

Course Syllabus (2/1/17)

General Class Information

Instructor Name and Contact Information:

- Dr. Michael (Mike) Powers, Faculty
- Virtual Office Hours: Tuesday
- 11:00 a.m. – 12:30 p.m.
- Office Phone: (720) 310-0526
- Email: mcp7u@virginia.edu

Subject Area and Catalog Number: PSPM 5210

Year and Term: 2017 - Spring

Class Title: Project Risk Management

Level: Graduate

Credit Type: 3 Units

Class Description:

The Project Risk Management course will introduce students to a variety of risk management tools that can be used to effectively manage project risk. Students will review different risks that project may confront during the various stages of the project life cycle. The tools discussed during the course will allow students to identify, analyze, and develop risk response strategies that will increase the probability of project success.

Required Text:

Kendrick, T. (2009). *Identifying and managing project risk: Essential tools for failure-proofing your project* (2nd ed.). New York, NY: AMACOM. ISBN 9780814413401

Optional Text:

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, D.C.: American Psychological Association. ISBN: 978-1433805615

Learning Outcomes:

At the completion of the course students will understand:

- The important role that risk plays in a project environment.
- Risk management frameworks that will allow a project manager to effectively manage and control project risk.
- Challenges facing the project manager and team in the area of risk management.
- Methodologies that the project team can use to effectively confront the project risk.

Assessment Components:

- The standard UVA Grading Policy will be in effect.

Please note: Students may earn “ + ” or “ - ” for each of the standard UVA Grades dependent upon the number of points earned by each Student.

<u>Assignment</u>	<u>Total Points</u>	<u>Due Date</u>	<u>Grading Percent</u>
Article Reviews – (2)	200	See schedule	20%
Forum Discussions– (4)	200	See schedule	20%
Team Project	200	See schedule	20%
Exams – Midterm and Final	400	See schedule	40%

Total Points: 1000

<u>Points</u>	<u>Percentage%</u>	<u>Grade</u>
1000	100	A+
999-950	99-95	A
949-900	94.9-90	A-
899-870	89.9-87	B+
869-830	86.9-83	B
829-800	82.9-80	B-
799-770	79.9-77	C+
769-730	76.9-73	C
729-700	72.9-70	C-
699-670	69.9-67	D+
669-630	66.9-63	D
629-600	62.9-60	D-
<600	<60	F

NOTE: All grades will be posted in the online Grade Book within 7 days after the student submission of the assignment.

Required Technical Resources and Technical Components:

- Computer with basic audio/video output equipment;
- UVA Computing ID and Passwords;
- Internet access (broadband recommended);
- Internet Explorer (7.0 or above) OR Mozilla Firefox/Mic—Recommended Logitech Head set with USB (if required);
- Microsoft Word

Technical Support Contacts:

- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: collab-support@virginia.edu
- BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu or <http://support.blackboardcollaborate.com>

Class Specific Information

Class Instruction and Activities:

This is an online class that will be delivered via asynchronous and synchronous methods. Please see course schedule for synchronous meeting times. Some of my methods to administer/teach this course will be delivered through lectures, PowerPoint presentations, and discussions that will be generated through the weekly discussion questions. You will be required to complete a total of four (4) discussion questions, four (4) article reviews, a midterm, and a final exam.

Class Requirements:

- Course Readings and Materials: Students are responsible for the assigned text readings and material presented for each weekly lesson.
- Discussion Forums: It is expected that all Students will participate in each scheduled Forum Discussion by responding to the questions posed by the Professor, and in response to other Student's posting in the Forum setting.

