

**PSPM 5030 - Class Overview**

**Summer, 2017**

* **Instructor:** Edward H. Kropp, Ed.D.

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* **Subject Area and Catalog Number:** Project Management/Graduate, PSPM 5030
* **Class Title:** Introduction to Project Management
* **Level:** Graduate
* **Credit Type:** 3 GR Credits
* **Class Description:** Introduces students to the various aspects of the project life cycle and project management. Explores best practices and the application of these best practices for project success. Fundamental concepts of Project Management will be enhanced by an introduction to Microsoft Project software functionality.
* **Required texts:**
* Fundamentals of Project Management, 4th ed. by Heagney, J.; New York, AMACOM, ISBN: 13: 978-0-8144-1748-5
* A Guide to the Project Management Body of Knowledge, 5th ed. (PMBOK), ANSI/PMI, Newtown Square, PA, ISBN: 978-1-935589-67-9
* **Learning Outcomes:**
  + Project life cycle – elements and impacts of each.
  + Aspects of risk management, quality management, and procurement
  + Methodologies and techniques needed to successfully manage projects
  + Use of a project management toolbox filled with skills and techniques
* **Assessment Components:**

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| * **Weekly Assignments:** | Several times during the semester, a written assignment will be due as specified in the weekly module. Late submissions will not be accepted. |
| * **Essay:** | Students will be required to prepare a course essay. Date is specified in the syllabus. |
| * **Involvement:** | Online courses require a lot of time and effort on behalf of both the instructor and the student. The highest achieving student will stay current with the readings and the assignments, submit assignments on time, and interact effectively with the class and his/her group via online discussions. Online discussions will be measured by quality and quantity of posts made and read. |
| * **Final Exam** | An open-book essay exam will be the culmination of the course. |

* **Delivery Mode Expectations:** Synchronous and asynchronous according to the syllabus course schedule.

**Technical Specifications: Computer Hardware**

* Minimum Operating System
  + Windows 7 SP1 (Professional preferred)
  + Mac OS X 10.8 or 10.9
* Minimum Processor Speed: Equivalent to an Intel Core 2 Duo (1.5 GHz)
* Minimum RAM: 4 GB
* Minimum Hard Disk Space: 150 GB of free hard disk space (after all programs are loaded)
* Networking Capability: Wireless networking (802.11g or n) and an Ethernet port
* Strongly Recommended Accessories:
  + An Ethernet cable (Even if you will primarily use wireless, a wired connection is faster and more reliable for video-streaming, live online meetings and large file uploads and downloads.)
  + A power surge protector
  + CD/DVD drive and/or “thumb” or flash drive(s), plus a backup storage mechanism

**Technical Support Contacts**

* Login/Password: [scpshelpdesk@virginia.edu](mailto:scpshelpdesk@virginia.edu)
* UVaCollab: [collab-support@virginia.edu](mailto:collab-support@virginia.edu)
* BbCollaborate Support: <http://www.tinyurl.com/uvabbc>

**UVa 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 [www.scps.virginia.edu/audience/students/grades](file:///C:\Users\jmp6y\Downloads\www.scps.virginia.edu\audience\students\grades) for more information.

**Attendance**: Students are expected to attend all class sessions. Instructors establish attendance and participation requirements for each of their courses. Class requirements, regardless of delivery mode, are not waived due to a student's absence from class. Instructors will require students to make up any missed coursework and may deny credit to any student whose absences are excessive. Instructors must keep an attendance record for each student enrolled in the course to document attendance and participation in the class.

**University Email Policies:** Students are expected to check their official UVa 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.

**End-of-Class Evaluations:** Students are expected to complete the online end-of-class evaluation. As the semester comes to a close, students will receive an email with instructions for completing this. Student feedback will be very valuable to the school, the instructor, and future students. We ask that all students please complete these evaluations in a timely manner. Please be assured that the information you submit online will be anonymous and kept confidential.

**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 on this examination (quiz, assignment, etc.)”. The pledge must be signed by the student. For more information, visit [www.virginia.edu/honor](http://www.virginia.edu/honor).

**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 are available at[www.virginia.edu/studenthealth/sdac/sdac.html](file:///C:\Users\jmp6y\Downloads\www.virginia.edu\studenthealth\sdac\sdac.html)

For further policies and statements about student rights and responsibilities, please visit [www.scps.virginia.edu/audience/students](file:///C:\Users\jmp6y\Downloads\www.scps.virginia.edu\audience\students)