc.edu.

**Accessibility Statements**

**University and LMS Accessibility Statements**

* [UNC-Chapel Hill Accessibility Statement](https://www.unc.edu/about/accessibility/)
* [Sakai Voluntary Product Accessibility Statement](https://confluence.sakaiproject.org/pages/viewpage.action?pageId=110690616)

**External Applications integrated into the LMS Accessibility Statements**

* [VoiceThread](https://voicethread.com/about/features/accessibility)
* [Panopto](https://uploads.panopto.com/2020/03/09084958/panopto-accessibility-conformance-report-february-2020.pdf)

**Supporting Sites and Technologies Accessibility Statements**

* [Adobe Accessibility Statement](http://www.adobe.com/accessibility.html)
* [LinkedIn Learning Accessibility](https://www.linkedin.com/accessibility)
* [Microsoft Office Accessibility Statement](http://www.microsoft.com/enable/default.aspx)
* [YouTube Accessibility Statement](https://support.google.com/youtube/answer/189278?hl=en)

**STUDENT SUPPORT**

**Cancellation, Withdrawal, and Suspension**

A registered student may terminate registration in three possible ways: cancellation, withdrawal, and suspension, depending on the circumstances. For definitions of these terms and the steps necessary to process each of them, see the [University Policy Memorandum](https://registrar.unc.edu/academic-services/policies-procedures/university-policy-memorandums/upm-7-cancellation-withdrawal-and-suspension/).

**Policy on Non-Discrimination**

The University is committed to providing an inclusive and welcoming environment for all members of our community and to ensuring that educational and employment decisions are based on individuals’ abilities and qualifications. Consistent with this principle and applicable laws, the University's [Policy Statement on Non-Discrimination](https://unc.policystat.com/policy/4467906/latest/) offers access to its educational programs and activities as well as employment terms and conditions without respect to race, color, gender, national origin, age, religion, creed, genetic information, disability, veteran's status, sexual orientation, gender identity or gender expression.  Such a policy ensures that only relevant factors are considered and that equitable and consistent standards of conduct and performance are applied.

**Reporting Harassment or Discrimination**

If a student is experiencing harassment or discrimination, they can seek assistance and file a report through the Report and Response Coordinators (see contact info at [safe.unc.edu](https://safe.unc.edu/learn-more/harassment/)) or the [Equal Opportunity and Compliance Office](http://eoc.unc.edu/).

Any administrator or supervisor, including a department chair, associate dean or another administrator, who receives notice of a student’s complaint of alleged prohibited harassment, including sexual misconduct, or discrimination must contact the Equal Opportunity/ADA Office as soon as possible upon receipt of the complaint at 137 E. Franklin St., Suite 404, 919-966-3576.

Faculty and staff who experience discrimination or harassment can file a complaint on the [Equal Opportunity and Compliance Office](http://eoc.unc.edu/) web site (look for the “Make a report” link on that page).

**Gender-Inclusive Language**

The University of North Carolina at Chapel Hill is committed to providing an inclusive and welcoming environment for all members of our community. Consistent with that commitment, the gender-inclusive terms (chair; first-year student; upper-level student, etc.) should be used on University documents, websites and policies.

The UNC Writing Center has a [handout on Gender-Inclusive Language](http://writingcenter.unc.edu/tips-and-tools/gender-inclusive-language/).

**Student Support Email and Phone Numbers**

* To report acceptable use problems at UNC-Chapel Hill, call **919-962-HELP** or email: abuse@unc.edu.
* For issues involving copyrights or other policy concerns, call **919-445-9393** or email: copyright@unc.edu.
* For issues involving system security, call **919-962-HELP** email: security@unc.edu.
* For any other issues, please send email to abuse@unc.edu.