



Course Syllabus

General Class Information

Instructor Name and Contact Information:

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

Subject Area and Catalog Number: PSPM 5240

Year and Term: 2016 - Summer

Class Title: Introduction to Purchasing

Level: Graduate

Credit Type: 3 Units

Class Description:

This course explores two important knowledge areas of project management – procurement and quality. Students will learn how to define procurement requirements, solicit and evaluate bids and proposals, successfully negotiate a contractual agreement and manage the resulting vendor relationship. Practical hands-on case studies will reinforce theoretical concepts and students will be equipped with proven templates for deliverables. As well, the course will include an analysis of critical quality planning practices and how to implement evaluations and audits as part of a quality assurance program. Students will be introduced to statistical and graphical methods for managing quality. This online class provides the students with an understanding of procurement and contract administration techniques in order that they may gain the expertise which enables them to meet their goals.

Required Text:

Baily, P., Farmer, D., Crocker, B., Jessop, D., & Jones, D. (2015) *Procurement, principles, and management* (11th ed). Upper Saddle River, NJ.: Prentice Hall. ISBN 978-1292016016

Optional Texts:

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

Project Management Institute. (2013). *A guide to the project management body of knowledge* (5th ed). Newtown Square, PA.: Project Management Institute Publishers. ISBN 987-1-933890-51-7 (paperback)

NOTE: Students are highly encouraged to purchase copies of the required textbook(s) from a site of their choosing, i.e., purchasing through Amazon, TEXTBOOKS.COM, Barnes & Noble, or a similar venue, to find the most economical copy for their use in this course.

Learning Outcomes:

At the completion of the course, students will be able to:

1. Describe a procurement management plan.
2. Identify the various contract types and their associated risks.
3. Demonstrate understanding of leadership and its relationship to successful management of project procurement teams.
4. Discuss contract legal issues and their implication to procurement management.
5. Identify the various procurement documents and discuss their usage.
6. Describe the process of contract administration and closeout.
7. Explore the history and key contributors of the quality movement.
8. Create a quality management plan.
9. Identify the methods of quality control.
10. Describe the importance of quality management to project teams.

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>
Group Project	400	See schedule	40%
Forum Discussions– (4)	200	See schedule	20%
Written Paper – (1)	100	See schedule	10%
Exams – Midterm and Final	300	See schedule	30%

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, one (1) article review, one (1) group project, 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 students' postings 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 150 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:

Students will develop a project by working on an assigned team to analyze real world situations, prepare presentations, and develop recommendations for executives based on project procurement management techniques and quality management. The main objective of this

project is to focus on areas of concern and propose solutions under the “Make or Buy” concepts (pp. 188 – 190) introduced in the course. You will need to create a presentation through PowerPoint or other presentation software with a written script and audio narration. Choose the presentation format that works for you. Post your presentation using YouTube, Vimeo, Tumblr, Prezi, or any other video site that allows you to post a presentation. You will post your presentation’s link and submit the written script as a .docx file to the dropbox (as one document). Only one member of the group needs to submit your assignment.

Examples of course projects may include, and are not limited to, some of the following ideas:

1. Developing a cost analysis on a project for expanding use of technology within your organization; or
2. Developing a project that includes a technological expansion between offices of your firm that may be located in different locations; or
3. Developing a financial estimate plan to consolidate or streamline the company’s use of technological equipment.

Your group must choose a topic by May 29th. There will be Blackboard Collaborate rooms available for your team to utilize (as requested).

The instructor will review and advise the best approach to the proposed topics. Students will develop the project and present it via a PowerPoint presentation to the instructor with audio narration.

Peer review feedback form: Individually, you will be required to submit a peer review form on each of your team members. The form is provided in class. Due date: July 31st.

Written Assignments: Students will be required to find and review one article relating to project procurement management. Articles must come from program, project, or business journals. The 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.

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

Week	Dates	Topics	Readings for week	Assignments for this class in addition to readings
1	May 16 – 22	Introduction to the course. Getting to know each other. Procurement score and development	Bailey – 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 05/19/16 6:00 PM EDT. Group Introduction
2	May 23 – 29	Strategic procurement and supply chain management	Bailey – Chapter 2	Discussion Question 1 Group Project Topic due – May 29th
3	May 30 – June 5	Public sector procurement and Outsourcing	Bailey – Chapter 3, 4	Live Chat (synchronous, optional). Chat will be held on 06/02/16 7:00 PM EDT. Written Assignment: Due – June 5th.
4	June 6 – 12	Quality and inventory management, Lead time management	Bailey – Chapter 5, 6, 7 Supplemental articles – see course calendar	Discussion Question 2 Additional readings: http://www.strategyand.pwc.com/media/file/Strategyand_Make-or-buy-sound-decision-making.pdf https://www.youtube.com/watch?v=PvpaUwHynt8
5	June 13 – 19	Sourcing and strategic relationships	Bailey – Chapter 8, 9, 10	Reading week Work on Group Project



		Pricing & negotiations		
6	June 20 – 26	Midterm Week	No readings	Midterm Exam – <u>DUE Sunday, 06/26/2016</u>
7	June 27 – July 3	Project procurement	Bailey – Chapter 11, 12	Discussion Question 3 Live Chat (synchronous, optional). Chat will be held on 06/30/16 7:00 PM EDT.
8	July 4 – 10	Capital procurement	Bailey – Chapter 14	Reading week Work on Group Project
9	July 11 – 17	Procurement of services	Bailey – Chapter 16, 17	Discussion Question 4
10	July 18 – 24	Corporate social responsibility and procurement	Bailey – Chapter 16, 17	Work on Group Project
11	July 24 – 31	Finals Preparation		Finals Preparation Week Group Project Due – July 31 st Live Chat (synchronous, optional). Chat will be held on 07/28/16 7:00 PM EDT.
12	August 1 – August 4	Finals Week		Finals Week Final Exam – <u>DUE Thursday, 08/04/2016</u> <i>The final exam will be available from July 27th - August 4th.</i>

Technical Specifications: Computer Hardware

- Operating system: Microsoft Windows 8.1 (64-bit) or Mac OS X 10.10
- Minimum hard drive free space: 100GB, SSD recommended
- Minimum processor speed: Intel 4th Gen Core i5 or faster
- Minimum RAM: 8GB

Technical Support Contacts

- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: 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 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.

Mid-Term and End-of-Class Evaluations: Students may be expected to participate in an online mid-term evaluation. 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.

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

For further policies and statements about student rights and responsibilities, please visit www.scps.virginia.edu/audience/students