

CENTRAL MICHIGAN UNIVERSITY
MSA 613 SYLLABUS
Spring I, 2019

IDENTIFYING INFORMATION

Course: MSA 613 Project Administration

Term: Spring I, 2019

CRN: 22368402

Location: Rowe 226

Course Dates and Times: Wednesdays, 5:30-10:20 p.m.; 1/9/2019 - 2/27/2019

Instructor: Dr. Michael Dillon

E-Mail Address: dillo1md@cmich.edu

Phone Numbers: Cell: 989-941-6330

Office Hours: I would be happy to set a time to speak/meet with you. Please call or email for arrangements.

Academic Biography: Dr. Michael Dillon has been a fixed term faculty member, and now a Lecturer II, at Central Michigan University since January of 2016 for the Master of Science of Administration program. He has taught MSA 502, 503, 506, 510, 600, 601, 602, 603, 604, 613, 647, 677, 698, and 699. Prior to his current role, he has served as an adjunct faculty member at various universities. He has a work history in higher education and finance, has taken leadership roles in multiple non-profits, and has numerous academic publications and conference presentations. Research interests include collaborative action and power dynamics, adult learning theory, organizational learning, critical human resource and organizational development theory, leadership theory, action research methodology, hybrid and online learning, and qualitative research. Dr. Dillon holds an Ed.D. in Adult Education and Human Resource and Organizational Development from the University of Georgia, a Master of Arts in Organizational Leadership from Gonzaga University, a Dual Bachelors of Arts in Economics and Philosophy from the University of Pittsburgh, and recently completed a Project Management certificate at Central Michigan University. Dr. Dillon is originally from Pittsburgh, PA and currently resides in Midland, MI with his two teenage children and Foxy a Terrier rescue.

Prerequisites: 86 semester hours completed or Admission into a graduate program

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Required Texts:

Title: Introduction to Project Management: Revised

Author: Schwalbe

Edition: 6th

ISBN: 978-1544701899

Publisher: Schwalbe

III. COURSE DESCRIPTION

Intensive coverage of project administration and applications from concept through operations. Course focuses on planning, scheduling, controlling, economic analysis, evaluation/control and customer satisfaction. This course may be offered in an online or hybrid format.

IV. COURSE GOALS AND OBJECTIVES

Upon successfully completing this course, the student will be able to:

1. Analyze complex projects from selection, initiation and completion
2. Examine complex projects from integration, scope, time, and cost estimation, and budget administration
3. Examine complex projects in terms of quality, human resource, communications, risk, and procurement
4. Analyze projects from implementation, monitoring, controlling and closing.
5. Apply project administration concepts and principles to the organization phase of a project.
6. Demonstrate the ability to effectively present ideas and solutions in the context of written, oral, and electronic media.
7. Apply project administration concepts and principles to the planning phase of a renovation, monitoring and control phase of a construction renovation project.
8. Evaluate a project to develop the scope of work, provide accurate cost estimates and to plan the various activities.
9. Identify the resources required for a project and to produce a work plan and resource schedule.
10. Apply project management process area to a semester project in Project Administration Research Administration.

V. METHODOLOGY

In this face-to-face course it is vital that students (and the instructor) fully participate and engage. This means “bringing” your work/life/academic experiences to the classroom. Rich classroom dialogue is foundational to your success in the course. In order to have rich dialogue, read the material, contemplate the concepts and how they relate to your experiences and career goals, and fully engage. See the “evaluation” section for further guidance regarding how you will be graded, most of which entails the creation of a project plan which is carried through to all assignments.

VI. COURSE OUTLINE/ASSIGNMENTS

<u>Week</u>	<u>Dates</u>	<u>Readings</u>	<u>Assignments*</u>	<u>Class Meeting</u>
0	Before 1/9	Review Syllabus and Blackboard		No
1	1/9 – 1/13	Ch. 1	Project Proposal Pt.1 – Idea submission	1/9/19
2	1/14 – 1/20	Ch. 2-3		1/16/19
3	1/21 – 1/27	Ch. 4	Project Proposal Pt.2	1/23/19
4	1/28 – 2/3	Ch. 5		1/30/19
5	2/4 – 2/10	Ch. 6	Project Proposal Pt.3	2/6/19
6	2/11 – 2/17	Ch. 7-8		2/13/19
7	2/18 – 2/24	Ch. 9-10	Project Proposal Pt.4	2/20/19
8	2/25 – 2/27		Project Proposal Pt.5 - Project Presentations	2/27/19
*All assignments due by Sunday 11:59pm of week noted unless otherwise indicated. No work accepted after 2/27.				

