

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500). See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/> for a complete description of the rules governing curriculum & course changes.

**TRIAL COURSE OR NEW COURSE PROPOSAL**  
(Attach copy of syllabus)

**SUBMITTED BY:**

Department	<b>Business Administration</b>	College/School	<b>School of Management</b>
Prepared by	<b>Anita Hughes</b>	Phone	<b>Ext. 4622</b>
Email Contact	<b><a href="mailto:Alhughes2@alaska.edu">Alhughes2@alaska.edu</a></b>	Faculty Contact	<b>Kevin Berry, kberry9@alaska.edu</b>

1. ACTION DESIRED (CHECK ONE):	Trial Course	<input type="checkbox"/>	New Course	<input checked="" type="checkbox"/>
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2. COURSE IDENTIFICATION:	Dept	<b>HSEM</b>	Course #	<b>F632</b>	No. of Credits	<b>3</b>
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Justify upper/lower division status & number of credits:

YES/NO	<b>Yes</b>	If yes, Dept:	MBA	Course #	<b>F632</b>
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NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED?*	<b>No</b>	If yes, Dept.		Course #	
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How will the two course levels differ from each other? How will each be taught at the appropriate level?:

\* Use only one Format 1 form for the stacked course (not one for each level of the course!) and attach syllabi. Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi (undergraduate and graduate versions) will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. FREQUENCY OF OFFERING:	<b>As Demand Warrants</b>				
	Fall,	Spring,	Summer	(Every, or Even - numbered Years, or Odd - numbered Years)	— or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (Effective AY2015-16 if approved by 3/ 31/201 5; otherwise AY201 6- 17)	<b>Spring 2015 as Special Topics for the MBA program. This is a cross listed course so the MBA designator is used Spring 2015. MBA F693</b>
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**6 weeks to full semester**

**9. CONTACT HOURS PER WEEK:**

**3/15**

LECTURE  
hours/weeks

LAB  
hours /week

PRACTICUM  
hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/guidelines-for-computing-/> for more information on number of credits.

OTHER HOURS (specify type)

**10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):**

Example of a complete description:

FISH F487 W, O Fisheries Management  
3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

MBA F632 Project Management  
3 credits Offered As Demand Warrants

This course is designed to cover key components of project management fundamentals with emphasis on the project lifecycle, project definition, project schedule and cost management, human resource allocation, and the challenges facing project managers in every industry. We will focus on concepts, theories, and best practices, while discussing managing and leading project teams in complex environments. Prerequisites: must be admitted to the MSDM or MBA program; or permission of MSDM or MBA Program Director. (3+0)

**11. COURSE CLASSIFICATIONS:** Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

YES:

NO:

XX

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive,  
Format 6

W = Writing Intensive,  
Format 7

X = Baccalaureate  
Core

**11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.**

YES

LETTER:

**XX**

PASS/FAIL:

*RESTRICTIONS ON ENROLLMENT (if any)*

14. *PREREQUISITES*

**Must be admitted to the MBA program**



**ATTACH COMPLETE SYLLABUS (as part of this application).** This list is online at:  
<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>  
The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

**SYLLABUS CHECKLIST FOR ALL UAF COURSES**

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

**1. Course information:**

%oTitle, %onumber, %ocredits, %oprerequisites, %olocation, %omeeting time  
(make sure that contact hours are in line with credits).

**2. Instructor (and if applicable, Teaching Assistant) information:**

%o Name, %ooffice location, %ooffice hours, %otelephone, %oemail address.

**3. Course readings/materials:**

%o Course textbook title, %oauthor, %oedition/publisher.

%o Supplementary readings (indicate whether %orequired or %orecommended) and  
%o any supplies required.

**4. Course description:**

%oContent of the course and how it fits into the broader curriculum;

%oExpected proficiencies required to undertake the course, if applicable.

%oInclusion of catalog description is *strongly* recommended, and

%oDescription in syllabus must be consistent with catalog course description.

