University of Arizona Instructor
Robert (Bob) Lepore
rglepore@email.arizona.edu

Sampoerna University Instructor
Datu Rizal Asral
drizal@email.arizona.edu

Course Description:

The purpose of this course is to introduce selected topics, issues, problems, and techniques in the area of project management. Project management is implemented in most areas of business today; it is usually an assignment that provides essential exposure to decision-makers within a company. This course examines project management roles and environments, the project life cycle, and various techniques of work planning, control, and evaluation for project success.

Upon completion of the course, the students should be familiar with the tools and processes of project management (the how-to of a project), as well as typical issues and problems encountered during real-world implementation. After course completion the student should be able to address the issues that are important in effectively managing projects.

Course Format and Course Communication:

This course is lecture based. This class will use web-based D2L (Desire to Learn) as the only means of distributing class materials including assignments. All Projects and Homework must be uploaded into Assignment Folders on or before the due dates. **No late assignments will be accepted.** Your grades for this course will also be available on D2L. You will need a UANet ID to access D2L at the following site: http://d2l.arizona.edu/. You are expected to check D2L frequently for class information

Course Objectives and Expected Learning Outcomes:

Upon completion of this course:
Students will understand the foundations, principles, methods and tools for effective design and management of projects in technology-based organizations, including:

- Organization strategy and project selection
- Organizational structure and culture
- Project definition and planning including scope, time, cost and quality
- Scheduling resources and costs and reducing project duration
- Managing project risks and procurement
- Leadership and management of project teams and interorganizational relations
- Progress and performance measurement and evaluation
- International projects
- Project closure

Students will be able to address the major questions and issues that project managers face including:

- What is the strategic role of projects in contemporary organizations?
- How are projects prioritized?
- What organizational and managerial styles will improve chances of project success?
- How do project managers orchestrate the complex network of relationships involving vendors, subcontractors, project team members, senior management, functional managers and customers that affect project success?
- What factors contribute to the development of a high-performance team?
- What project management system can be set up to gain some measure of control?

Students will be prepared to take the Certified Associate in Project Management (CAPM) Certification Exam or the Project Management Professional (PMP) for experienced project managers.

Absences and Class Participation Policy:
Participating in the course and attending lectures and other course events are vital to the learning process. Students are responsible for all materials covered during class. As such, attendance is strongly recommended. Students who miss class due to illness or emergency are required to bring documentation from their health-care provider or other relevant, professional third parties. Failure to submit third-party documentation will result in unexcused absences.

Class Guidelines:
All students:
- Check D2L regularly.
- Turn-in assignments by due date/time (allow for D2L "glitches").
- Treat instructors, speakers and peers with respect.
- Always behave in an ethical manner.
- Students are encouraged to use laptops for note taking and other class activities.

Required Text:
Project Management: the managerial process, 8th edition by Larson and Gray. The 7th, 6th and 5th editions are very close and will also work.

Required Materials:
MS Project 2016 or later - available through MSDN for Engineering Majors
Go to http://engineering.arizona.edu/IT/IT-support

You can also find MSDN Directions on D2L Content under Course Business

Required Extracurricular Activities:
None

Final Examination:
The Final Exam is scheduled for TBD in the regular classroom. **Note: the final exam is required.**

Grading Scale and Policies:
The grade for this course will be determined as follows:
    30% Final Exam
    30% Midterm
    20% Project
    20% Weekly Assignments

Final Grades for this course will be computed as follows:

>90%   A
>80%   B
>70%   C
>60%   D
<60%   E

Scheduled Topics/Activities:
The Class Schedule is available on D2L. It lists all material to be covered by date and includes references to the textbook chapters. All assignments are listed with their respective due dates. **Note that the Assignment Folder for each assignment will remain open only until 11:59 PM the day the assignment is due.**

All homework/projects/presentations and papers are to be submitted by the due date/time to the D2L Dropbox unless otherwise specified. All D2L activities, including Discussions, Surveys and Quizzes, must be complete by the due date/time. No late work is accepted. No extra credit is available.

The grades for SIE 457 will be distributed as follows:

Weekly Assignments:	20%	Due Sunday Nights at 11:59 pm
Project Assignments:	20%	Due Sunday Nights at 11:59 pm
Midterm Exam:	30%	TBD
Final Exam:	30%	TBD

Classroom Behavior Policy:
To foster a positive learning environment, students and instructors have a shared responsibility. We want a safe, welcoming, and inclusive environment where all of us feel comfortable with each other and where we can challenge ourselves to succeed. To that end, our focus is on the tasks at hand and not on extraneous activities (e.g., texting, chatting, reading a newspaper, making phone calls, web surfing, etc.).

Threatening Behavior Policy
The UA Threatening Behavior by Students Policy prohibits threats of physical harm to any member of the University community, including to oneself. See http://policy.arizona.edu/education-and-student-affairs/threatening-behavior-students.

Accessibility and Accommodations:
Our goal in this classroom is that learning experiences be as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, please let us know immediately so that we can discuss options.

Code of Academic Integrity

Students are encouraged to share intellectual views and discuss freely the principles and applications of course materials. However, graded work/exercises must be the product of independent effort unless otherwise instructed. Students are expected to adhere to the UA Code of Academic Integrity as described in the UA General Catalog. See: http://deanofstudents.arizona.edu/academic-integrity/students/academic-integrity.

The University Libraries have some excellent tips for avoiding plagiarism, available at http://www.library.arizona.edu/help/tutorials/plagiarism/index.html.

Selling class notes and/or other course materials to other students or to a third party for resale is not permitted without the instructor's express written consent. Violations to this and other course rules are subject to the Code of Academic Integrity and may result in course sanctions. Additionally, students who use D2L or UA e-mail to sell or buy these copyrighted materials are subject to Code of Conduct Violations for misuse of student e-mail addresses. This conduct may also constitute copyright infringement.

UA Nondiscrimination and Anti-Harassment Policy

The University is committed to creating and maintaining an environment free of discrimination; see http://policy.arizona.edu/human-resources/nondiscrimination-and-anti-harassment-policy

Our classroom is a place where everyone is encouraged to express well-formed opinions and their reasons for those opinions. We also want to create a tolerant and open environment where such opinions can be expressed without resorting to bullying or discrimination of others.

Additional Resources for Students:

UA Academic policies and procedures are available at http://catalog.arizona.edu/policies

Student Assistance and Advocacy information is available at http://deanofstudents.arizona.edu/student-assistance/students/student-assistance

Confidentiality of Student Records

All student records are held in strict confidence. Additional information can be found at http://www.registrar.arizona.edu/personal-information/family-educational-rights-and-privacy-act-1974-ferpa?topic=ferpa

Subject to Change Statement:

The information contained in the course syllabus, other than the grade and absence policies, may be subject to change.