Course Schedule: M-Th (Except during Memorial Day – class during that week will be T-F), 9AM-12:15PM, 5/14/18 through 6/1/18

Blackboard & Adobe ConnectPro urls: Blackboard: www.courses.maine.edu
http://meet.maine.edu/mteet386

Instructor: Professor Jude Pearse
9 Barrows Hall
Email: jpearese@maine.edu
Cell: 542-5523

Office Hours: On-call

Text: No text is required for this class

Course will also use material from: A Guide to the Project Management Body of Knowledge, Project Management Institute, Newton Square, PA.2000 (but students do not have to purchase this book unless desired)

Software: Microsoft Project
Microsoft Excel

Course Objectives:
By the course completion, students participating in EET386 should be able to:

♦ Identify all key aspects of a Project Plan
♦ Utilize basic personnel management skills to facilitate discussions, build effective teams, and evaluate other project personnel
♦ Identify and resolve potential obstacles encountered during a project life cycle
♦ Implement a project plan and perform all project reporting necessary
♦ Demonstrate how to bring a successful project plan to completion

EET386 Course Policies

Homework

Homework will generally be assigned, via Blackboard and/or in the classroom, on a daily or weekly basis and will be collected and graded. No late homework will be accepted unless prior arrangements (24 hours’ notice, minimum) have been made with the professor. Students should be prepared to perform homework solutions during class as requested. Homework assignments completed by individuals (vs. Team Projects, see below) will comprise 20% of the final grade.

Participation and Professionalism

Class participation/professionalism will account for 5% of the final grade. This will include, but not be limited to, the following: Respectful treatment of other students and professor, homework that is submitted on-time and in a professional manner.
**Exams**

There will be two preliminary exams. A student should make every effort not to miss an exam, which will be given via BlackBoard. If a student has a valid, documented excuse for missing an exam, the student may choose to take a make-up exam or to have the grade withheld during calculations of the final course grade. If a student misses an exam without a documented excuse, a grade of 0 will be entered for that exam. Prelims will account for 30% of each student’s final grade.

**Teamwork Assignments**

Students will often be asked to perform homework (such as analyzing risk in a given project plan) in a team situation. As Team Projects will require more thought and collaboration than standard homework assignments, each team will have one week to complete the Teamwork Assignment. Each member of the team will share the grade received on the report. It is the responsibility of the entire team to ensure that the work is completed. Note that Teamwork Assignments will include anonymous team evaluation forms by which students will rank other team members on quantity and quality of their work on the homework assignment. Teamwork Assignments will account for 20% of each student’s final grade.

**Final Exam**

At the end of the semester, a Final Exam, culminating in the use of all information learned in the semester, will be required. This element will account for 25% of each student’s grade.

**Grading Policy**

Each student’s final grade will be calculated using the formula:

\[
\text{Final Grade} = .05 \times \text{Professionalism/Participation} + .20 \times \text{Teamwork Assignments} + .20 \times \text{Individual HW Assignments} + .30 \times \text{Prelim Avg.} + .25 \times \text{Final Exam}
\]

**Students Needing Disability Accommodations**

If you wish to request an accommodation for a disability, please contact either your instructor or Ann Smith, Coordinator of Services for Students with Disabilities (Onward Building, 1-2319) as early as possible in the semester.

**Contingency Statement**

In the event of an extended disruption of normal classroom activities, the format for this course may be modified to enable its completion within its programmed time frame. In that event, you will be provided an addendum to the syllabus that will supersede this version.
The following are expectations for your behavior and performance in this course, and policies which should be read and understood by each student. Failure to adhere to these policies will directly affect a student’s grade in this course:

1. Late homework will not be accepted at any time. There will be no “grace” period or “makeup” period. If a student knows ahead of time that he or she will be unable to attend class when homework is due, he or she may hand in the homework ahead of time to the instructor.

2. Plagiarism – The EET Department and the University of Maine take a dim view of using someone else’s work as your own. The labs and homework assignments in this class are designed to help you learn the material, and each is to be completed on an individual, not partner or group, basis. As such, plagiarism in any form will not be tolerated. If the instructor suspects any person(s) of cheating and/or plagiarizing – which includes, but is not limited to – copying programs, copying homework problems, cheating on exams or quizzes, etc. – the following steps will be taken:

   • The instructor will speak to any person(s) involved. If deemed appropriate, all person(s) involved will receive a grade of zero for that project, program, homework assignment, or exam.

   • Each person involved will sign a statement verifying that the actions stated above were performed. This document will go into each person’s SET student file until he or she graduates from the program.

   • If the plagiarism/cheating occurs on an exam, all person(s) involved will be immediately referred to Student Judicial Services at UMaine. Actions that may be possible at that time include: Immediate failure of the course, temporary suspension or possible expulsion from the University system.

   • If the plagiarism/cheating occurs on a homework or lab assignment, the following two statements apply:

     o If any such statement is currently in the student’s file, that student will immediately be referred to Student Judicial Services at UMaine. Actions that may be possible at that time include: Immediate failure of the course, temporary suspension or possible expulsion from the University system.

     o If no other statement is in the student’s SET file, the student will not be referred to Student Judicial Services unless another infraction occurs during any other UMaine class taken by that student.
<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Material to be Covered in Class</th>
<th>Assignment Due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>5/14/2018</td>
<td>Introduction to Project Management; Selecting a Project</td>
<td></td>
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<tr>
<td>Tuesday</td>
<td>5/15/2018</td>
<td>The Human Side of Project Management</td>
<td>Provide contact email</td>
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<tr>
<td>Wednesday</td>
<td>5/16/2018</td>
<td>Organizational Structures</td>
<td>HW1Due @ 8PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>5/17/2018</td>
<td>Planning the Project; Prelim 1</td>
<td>Prelim #1</td>
</tr>
<tr>
<td>Monday</td>
<td>5/21/2018</td>
<td>Project Budgets</td>
<td>HW2Due @ 8PM</td>
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<tr>
<td>Tuesday</td>
<td>5/22/2018</td>
<td>Building the Project Schedule</td>
<td>TW1Due @ 8PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>5/23/2018</td>
<td>Aligning Resources on the Project</td>
<td>HW3 Due @ 11:59PM</td>
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<tr>
<td>Thursday</td>
<td>5/24/2018</td>
<td>Prelim 2 Review, Prelim 2</td>
<td>Prelim #2</td>
</tr>
<tr>
<td>Monday</td>
<td>5/28/2018</td>
<td>Monitoring and Controlling the Project</td>
<td>HW4 Due @ 9PM</td>
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<tr>
<td>Tuesday</td>
<td>5/29/2018</td>
<td>Closing Out the Project</td>
<td>HW5 Due 11:59PM</td>
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<tr>
<td>Wednesday</td>
<td>5/30/2018</td>
<td>Final Exam Review, Final Exam Opens</td>
<td>TW2Due @9PM</td>
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<tr>
<td>Thursday</td>
<td>5/31/2018</td>
<td>Final Exam</td>
<td>Final Exam Due Thursday by 11:59PM</td>
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