**MAN4883 PM Specialization: Adv. Risk**

**Syllabus – February 6 – February 24, 2017**

**Please note exceptionally early deadlines in this course.**

**Dr. Lori K. Jones, MBA, CSPO**

**St. Petersburg College**

Phone: 727-341-4574

Email: Jones.Lori@spcollege.edu (use MyCourses for course related emails)

Instructor Web Page: http://web.spcollege.edu/instructors/id/jones.lori

Office Hours: Wednesday 9-6 p.m. / Thursday 4-6 p.m. EpiCenter 2-419

Availability:  Contact via phone, email, and other methods at any time. Regularly available and will return voice messages or emails typically within 24 hours (max. 48 hr.).  You are encouraged to make an appointment for meeting times to assure availability.

This landing page is the gateway to all other content and it serves as a notice for this entire course.

Note the ownership of terms used in this class.

Project Management Institute (PMI) ®, Project Management Professional (PMP)®, Program Management Professional (PgMP)®, Certified Associate in Project Management (CAPM)®, Project Management Institute Scheduling Professional (PMI-SP)®, Project Management Institute Risk Management Professional (PMI-RMP)®, Organizational Project Management (OPM)®, Organizational Project Management Maturity Model (OPM3) ®, Project Management Network (PM Network)®, Project Management Journal®, PMI Today®, Project Management Body of Knowledge (PMBOK)®, Project Management Body of Knowledge (PMBOK®Guide), Project Management Institute Agile Certified Professional (PMI-ACP)℠ are all registered marks of the Project Management Institute, Inc.

While we use APA, PMI requires a further statement that does not comply with APA: Materials in this class are not based on the Project Management Institute, A Guide to the Project Management Body of Knowledge, (PMBOK® Guide) – Fourth Edition, Project Management Institute, Inc., 2008. The course does use other sources and original work to provide coverage of the PMBOK® Guide. Students should follow APA and not this notation when completing assignments.

**Communication Policies:**

Students should always practice professional communications not only with their professor, but also with college administration and their peers in the course (disrespectful and disruptive students may be removed from the course and even suspended or expelled from the college).  Blended students should silence or turn off all electronic devices during class meetings. Professional communications should be used at all times, which includes using an appropriate subject in the title, as well as a greeting or salutation and closing signature in emails (not doing so is only suitable for family and friends).  Please understand employers are asking SPC to work with students on [**netiquette**](http://www.albion.com/netiquette/) to help students grow better communication skills needed for a successful career (see link for more tips).

**Grading and Attendance Policies:**

Students should review the instructions and grading instructions with the assignments.  Grading will be sent additional remarks or feedback for all submissions within 6 days of due date. Understand all submissions for a grade require student completion for attendance as skipping vital learning objectives in the course may leave students struggling with later submissions.  As covered in the syllabus addendum a lack of any required submission will result in being absent for the week of that submission (blended students are required to attend the blended meetings each week too). Students with attendance issues in both Week 1 and 2 will be administratively withdrawn from the course and will receive a grade of W.  For 8 week courses, students with a second attendance issue during Week 3 through Week 5 will be reported as not actively participating in the course the week following the last date to withdraw with a W (see academic calendar) and will receive a grade of WF in that following week.  See the college-wide attendance policy in the syllabus addendum.

No late submissions will be accepted unless the student provides a documented excuse (i.e. family death, unforeseeable medical crises, etc.). After verification of this documentation, a late submission may be accepted and such late work can never be more than 1 week late.  Other late work will attract a 10% reduction for each calendar day beyond the original due date, if entered after the end date – this is subject to a maximum of three days, after which the grade will be zero. Please note computer problems, travel, and lack of planning do not constitute an acceptable excuse for not meeting a deadline.  Students should review the schedule and plan their time each week to complete the action items before the due date.

**Project Management:**

Provides an excellent career opportunity with expectations of earning substantially more than $100 000 if you combine the required skills, learning, and experience. This course covers a key area of risk and aligns with expectations of the Project Management Institute. Preparation for Project Management includes obtaining certification from the Institute to achieve complete success. To maximize opportunities, I would urge all students to complete the Institute’s project management certification at a higher priority than a master’s degree.

**Course Description:**

This series of academic courses provide industry-specific insights or advanced topic content.

Students choose three of these courses as part of their degree program or certificate geared to support Project Management and the PMI. These same courses provide a formal preparation for career improvement and extending insights. They provide a combined practitioner and academic approach to PDU education for the Project Management Institute renewal process.

From our Approved course:

These courses intend to build general project management knowledge by offering a range of single credit courses that fit into two categories (a) a range of specialized capabilities relating to specific industries, and (b) a range of new and advanced topics that have proven important to the project management field. Students may take the course multiple times to a maximum of nine. Degree and certificate requirements will accept three credits from this course, subject to not repeating any course topics. 16 contact hours (each).

