



**Syllabus/Class Overview Template
Required Components**

General Class Information

Instructor Name and Contact Information:

Steven Soares
Email: ss2ew@virginia.edu
Office Hours - Monday through Friday, 6 pm - 8 pm, Eastern Time
* Other times by appointment

Subject Area and Catalog Number:

PSPM 5240-701 (20400)

Year and Term:

Spring 2015

Class Title:

Introduction to Purchasing

Level (Graduate or Undergraduate):

Graduate

Credit Type:

3 Units

Class Description (Use the SIS 400 characters from catalog description):

Explores the important role that contracting and purchasing play in the project environment, especially in light of meeting or exceeding goals.

Additionally, and in order to be competitive in today's worldwide market place, many companies, and to a certain extent government organizations, went through a cycle of downsizing during the 1990s and early 2000s. This downsizing forced many organizations to concentrate and further develop their core business. Organizations began to rely on procurement and contracting administration techniques to obtain the products and services that were no longer available within the company. In order to meet project goals and objectives, project managers and teams have become dependent on contractors and subcontractors to supply the needed technology or expertise.

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 (Include ISBN, specific edition):

A. Author: Quentin Fleming

Title: *Project Procurement Management: Contracting, Subcontracting, Teaming*

Publisher: FMC Press.

ISBN 0-9743912-0-4 OR ISBN-13 9780974391205

B. Author: Lewis R. Ireland

Title: *Quality Management For Projects And Programs*

Publisher: Project Management Institute

ISBN 1-880410-11-7

C. Author: Project Management Institute

Title: *A Guide to the Project Management Body of Knowledge (5th Edition)*

Publisher: Project Management Institute Publishers

ISBN 987-1-933890-51-7 (paperback)

Note: This can be ordered via the UVA bookstore or online at the PMI Bookstore at <http://www.pmi bookstore.org/pmi bookstore/index.aspx>.

NOTE: Students are highly encouraged to purchase copies of the required textbooks 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 understand how to:

1. Create a procurement management plan.
2. Identify the various contract types and their associated risks.
3. Understanding 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 course grade will be based on successful submission and completion of a student biography and goals, a mid-term exam, a final exam, article reviews, discussion boards, online class participations, a online ("offsite") class participation, a project proposal, and a final group project. The total points for the course is 500. The breakout of the assignments are found under *Delivery Mode Expectations*.

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):

Week	ACTIVITY	DUE DATE	POINTS
1	Online Class Participation	Thursday, January 22, 2015	30
2	Student Biography & Goals	Tuesday, January 27, 2015	15
3	Article Review	Thursday, February 5, 2015	20
4	Online Class Participation	Thursday, February 12, 2015	30
5	Discussion Forum	Friday, February 20, 2015	30
6	Group Project Proposal Due	Thursday, February 26, 2015	40
7	Online Class Participation	Tuesday, March 3, 2015	30
8	Midterm Academic Survey	Thursday, March 12, 2015	35
9	Discussion Forum	Friday, March 20, 2015	30
10	Article Review	Thursday, March 26, 2015	20
11	Online Class Participation	Thursday, April 2, 2015	30
12	Group Project Work Week		
13	Group Project Due	Thursday, April 17, 2015	50
14	Online Class Participation ("Offsite") With Group Project Presentation	Tuesday, April 21, 2015	50
15	Final Academic Survey	Thursday, April 30, 2015	60
15	Course Evaluation	Friday, May 1, 2015	30
		TOTAL POINTS	500

Required Technical Resources and Technical Components:

- ❖ Headset with microphone (**REQUIRED**)
- ❖ Computer with basic audio/video output equipment
- ❖ Internet access (broadband recommended)
- ❖ Microsoft Office 2007 or compatible

- ❖ UVA Computing IDs AND Passwords
- ❖ Internet Explorer (8.0 OR above) OR Mozilla Firefox

Class Specific Information

Class Instruction and Activities:

Assignment	Assignment Description
Student Biography & Goals	A quick biography for this course is due in the first week of the course – one page maximum. Also describe your goals for taking this program and what you expect from this course.
Discussion Boards	<p>All students will go to the Discussion Board as noted in the final syllabus. The Discussion Board opens the week before the start date. Please note the Start and Due dates for the assignment. Students must post 3 substantive responses during the period each discussion board is open. A substantive post is where your response contains information and value and should:</p> <ul style="list-style-type: none"> • Range from 150 to 300 words per substantive post (check word count in a MS Word document) • Integrate theory, research, and/or professional experience • Include specific examples and substantiating evidence • Include in-text citations and references in APA format • Stay on topic and address the course objectives • Demonstrate proper spelling and grammar while concentrating on using active voice <p>The following items <i>do not</i> count toward participation:</p> <ul style="list-style-type: none"> • Initial responses to Discussion Questions (DQs) • Posts that merely state agreement or reiterate a previous post • Notes sent to the facilitator's email address <p>NOTE:</p> <p><i>All initial posts must be made within 48 hours of the opening date for the forum. Any posts made after that time are subject to the Late Assignments rule.</i></p> <p>This is an academic environment so it is important that you consider your tone when responding to others in the forum. Rudeness, sarcasm, or any other socially unacceptable behavior will not be tolerated. Respect each other's views.</p>

<p>Online Class Participation</p>	<p>All students are required to participate in the online class participation sessions as noted on the syllabus.</p>
<p>Article Reviews</p>	<p>Students are required to write two article reviews over the period of the course. Articles must be related to commercial contracting and quality management and come from program, project, business journal, or contracting journal. Reviews cannot exceed 3 pages (block paragraphs) and be no more than 1,200 words. Each essay includes an introduction; outline the key topics of the article; and concludes by how it relates to class. All papers are in the APA format which is provided by the instructor.</p>
<p>Group Project Proposal</p>	<p>In the sixth week of the course, students will be asked to submit ideas for the course project. 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.</p>
<p>Group Project</p>	<p>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 introduced in the course. Examples of course projects may include, and are not limited to, some of the following ideas:</p> <ol style="list-style-type: none"> 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.

Class Requirements:

Successful completion of all class activities as noted in the **Delivery Mode Expectations** above.

Evaluation Standards and Assessments:

These standards and assessments are described in detail through posting of weekly class activity schedules in the online classroom. The instructor intends to discuss each of these areas in the first online class participation session set for **Thursday, January 22, 2015, from 7:00 p.m. to 8:30 p.m., Eastern time.**

Class Schedule:

As noted in the **Delivery Mode Expectations** above.

Communication & Student Response Time:

Students communicate by email, phone, or via office hours with the instructor. Responses to the student's email **should be within 24-48 hours**. If the student has not received a response, they should re-send their email or call the instructor during office hours.

If students schedule an office hour appointment with the instructor, an online session is created to maximize that interaction. Students must have the following for any online meetings:

- ✚ UVA Computing IDS AND Passwords
- ✚ Headset with microphone (**REQUIRED**)
- ✚ Internet Explorer (8.0 OR above) OR
- ✚ Mozilla Firefox

Assignments:

The assignments are described under the **Delivery Mode Expectations** and under **Class Instructions and Activities** above.

Resources:

A number of resources are provided to the student over the length of the course. Students can access the **Resources** tab in the online classroom.

Grading:

Grade	Total Points	Grade	Total Points	Grade	Total Points
A+	500	B-	380-399	D	300-309
A	475-499	C+	375-379	D-	296-299
A-	450-474	C	350-374	F	295 and below
B+	425-449	C-	325-349		
B	400-424	D+	310-324		

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
- 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.

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.

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