**5. %oCourse Goals (general), and (see #6)**

**6. %oStudent Learning Outcomes (more specific)**

**7. Instructional methods:**

%oDescribe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

**8. Course calendar:**

%oA schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

**9. Course policies:**

%oSpecify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

**10. Evaluation:**

%oSpecify how students will be evaluated, %owhat factors will be included, %otheir relative value, and %ohow they will be tabulated into grades (on a curve, absolute scores, etc.)

%oPublicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

[http://www.uaf.edu/files/uafgov/Info-to-Publicize-C\\_Grading-Policy-UPDATED-May-2013.pdf](http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf)

**11. Support Services:**

%oDescribe the student support services such as tutoring (local and/or regional) appropriate for the course.

**12. Disabilities Services:** Note that the phone# and location have been **updated**.

Course : Project Management

Number : MBA-HSEM F632

CREDITS: 3

PREREQUISITES: Microsoft Project experience is helpful, but not required. If you are using the software for the first time, you will want to allow extra time to complete assignments required in Microsoft Project.

Must be admitted to the MSDM or MBA program; or permission of MSDM or MBA Program Director.

LOCATION: Online

MEETING TIME: Online

INSTRUCTOR: Kelli Waldo, MBA, PMP

OFFICE LOCATION: N/A

OFFICE HOURS: There are no scheduled office hours. However, you can always contact me through email and I will do my best to respond to you within 24 hours. We can also arrange a meeting time to connect by phone or Google Hangout.

TELEPHONE: N/A

EMAIL ADDRESS: kgwaldo@alaska.edu

## COURSE DESCRIPTION

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This course is designed to cover key components of project management fundamentals with emphasis on the project lifecycle, project definition, project schedule and cost management, human resource allocation, and the challenges facing project managers in every industry. We will focus on concepts, theories, and best practices, while discussing managing and leading project teams in complex environments.

### Course Goals:

This course is designed to expose students to Project Management techniques enabling them to manage projects not requiring PMI Certification. Students will learn project management fundamentals and terminology. They will learn to manage Project Management Process Groups from initiation to conclusion.

## STUDENT LEARNING OUTCOMES

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Upon satisfactory completion of the course, a student should be able to:

1. Demonstrate an understanding of project management fundamentals by:
  - a. Defining and distinguishing between projects, programs, and portfolios
  - b. Describing the benefits of possessing project management skills
  - c. Identifying the project life cycle
  - d. Describing the importance of project selection and the relationship of the project portfolio to stakeholder needs and to an organization's strategic goals
  - e. Describing how organizational structure and culture affect project completion
  - f. Apply project concepts and frameworks in a project setting
2. Demonstrate the ability to manage the Project Management Process Groups by:
  - a. Initiating Group: Creating a Project Charter
  - b. Planning Group: Creating a Project Scope Statement
  - c. Planning Group: Using top-down and bottom-up processes to estimate project times, costs, and resources
  - d. Monitoring and Controlling Group: Define and utilize the basic elements of project

- reporting
  - e. Monitoring and Controlling Group: Defining and distinguishing between project risk and project issue
  - f. Executing Group: Describing management of teams in different organizational structures to complete a common goal
  - g. Closing Group: Describing the steps necessary to close a project
3. Become familiar with Microsoft Project to perform simple project management tasks

## COURSE READINGS/MATERIALS

Required:

Larson, E. W., & Gray, C. F. (2014). Project Management: The Managerial Process (6<sup>th</sup> ed.). New York, NY McGraw-Hill. ISBN: 978-0078096594

Project Management Institute. (2013). A Guide to the Project Management Body of Knowledge (PMBOK® Guide) (5<sup>th</sup> ed.). NewtoNpE41002 Tw TT0 1 13.48 12( Ee( F)5(P)Td 16(de:oj)-

