

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

MGT4503.E1 Project Risk and Time Management
FALL 2014

PROFESSOR INFORMATION:

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COURSE INFORMATION:

MGT4503.E1 Project Risk and Time Management

Level: Undergraduate

Beginning Date of Session: Saturday, September 13, 2014

Ending Date of Session: Thursday, November 20, 2014

Student access available to the Student Portal: Saturday, September 13, 2014.

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Project Management: The Managerial Process

Author: Erik Larson and Clifford Gray

Publisher: McGraw-Hill

Year Published: 2013

Edition: 6 (Edition 5 is acceptable)

ISBN-13: 9781259186400

Title: A Guide to the Project Management Body of Knowledge (PMBOK)

Author: Project Management Institute

Publisher: Project Management Institute

Year Published: 2013

Edition: 5th

ISBN-13: 9781935589679

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. Just look for the "Bookstore" tab across the top of the home page. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can shop competitively. Students should be careful to obtain the exact resource(s) required for the course.

COURSE PREREQUISITES:

None

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

Competency	Assignment
Defining and discussing the risk management and time management processes.	Reading 2, 3; Writing 2,3
Distinguishing among and identifying various types of risk.	Reading 2, Writing 2, Midterm Exam
Understanding risk management techniques.	Reading 2, Writing 2, Midterm Exam
Discussing, quantifying and prioritizing risks affecting the likely outcomes of a project.	Reading 2, Writing 2, Midterm Exam
Selecting risk analysis tools in project management.	Reading 2, Writing 2, Midterm Exam
Understanding how to plan and implement basic risk mitigation strategies.	Reading 2, Writing 2, Midterm Exam
Understanding how to implement and monitor risk response and control strategies.	Reading 2, Writing 2, Midterm Exam
Developing responsibility matrices, workaround strategies and other alternative responses to changes in risk during the life of the project.	Reading 2, Writing 2, Midterm Exam
Defining project activities within the work breakdown structure (WBS).	Reading 3, Writing 3, Final Exam
Understanding techniques to develop project network diagrams and activity update lists.	Reading 3, Writing 3, Final Exam
Understanding tools to develop and analyze activity duration estimates.	Reading 3, Writing 3, Final Exam

Preparing activity schedules using CPM, GERT, PERT and simulation methods.	Reading 3, Writing 3, Final Exam
Discussing the relative advantages of GANTT (bar) charts, milestone charts and time-scaled network diagrams.	Reading 3, Writing 3, Final Exam
Discussing techniques to implement and monitor an ongoing schedule control process in order to respond to unplanned changes.	Reading 3, Writing 3, Final Exam
Understanding methods for and the importance of performance measurement and reporting.	Reading 3, Writing 3, Final Exam
Understanding the importance of team communication, interaction and agreement in successful project time and risk management efforts.	Reading 3, Writing 3, Final Exam

COURSE POLICIES:

All assignments are due prior to the dates listed in the Study Guide unless otherwise announced by the professor. If you find you might not meet a deadline, please make arrangements with the professor in advance.

Student's Responsibilities

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

COURSE OUTLINE AND CALENDAR:

This course presents an introduction to the field of risk and time management. Real world applications useful to both personal and business settings are the main objectives of this course.

The course focuses on processes to manage risk and uncertainty in order to improve the likelihood of a project's successful and timely completion. The student will learn techniques to assess project risk, effective means to mitigate and control risk. In addition, the student will learn techniques to estimate, schedule and control project activities using PERT, CPM and other methods.

The course will consist of three major sections:

1. General project management - 1 written assignment.
2. Project risk management - 1 written assignment and a multiple-choice test.
3. Project time management - 1 written assignment and a multiple-choice test.

The two multiple-choice tests may also include some questions covering general project management.

GRADING CRITERIA:

Grading for this course will be as follows:

Midterm exam	33.3%
Final exam	33.4%
Weekly exercises	33.3%

The final grade for UNDERGRADUATE STUDENTS will be determined as follows:

Grade	Percent
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	Below 60

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their eCmail account and contact the instructor at shardaway@eCmail.amberton.edu or phone extension 219. Do not use the Course Number e-mail as it is no longer operational.

Incomplete Grades

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How to Withdraw From a Course

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is offered as a distance-learning course. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
 - Internet browser settings and configuration
 - e-mail and file attachments
 - Uploading and downloading files
 - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

HOW TO ACCESS YOUR COURSE:

Students enrolled in distance learning courses use the resources contained in Amberton's Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>). After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

- * Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789
Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, eEmail access, Discussion Forum, Chat Room, Remote Research, General Tools, all Syllabi, QEP Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes,

no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: e-sysop@amberton.edu

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or advisor@Amberton.edu for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

COURSE COMMUNICATIONS:

Students will communicate with faculty using any of three methods: eCmail, Discussion Forum and Chat Room. Each student enrolled in this course is assigned an Amberton eCmail account, Discussion Forum and Chat Room, with access through the Student Portal.

You must use Amberton's eCmail system to send emails, do not use outside email accounts (ie. Yahoo, msn, Hotmail), as email from outside the University will be rejected.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton student eCmail system (eCmail.Amberton.edu). Students are encouraged to check their email regularly for University news and notices.

Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments are to be submitted as an attachment to an email. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

COURSE EVALUATION:

Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton eCmail system of the Course Evaluation procedures. Usually, the evaluations take place during the last two weeks of the session. Please take advantage of this opportunity and participate in the evaluation process.

ACADEMIC HONESTY/PLAGIARISM:

Plagiarism is the presentation of someone else's information as though it were your own. If you use another person's words, ideas or information, or if you use material

from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University’s ethics policy.

RESEARCH RESOURCES:

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the “Ask-A-Librarian” section of the discussion forum or email their questions to library@Amberton.edu.

QUALITY ENHANCEMENT PLAN – QEP TOOLKITS:

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “QEP Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.