VII CRITERIA FOR EVALUATION

Evaluation:

<u>Assignment</u>	<u>Points</u>
Project Proposal Pt. 1 – Idea submission	15
Project Proposal Pt. 2	20
Project Proposal Pt. 3	20
Project Proposal Pt. 4	20
Project Proposal Pt. 5 - Project Presentations	17
Class Engagement	8
Total	100

Assignment detail

Project Proposal Pt. 1 – Idea submission: In this assignment you will submit a proposal for a hypothetical project you believe is needed in your organization. Discuss: a) brief organization background, b) their current strategy, c) SWOT analysis of the organization, d) the nature of your project, and e) the business case for your project. The types of projects are endless, but should be a) related to your concentration, b) realistic, and c) not too large in scope. Paper should be APA format, using APA section headings, 2-3 double spaced pages, plus any front and back matter, with at least 2 references. Detailed Rubric will be provided in Blackboard.

Project Proposal Pt. 2: In this assignment you will submit a paper that addresses the following aspects of your project: a) How will you define project success?, b) Your leadership style as project manager, c) Project constraints, d) the project approach (Traditional or Agile), f) Pre-Initiating activities, g) Stakeholder analysis, and h) a WBS. Paper should be APA format, using APA section headings, 4-5 double spaced pages, plus any font and back matter, with at least 2 references. Detailed Rubric will be provided in Blackboard.

Project Proposal Pt. 3: In this assignment you will submit a paper that addresses the following aspects of your project: a) Activity list and attributes, b) Sequencing, c) Cost Estimate, d) Communication Plan, e) Engagement Plan, and f) Risk Probability / Impact Matrix. Paper should be APA format, using APA section headings, 4-5 double spaced pages, plus any font and back matter, with at least 2 references. Detailed Rubric will be provided in Blackboard.

Project Proposal Pt. 4: In this assignment you will submit a paper that addresses the following aspects of your project: a) Team motivation plan, and b) Close-out meeting and knowledge transfer plan. Paper should be APA format, using APA section headings, 4-5 double spaced pages, plus any font and back matter, with at least 2 references. Detailed Rubric will be provided in Blackboard.

Project Proposal Pt. 5 - Project Presentations: You will present to your classmates on the last class meeting for approx. 10-15 minutes. Cover: a) the highlights of your project proposal (parts 1-4) and b) personal lessons learned. Present as if you are proposing the project details to the leadership of your organization.

Class Engagement: Class Engagement grade will be based on student attendance and engagement as described below.

Class Engagement		
Engagement	Preparation (outside of class)	Participation (in class)
I am Fully Engaged	<p>Exemplary Preparation I read carefully and research background information on the author/topic ahead of time. I research social, cultural, historic, economic, political connections to the text/topic. I consider the course's Essential Questions as I prepare.</p>	<p>Animated Participation I attend class and I speak daily. I try to advance the conversation by presenting evidence to support my ideas. I present related research, implications, or complexities in the text/situation/topic.</p>

I am Occasionally Engaged	Novice Preparation I read assignments ahead of time. I do basic research to understand the material, but I do not go beyond the obvious. Sometimes I consider the course's Essential Questions as I prepare.	Occasional Participation I attend class daily. I speak occasionally—mainly when called upon by the professor. Sometimes I present general evidence to support my position.
I'm not sure how to be engaged; I need some direction	Inadequate preparation Sometimes I do the reading. I don't research to understand the material, nor do I go beyond the obvious.	Inadequate participation My attendance is inconsistent. I participate only when prompted.
I am Disengaged	No Preparation I neither read nor research before class.	No Participation My attendance is inconsistent. I do not speak in class.
Source: Stephanie Almagno, PhD, http://www.facultyfocus.com/articles/effective-teaching-strategies/participation-points-making-student-engagement-visible/?utm_campaign=Faculty%20Focus&utm_content=50702409&utm_medium=social&utm_source=linkedin		

Late Assignments: 20% penalty for each day late. No work accepted after 2/27/19.

Make-ups and Rewrites: Not accepted

Attendance Policy: Students need to be present and engaged for each class meeting, and to keep abreast of any announcements in Blackboard.

Grading Scale:

94-100 A 90-93 A- 87-89 B+ 84-86 B 80-83 B- 77-79 C+ 74-76 C <74 E

General:

1. Academic Dishonesty: Written or other work which a student submits must be the product of his/her own efforts. Plagiarism, cheating, and other forms of academic dishonesty, including dishonesty involving computer technology are prohibited. Further information on Academic Dishonesty can be found in the current Bulletin.
2. ADA: CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Student Disabilities Services at 989-774-3016 or by e-

mail at sds@cmich.edu at least 4-6 weeks prior to the start of class. SDS is located in the Park Library, room 120. Students may find additional information and forms at http://www.cmich.edu/Student_Disability_Services.htm .

Student's Rights and Responsibilities:

<http://www.cmich.edu/policies-procedures/code-student-rights>

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