<u>Module</u>	<u>Week</u>	<u>Week Starting</u>	<u>Topics</u>	<u>Reading</u>	<u>Assignments</u>
	3	Jan 26	Organization Strategy and Project Selection	LG: Chapter 2 Appendix 2.1 Film Proposal case PMBOK: None	Chap 2 Exercises: 2, 3, 4, 5, 6, 7, case questions (10 points) Discussion Board (5 points)
	4	Feb 2	Organization: Structure and Culture	LG: Chapter 3 Horizon Consulting case PMBOK: None	Chap 3 Exercises: 1, 2, case questions (10 points) Activity #1 (20 points) Discussion Board (5 points)
<b>2: Planning</b>	5	Feb 9	Defining the Project	LG: Chapter 4 Manchester United Soccer Club case PMBOK: 5.2, 5.3, Fig. 5-1	Chap 4 Exercises: 1, 3, 4, 9, case questions (10 points) Activity #2 (20 points) Discussion Board (5 points)
	6	Feb 16	Estimating Project Times and Costs	LG: Chapter 5 Appendix 5.1 PMBOK: 6.1.3, 6.2.2,	



<u>Module</u>	<u>Week</u>	<u>Week Startin g</u>	<u>Topics</u>	<u>Reading</u>	<u>Assignments</u>
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### Class Participation

Class participation is required for successful student learning. As an online course, participation times have flexibility and are up to the student.

Make-up, extensions, resubmissions, extra credit assignments

No make-up assignments, extensions of due dates, resubmissions of work, or extra credit assignments are available in this course without prior approval from the

423 - 450	A	94 - 100
405 - < 423	A-	90 - < 94
391 - < 405	B+	87 - < 90
378 - < 391	B	84 - < 87
360 - < 378	B-	80 - < 84
346 - < 360	C+	77 - < 80
333 -		

- Evidence of a well thought out response, through examples, details, or specific information (1 point each). Responses simply agreeing with other posts will not receive credit.
- Secondary posts on a different day than primary post (.5 points). Both secondary posts can be on the same day, but on a later day than the primary post to get this credit.

xNo credit will be given for primary or secondary posts after Sunday at 11:59 pm of the academic week

#### Case Readings:

Case readings have been assigned to see project management in business situations. Reading the cases, while considering content from the text and other class materials, will enable the student to further his understanding of complex concepts in real-world situations.

#### Exams:

Two exams will be given during the term. Each will contain critical thinking questions and activities. These exams will be handed out one week prior to their due date.

#### EXPLANATION OF NB/I/W GRADES

This course adheres to the UAF eLearning Procedure regarding the granting of NB Grades. The NB grade is for use only in situations in which the instructor has No Basis upon which to assign a grade. In general, the NB grade will not be granted.

Your instructor follows the University of Alaska Fairbanks Incomplete Grade Policy:

“The letter “I” (Incomplete) is a temporary grade used to indicate that the student has satisfactorily completed (C or better) the majority of work in a course but for personal reasons

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soon as possible so that we can find a solution.  
I will do my best to respond to email within 24 hours.

UAF eLearning Student Services helps students with registration and course schedules, provides information about lessons and student records, assists with the examination process, and answers general questions. Our Academic Advisor can help students communicate with instructors, locate helpful resources, and maximize their distance learning experience. Contact the UAF eLearning Student Services staff at 907- 479-3444 or toll free 1-800-277-8060 or contact staff directly – for directory listing see: <http://elearning.uaf.edu/staff/>.

#### UAF Help Desk

Click here (<http://www.alaska.edu/oit/>) to see about current network outages and news.

Reach the Help Desk at:

· e-mail at [helpdesk@alaska.edu](mailto:helpdesk@alaska.edu)

· fax at (907)-450-8312

phone in the Fairbanks area is 450-8300 and outside of Fairbanks is 1-800-478-8226

#### DISABILITIES SERVICES

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The UAF Office of Disability Services provides academic accommodations to enrolled students who are identified as being eligible for these services.

If you believe you are eligible, please visit their web site

(<http://www.uaf.edu/apache/disability/>) or contact a student affairs staff person at your nearest local campus. You can also contact Disability Services on the Fairbanks Campus by phone, (907) 474-5655, or by e-mail ([uaf-disabilityservices@alaska.edu](mailto:uaf-disabilityservices@alaska.edu)).