COURSE INFORMATION

Check Canvas regularly for information including weather announcements.

COURSE MATERIALS

<table>
<thead>
<tr>
<th>Textbook</th>
<th>An Introduction to Project Management, Fourth Edition (4 geese on the cover)</th>
<th>Author: Kathy Schwalbe</th>
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</thead>
</table>

LEARNING GOALS AND OBJECTIVES

Projects are the drivers that turn ideas into reality and make organizations better, stronger, and more competitive. In fact, the only way organizations can implement a strategy, develop new products, build a new infrastructure, or gain competitive advantage is through projects. With that in mind, the Introduction to Project Management course will have the following objectives:
• Present the basic concepts of project management together with an introduction to modern real-life project problems.
• Understand the importance and strategic advantage of using the best practices on project management.
• Upon completion of this course, students will understand the processes of initiating, planning, executing, monitoring/controlling, and closing a project.
• Focus on practical exercises to help students to better understand the theory presented in class. This course will also cover Supply Chain project management but the concepts used will allow students to use their knowledge in any project and industry.
• Allow students to develop a Project Plan draft in class.

ATTENDANCE

Students are expected to attend all scheduled classes. In case of absence notify the instructor by e-mail. Students are responsible for timely submittal of all work assignments.

ACADEMIC INTEGRITY

_I do NOT tolerate cheating._ Students are responsible for understanding the RU Academic Integrity Policy [http://academicintegrity.rutgers.edu/](http://academicintegrity.rutgers.edu/)

I will strongly enforce this Policy and pursue _all_ violations. On all examinations and assignments, students must sign the RU Honor Pledge, which states, “On my honor, I have neither received nor given any unauthorized assistance on this examination or assignment.” I will screen all written assignments through _SafeAssign or Turnitin_, plagiarism detection services that compare the work against a large database of past work. Don’t let cheating destroy your hard-earned opportunity to learn. See [business.rutgers.edu/ai](http://business.rutgers.edu/ai) for more details.

HOMEWORK ASSIGNMENTS

Individual Assignment - One individual assignment will be given during the course.

Group Assignment - One group assignment will be given during the course. Each group will develop a project plan based on a case study.

ATTENDANCE, PARTICIPATION, AND CLASSROOM CONDUCT

• Expect me to attend all class sessions. I expect the same of you. If I am to be absent, my department chair or I will send you notice via email and Canvas as far in advance as possible. If you are to be absent, report your absence in advance at [https://sims.rutgers.edu/ssra/](https://sims.rutgers.edu/ssra/) and send me an email with full details and supporting documentation within 3 days of your absence.

• For weather emergencies, consult the campus home page. If the campus is open, class will be held.
• Expect me to arrive on time for each class session. I expect the same of you.
• Expect me to remain for the entirety of each class session. I expect the same of you.
• Expect me to prepare properly for each class session. I expect the same of you. Complete all background reading and assignments. You cannot learn if you are not prepared. The minimum expectation is that for each 3-hour class session, you have prepared by studying for at least the same amount of hours.
• Expect me to participate fully in each class session. I expect the same of you. Stay focused and involved. You cannot learn if you are not paying attention.
• Students are responsible for timely submittal of all work assignments.
• The use of cell phone or side conversations will not be allowed in class.

DEADLINE POLICY

Deadlines will not be extended (late submissions will not be graded) unless for serious reasons. In such cases, the student must notify the instructor 3 days before the deadline.

GRADING POLICY

<table>
<thead>
<tr>
<th>Individual assignment</th>
<th>20%</th>
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<tbody>
<tr>
<td>Class participation</td>
<td>10%</td>
</tr>
<tr>
<td>Group assignment</td>
<td>20%</td>
</tr>
<tr>
<td>3 Quizzes</td>
<td>25%</td>
</tr>
<tr>
<td>Midterm Exam:</td>
<td>25%</td>
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<tr>
<td>There will not be a final exam</td>
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COURSE SCHEDULE