- Course Assignments: The Student may access all Course Assignments in the Syllabus (“Written Assignments”); in the Assignments Section of the online Course; and as listed in the applicable Lesson in the online Course materials.
- Student Submission of Course Assignments:
 - All assignments will be submitted via the appropriate drop boxes by the due date. Please submit all written assignments in a .doc or .docx format. If you email me, the subject line must include course number, student’s name, and a brief topic. **Exams:** Students will be required to complete two (2) exams in this course. The exams will be taken in class and will be worth 200 points each.
- Late and recycled assignments:
 - Assignments will be considered on time when posted before midnight on the date due. If timely submission of an assignment could become challenging for a student due to a legitimate reason, an advance notice should be sent to the Instructor with the reason for the delay. Grading that assignment is at the Instructor’s discretion. If prior approval for late submission is not obtained, late assignments will be deducted one letter grade for the first day late. Beyond one day late, grading is at the Instructor’s discretion. Beyond five days late, the assignment will not be accepted and a zero will be given. Late discussion posts are not accepted. No assignments will be accepted after the final day of class unless prior approval is received.
 - If you are recycling an assignment (one that has material that has been previously submitted in another class), you must notify the Instructor of this when submitted. The recycled material must be relevant and current to the assignment. If you have any questions, please ask the Instructor in advance.
- Course Resources:
 - All course resources will be provided under each week and via the announcement board.
- Participation for Online Courses:
 - Please login and participate often throughout this course to enrich your learning experience.
 - Discussion questions will be posted to four weekly class discussion threads. Discussions will take place in the main classroom under the selected weeks as assigned by the faculty member in the course syllabus. Learners will read, analyze, and respond to questions and comments from the faculty member and fellow learners.

- The instructor will post discussion topics for certain weeks requiring student response. Each week, students need to post an original substantial response to all discussion questions and two substantial responses to another student's post for each discussion question. For the first part of the discussion, you must post your responses by midnight on **Thursday** (11:59 pm). For the second part (two responses to other students), read through the other student's responses. The deadline for the student responses is **Sunday** at midnight (11:59 pm). Learners must write at least a five sentence response to each discussion question, properly citing literature when possible. A one word answer to a post does not count as participation.
- How are Discussion Posts graded?
 - Class participation points will be based upon three elements: (1) at least a 200 word response to each weekly discussion question, properly citing literature when possible; (2) two substantial responses (at least 100 words each) to other students' posts for each discussion question, properly citing literature when possible; and (3) completing the discussion questions and responses on-time during the assigned week.

- The Online Weekly Schedule

The course week begins on Monday and ends on Sunday (except for weeks 1 and 15). Please see the following for a breakdown of the week:

Day 1 – Monday

Day 2 – Tuesday

Day 3 – Wednesday

Day 4 – Thursday

Day 5 – Friday

Day 6 – Saturday

Day 7 – Sunday

- Grammar and Adherence to APA v6 Format
 - The rules governing the grammar and usage of standard American English must be followed, and language should be clear, precise, and appropriate for the intended scholarly audience. When formatting and composing assignments, learners must follow the guidelines described in the Publication Manual of the American Psychological Association. In addition, the overall layout of assignments, including citations and reference pages, should adhere to APA style and guidelines. Written

assignments must have a title page, section headers, introduction, conclusion, and reference page.

- Additional Research
 - Additional research is highly recommended to strengthen your assignments and discussions. When using outside sources, be sure to properly credit the sources following APA v6 guidelines.

Assignments

Discussion Questions: Will be provided in class under corresponding weeks. See schedule for weeks they are due.

Team Project: In this exercise, you will be assigned to a group of three or four members. With the members of your discussion group, you will research a project that was poorly managed due poor project risk management. You will post the link to your presentation to the appropriate dropbox by the due date (see schedule). Please note: Your group must choose a topic by February 5th. There will be Blackboard Collaborate rooms available for your team to utilize (as requested). Please review the resources file (Group Assignment) under the activities page for additional information on this assignment. You are required to submit a peer review for this project to the drop box by the due date.

Written Assignments:

Students will be required to review two articles relating to project risk management. Articles must come from program, project, or business journals. Each article review needs to be 2-3 pages in length and formatted per APA v6. Article reviews must have a title page, section headers, introduction, conclusion, and reference page. Students need to outline the key topics of the article and how it relates to class. Be sure to accurately cite the article you review using proper APA along with your textbook.

Article Review topics are as follows (Choose 2 topics – 1 for each article review):

- 1: Importance Risk Management Plays in Project Management or Project Office's Role in Risk Management
- 2: Risk Management Techniques
- 3: Risk Planning or Risk Identification
- 4: Qualitative or Quantitative Risk Analysis or Risk Response Planning or Risk Monitoring and Control

Exams: Will be assigned for the appropriate weeks listed in the Class Schedule.