**Prerequisites:**

MAN4583 or Project Management Institute Certificate (or equivalent) or Admission to Project Management certificate or BAS in Management and Organizational Leadership.

**Weekly Learning Objectives:**

1. The student will apply, synthesize, and evaluate generic project management abilities to the specific needs, practices, and environments of a target industry.

2. The student will develop new skills aligned to new and advanced topics in the project management field

3. The student will demonstrate strong research, analysis, and evaluation methods to synthesize improved project management processes.

**Required Textbook:**

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| https://angeldev.spcollege.edu/AngelUploads/Content/man4xx1_fa_0440/_syllabus/RiskManProjRita.jpg | **REQUIRED**: Mulcahy, R. (2010). *Risk management tricks of the trade for project managers + PMI-RMP exam prep guide* (2nd ed.). Minnetonka, MN: RMC Publications.  ISBN: 978-1932735321 |

**Computer Requirements:**

Students should have regular access to a computer that is connected to the Internet. It is strongly recommended that students have a broadband (high-speed) internet connection such as DSL or a cable modem. When viewing online videos or taking online quizzes/tests and doing homework, students should have an internet connection that is stable and will not drop their connection. Students without a stable high-speed internet connection should consider making arrangements to use alternative means (i.e. St. Petersburg College library or a similar facility) where a stable high-speed internet connection is available.  Please note student computer problems do not constitute an acceptable excuse for missing a submission deadline (procrastinating until the due date increases risks that students may miss or do poor on required submissions).

Students are responsible for making sure their computers are compatible to the system requirements.  Internet browser use and settings, security and virus protection software settings, necessary plug-ins and software requirements, and other computer requirements today require students to assure the computer they are using for their studies will appropriately support these systems and course needs to be successful.  Students should contact SPC Technical Support if they need further assistance to get anything in this course to run appropriately on their computer.

Because of the use of teams in many classes, a formal standard has been devised. This standard applies to all classes. Students are required to submit assignments and share team documents in Microsoft Office formats (Word, Excel, Project, and other Microsoft formats if specified).

**SPC Technical Support Desk Call Center**

[**http://www.spcollege.edu/helpdesk/**](http://www.spcollege.edu/helpdesk/)

A standard file format applies to submissions in the College of Business to support file compatibility, sharing, and commenting needs. Students are required to submit all assignments in Microsoft Office formats (Word, Excel, PowerPoint, Project and other Microsoft formats). Other formats may have compatibility issues or instructor feedback in comments may not be viewable by students. Students can access MySPC (under Resources tab) to get MS Office (FREE, see <http://www.spcollege.edu/microsoft>).

It is required that students must have access to a web camera and headset microphone to support video submissions. Students should arrange for the necessary equipment if they intend to earn full credit for those submissions or plan to attend the blended class in-person. Students may have other options (see instructor, i.e. Skype) as an alternative.

**Top of Form**

**Planned Schedule**Bottom of Form

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# Syllabus Addendum

<http://www.spcollege.edu/addendum/index.php>

**Additional Notes:**

The Syllabus Addendum college-wide polices will be strictly enforced in this course.  A link is provided in this course syllabus introduction, as well as it can be directly accessed at: [**http://www.spcollege.edu/addendum/**](http://www.spcollege.edu/addendum/)**.**Further expectations are defined in the addendum regarding academic honesty, student conduct, emergency preparedness, disability resources, and other information.

Tutoring assistance with supplemental instruction, out-of-class support, learning and study skills, or other tutoring will be available online and on-site at the Learning Support Centers (see [**http://www.spcollege.edu/tutoring/**](http://www.spcollege.edu/tutoring/)).  These resources may be helpful with writing (including APA format), math, and computer skills needed for this course. Further academic support information is available at:[**http://www.spcollege.edu/support/**](http://www.spcollege.edu/support/)**.** Additionally there are several computer labs for use at: [**http://www.spcollege.edu/computerlabs/**](http://www.spcollege.edu/computerlabs/)

Academic Advising for course sequencing, selection, planning, registration, and other degree requirements is available at:  [**http://www.spcollege.edu/advising/**](http://www.spcollege.edu/advising/)**.**

SPC Libraries and Services information is available at: [**http://www.spcollege.edu/libraries/**](http://www.spcollege.edu/libraries/).