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<tr>
<th>DATE</th>
<th>TOPIC</th>
<th>ASSIGNMENT</th>
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3
| Week 1 | Introduction to Project Management  
(Chapter 1) | Discussion and Exercises in class.  
Case study definition |
| Week 2 | Initiating Projects  
(Chapter 3) | Discussion and Exercises in class.  
Explanation of group assignment |
| Week 3 | Planning Projects: Project Integration, Scope,  
Time, and Cost Management  
(Chapter 4). | Discussion and Exercises in class.  
Case study. Quiz on chapter 1 and 3 |
| Week 4 | Planning Projects: Project Integration, Scope,  
Time, and Cost Management  
(Chapter 4). | Discussion and Exercises in class.  
Case study. |
| Week 5 | Planning Projects: Project Quality, Human  
Resources, Communication, Risk, and  
Procurement Management  
(Chapter 5). | Discussion and Exercises in class.  
Case study. |
| Week 6 | Planning Projects: Project Quality, Human  
Resources, Communication, Risk, and  
Procurement Management  
(Chapter 5). | Discussion and Exercises in class.  
Case study. Quiz on Chapter 4 and 5 |
| Week 7 | Executing Projects  
(Chapter 6 & 7) | Discussion and Exercises in class.  
Case study. |
| Week 8 | Group Assignments. Project Selection.  
Cost Analysis  
(Chapter 2) | Discussion and Exercises in class.  
Case study. MIDTERM EXAM |
| Week 9 | Monitoring & Controlling Projects  
(Chapter 8) | Discussion and Exercises in class.  
Developing the group assignment in class. |
| Week 10 | Closing Projects  
(Chapter 9) Group Assignment | Discussion and Exercises in class.  
Developing the group assignment in class. |
| Week 11 | Project Management Best Practices  
(Chapter 9). Each team works on their own Group Assignment At any location of their choice. | Students deliver individual assignment |
| Week 12 | Students work on their Group Assignment | Developing the group assignment in class. Quiz on Chapter 8 and 9 |
| Week 13 | Students do final adjustments on Group Assignment | Presenting the group assignment in class |
| Week 14 | Final Presentation of Group Assignment  
(panel evaluation) | Last Class |

**SUPPORT SERVICES**

If you need accommodation for a *disability*, obtain a Letter of Accommodation from the Office of Disability Services. The Office of Disability Services at Rutgers, The State University of New Jersey,

[Rutgers University-New Brunswick ODS phone (848)445-6800 or email dsoffice@echo.rutgers.edu]

[Rutgers University-Newark ODS phone (973)353-5375 or email ods@newark.rutgers.edu]

If you are pregnant, the Office of Title IX and ADA Compliance is available to assist with any concerns or potential accommodations related to pregnancy.

[Rutgers University-New Brunswick Title IX Coordinator phone (848)932-8200 or email jackie.moran@rutgers.edu]

[Rutgers University-Newark Office of Title IX and ADA Compliance phone (973)353-1906 or email TitleIX@newark.rutgers.edu]

If you seek religious accommodations, the Office of the Dean of Students is available to verify absences for religious observance, as needed.

[Rutgers University-New Brunswick Dean of Students phone (848)932-2300 or email deanofstudents@echo.rutgers.edu]

[Rutgers University-Newark Dean of Students phone (973)353-5063 or email DeanofStudents@newark.rutgers.edu]

If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, the Office for Violence Prevention and Victim Assistance provides help and support. More information can be found at http://vpva.rutgers.edu/.

[Rutgers University-New Brunswick incident report link: http://studentconduct.rutgers.edu/concern/. You may contact the Office for Violence Prevention and Victim Assistance at (848)932-1181]

[Rutgers University-Newark incident report link: https://cm.maxient.com/reportingform.php?RutgersUniv&layout_id=7 . You may also contact the Office of Title IX and ADA Compliance at (973)353-1906 or email TitleIX@newark.rutgers.edu. If you wish to speak with a staff member who is confidential and does not have a reporting responsibility, you may contact the Office for Violence Prevention and Victim Assistance at (973)353-1918 or email run.vpva@rutgers.edu]
If students who have experienced a temporary condition or injury that is adversely affecting their ability to fully participate, you should submit a request via https://temporaryconditions.rutgers.edu.

If you are a military veteran or are on active military duty, you can obtain support through the Office of Veteran and Military Programs and Services. http://veterans.rutgers.edu/

If you are in need of mental health services, please use our readily available services.
[Rutgers University-Newark Counseling Center: http://counseling.newark.rutgers.edu/]
[Rutgers Counseling and Psychological Services–New Brunswick: http://rhscaps.rutgers.edu/]

If you are in need of physical health services, please use our readily available services.
[Rutgers Health Services – Newark: http://health.newark.rutgers.edu/]
[Rutgers Health Services – New Brunswick: http://health.rutgers.edu/]

If you are in need of legal services, please use our readily available services: http://rusls.rutgers.edu/

Students experiencing difficulty in courses due to English as a second language (ESL) should contact the Program in American Language Studies for supports.
[Rutgers–Newark: PALS@newark.rutgers.edu]
[Rutgers–New Brunswick: eslpals@english.rutgers.edu]

If you are in need of additional academic assistance, please use our readily available services.
[Rutgers University-Newark Learning Center: http://www.ncas.rutgers.edu/rlc]
[Rutgers University-Newark Writing Center: http://www.ncas.rutgers.edu/writingcenter]
[Rutgers University-New Brunswick Learning Center: https://rlc.rutgers.edu/]

[Optional items that many faculty include:

- Students must sign, date, and return a statement declaring that they understand the RU Academic Integrity Policy.
- Students must sign, date, and return a statement declaring that they understand this syllabus.]