Class Schedule –Tentative (Revised 02/01/17)

Week	Dates	Topics	Readings for week	Assignments for this class in addition to readings
1	January 18 – 22	Introduction to the course. Getting to know each other. Why Project Risk Management?	Kendrick – Chapter 1	Each person posts a personal introduction for the class to read. Everyone is encouraged to ask questions. Live Chat (synchronous, optional). Chat will be held on 01/19/17 @ 7PM ET.
2	January 23 – 29	Planning for Risk Management	Kendrick – Chapter 2	Discussion Question 1 Live Chat (synchronous, optional). Chat will be held on 01/26/17 @ 7PM ET.
3	January 30 – February 5	Identifying Project Scope Risk	Kendrick – Chapter 3	Live Chat (synchronous, optional). Chat will be held on 02/02/17 @ 7PM ET. Team Presentation Topic due – 02/05/17.
4	February 6 – 12	Identifying Project Schedule Risk	Kendrick – Chapter 4	Article Review 1: Due – February 12th.
5	February 13 – 19	Identifying Project Resource Risk	Kendrick – Chapter 5	Reading/Group Week
6	February 20 – 26	Managing Project Constraints and Documenting Risks	Kendrick – Chapter 6	Discussion Question 2

7	February 27 – March 5	Quantifying and Analyzing Activity Risks Midterm Week	Kendrick – Chapter 7	Midterm Week Midterm Exam – <u>DUE Sunday,</u> <u>03/05/2016</u>
8	March 6 – 12	Spring Recess		No Assignments
9	March 13 –19	Managing Activity Risks	Kendrick – Chapter 8	Reading and Group Work Week
10	March 20 – 26	Quantifying and Analyzing Project Risk	Kendrick – Chapter 9	Article Review 2: Due – March 26th Live Chat (synchronous, optional). Chat will be held on 03/23/17 @ 7PM ET.
11	March 27 – April 2	Managing Project Risk	Kendrick – Chapter 10	Discussion Question 3
12	April 3 – 9	Monitoring and Controlling Risky Projects	Kendrick – Chapter 11	Live Chat (synchronous, optional). Chat will be held on 04/06/17 @ 7PM ET.
13	April 10 – 16	Closing Projects Program, Portfolio, and	Kendrick – Chapter 12 and 13	Discussion Question 4



		Enterprise Risk Management		
14	April 17 – 23	Finals Preparation	Kendrick – Chapter 14	Finals Preparation Week Team Project: Due – April 23rd. Peer Review Due – April 23rd
15	April 24 – April 30	Finals Week		Finals Week Final Exam – <u>DUE Sunday, 04/30/2017</u> The final exam will be available from April 16th – 30th

Communication & Student Response Time

The best way to reach the Instructor is via email. Please use the email address provided to contact your Instructor. Keep in mind; although there is a phone extension available, this only goes to voice mail. Your Instructor will reply to all voice messages via email. On a case-by-case basis, it may be possible to set up a phone conversation if your question cannot be resolved via email or office hour visits. To prevent telephone tag, you may want to e-mail the Instructor to schedule telephone appointments.

The Instructor will generally respond to your inquiry within 48 hours and will work with you to resolve the identified issue.

U.Va. Policies

SCPS Grading Policies: Courses carrying a School of Continuing and Professional Studies subject area use the following grading system: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F. S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University. Please visit [SCPS Grades](#)

University Email Policies: Students are expected to check their official U.Va. email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

University of Virginia Honor System: All work should be pledged in the spirit of the Honor System at the University of Virginia. The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: "I pledge that I have neither given nor received help a on this examination (quiz, assignment, etc.)." The pledge must be signed by the student. For more information please visit [Honor System](#)

Special Needs: It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.), should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student's responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC: 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available: [U.Va. Department of Student Health](#)

For further policies and statements about student rights and responsibilities, please see [U.Va. Website](http://www.scps.virginia.edu/audience/students) (<http://www.scps.virginia.edu/audience/students>)