Academic calendar is available at: [**https://www.spcollege.edu/calendar/**](https://www.spcollege.edu/calendar/)**.**

Career Services (which includes internship and employment resources) can be found at: [**http://www.spcollege.edu/careerservices/**](http://www.spcollege.edu/careerservices/)**.**

Student Support Resources are further available at:[**http://www.spcollege.edu/pages/dynamic.aspx?id=2147484119**](http://www.spcollege.edu/pages/dynamic.aspx?id=2147484119)

St. Petersburg main college website for further information is: [**http://www.spcollege.edu/**](http://www.spcollege.edu/)**.**

Blended students that need an escort to their car or other students that need to report an issue on any campus, please call Campus Security at 727-791-2560 immediately.

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Students are required to submit assignments and share team documents in Microsoft Office formats (Word, Excel, Project, and other Microsoft formats if specified).  The College of Business provides full function student licenses of Microsoft software, other than the basic Office product. Details regarding obtaining the software and licenses are provided in a video under Course Materials and on the Technology Management Student Commons.  For live interaction with sessions using WebEx (or similar) the College of Business requires students to use a headset to limit background noise. Many instructors and students have found Skype or other Internet contact systems valuable and effective. Common features used include the ability to see and set availability, allow voice, optional video, and screen sharing. While these options are free, a reasonable quality headset is important. Choose a reasonably priced headset with the microphone that reaches out to near your mouth.  Grading Policy  Students must submit all of the assignments for each week by the deadline or they will not receive credit for the week. There will be absolutely no right for exceptions to the deadlines, and under no circumstances will partial credit be applied for late submissions. In the "business world", if you are late with your bid, you will not get the contract. The very same principal applies here – it is all or nothing! Please note that computer problems, sickness, travel, and lack of planning do not constitute an excuse for not making a deadline. This may mean you will have to use computers on campus or somewhere other than your home, or submit the assignments to the instructors college e-mail account if our course is down, should the need arise. Again, there will be absolutely no exceptions to this rule, so be sure to view all of the contents and expectations under weeks 1-8 to confirm you can meet them for proper completion of this course. Instructors will use their own discretion and may apply a grading curve . Incomplete grades have a number of special requirements before an incomplete becomes an option; these requirements are located at the bottom of the SPC Grading System page  Attendance Policy  **Attendance**  Class participation is expected and encouraged. Participation is defined as reading and preparing for class, completing and submitting assignments on time, discussions on multiple days, and taking part in all course activities. The Assignments and Due Dates Overview has assignments, and final project due dates listed.  NOTE: You have to complete reading, understanding, viewing videos, and any other material before any classes, quizzes, discussions, or assignments. For Blended classes, weekly deadlines will adjust to match to the specific day of the blended class.  Attendance for the 60% point of this class will only count weeks where the student has completed the majority of activities. NOTE: Not achieving attendance leads to a WF (Withdrawn and Failed) implying serious financial and GPA consequences.  Academic Integrity  **Academic Honesty**  Academic dishonesty and plagiarism will not be tolerated. Note that you may not reuse your own work a second tie without providing citations and references. The full penalties set out in the SPC policies will be applied. Note that any form of copying or repeating input from other sources without proper APA citations would be a transgression. See the SPC policies below and on the [Web](http://www.spcollege.edu/AcademicHonesty/).  Note the Board of Trustees rule: ”Those adjudged to have committed such conduct shall be subject to discipline up to expulsion in accordance with the college’s established process and procedures.”  Miscellaneous  Tutoring assistance will be available on line and on site at the Learning Support Center in Clearwater. The College of Business will post tutor and library assistance hours each mod-mester in the Student Commons for the Learning Resource Center at EpiCenter.  **Expectations of Students**   Ensure that you act as a good class and team citizen!   Always ensure that you are sure of requirements   Plan ahead and go out of your way to deliver on expectations   Communicate with your team   Collaborate with your team   Achieve all of your commitments to your team   Ask questions before you invest effort on incorrect tasks or incorrect priorities   This is a higher-level 4000 level course and it assumes that you will use your initiative, do research, write at senior level, and use critical thinking.  **Expectations of the Instructor**   Students should anticipate a response to mail within one SPC workday.   Grading is normally complete within 5 SPC workdays  **Team Policy**  Teams form an important part of this course. To allow equity and provide consequences of not delivering quality to the team, consequences for lack of participation and collaboration, and consequences for late work, a number of important processes have to be followed.   To enable success, this course uses an enhanced Team Charter at the start of the team process   Teams should meet well ahead of deadlines to interact and ensure that there is a cohesive final product   Peer reviews are confidential and mandatory. The instructor may ignore the highest and lowest reviews in the interest of equity   Peer reviews will have a significant influence on scores awarded to individual team members   The team and may vote a member off the team subject to consultation with the instructor. Decisions to withhold the paper have to be declared on the confidential peer-reviewed form, including reasons for this action   Only the instructor will not normally authorize requests for team membership changes.   There is no option to create additional teams. |

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