

Rutgers University
School of Business-Camden
Information Technology and Project Management
52:623:302
Asynchronous Online Course

Professor

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Required Text

Schwalbe, K. Information Technology Project Management, 9th Edition, Cengage, 2019
ISBN-13: 978-1-337-10135-6

Required Software

Microsoft Office. Every student should be proficient in Microsoft Office before starting this course. Students can install Microsoft Word, Excel, PowerPoint, etc. on up to five computers (Mac or PC), five tablets, and five phones. To access this service, students should visit getoffice.rutgers.edu and log in with their netid@scarletmail.rutgers.edu address and their NetID password.

Course Objectives

Information technology (IT) is a valuable resource needed to achieve the strategic goals of an organization. This course helps managers identify strategic objectives and manage projects that are important for information technology and e-commerce. Case studies and other Assignments will support key concepts and ideal business practices while teaching how to balance critical organizational objectives. **Students are expected to demonstrate technological fluency in IT skills and IT concepts.**

Successful students should be able to:

1. Understand how to plan and manage projects
2. Appreciate the business value of different types of information systems and applications that help achieve strategic organizational goals
3. Use software to develop websites and manage projects
4. Understand e-commerce and how it applies to an organization's strategic objectives
5. Critique website content, organization, and design
6. Design, gather data for, and build a prototype website using a template-based application as part of their class Term Project
7. Learn new presentation techniques to effectively communicate IT concepts to a variety of stakeholders

Grading Breakdown

Deliverable	Points	Course Grade
Chapter Quizzes (20 points each)	240	40%
Chapter Discussions (10 points each)	120	20%
Term Project (includes website) Assignments A1-A8 (20 points each) A9: Prototype website (40 points) A10: Term Project report (40 points)	240	40%
Course Totals	600	100%

What you can expect from me in this course

Before we examine what you'll be doing in the course, I'd like to review what you can expect from me as your professor. I want to help make sure that you make progress and continue through to a successful end to the course. To do this, you can expect me to:

- Communicate with the whole class using Announcements in Canvas 1-2 times a week to review progress and reminders. Please make sure your Canvas Notifications are set to alert you to new Announcements immediately.
- Provide personal feedback on your major Assignments in a timely fashion (usually within a week of submitting) to help you improve or continue to do well in the course.
- Respond to all of your email communications within 48 hours. If you do not get a response, please send your message again.
- Contact you if I notice that you're falling behind. I want to help you succeed.
- Encourage you to strive for improvements in your work and recognize your achievements.
- Grades are typically posted about 72 hours after everyone's Assignments are submitted.

Virtual Office Hours

Virtual office hours will be by appointment only and usually require at least 48 hours' notice. We can meet via web conference (using WebEx audio or text) or interact over email. If you'd like to request an appointment, email me at kendallk@camden.rutgers.edu. Please include your reason for meeting in your email.

Typical Schedule at a Glance

There are 15 modules for this course. Each Module begins on a Tuesday with a Chapter Reading. Also look for videos that will help you with Discussions, Quizzes, and Assignments. Deliverables typically occur on Wednesday, Friday, and Monday.

It is in your best interest to complete deliverables early. Plan ahead for religious holidays and deadlines in other classes.

Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Read the Chapter Assigned	Post a Comment in the Chapter Discussion		Respond to a Classmate's Discussion Post Take the Chapter Quiz			Submit the Assignment

Note that the modules begin on a Tuesday and end on a Monday.

University Policies that Affect You

Academic Integrity

The Academic Integrity policy can be found at <http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/>

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated, and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

Student Code of Conduct

The University's Student Code of Conduct can be found at <http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Violations of the Student Code of Conduct are considered serious infractions of student behavior and students who violate the code are subject to penalties relative to the level of the matter. In general, students may not disturb normal classroom procedures by distracting or disruptive behavior, this includes online as well as in-person.

The Code of Student Conduct is more than a collection of University regulations to be abided by – it seeks to promote the University's values and educate. The Code of Student Conduct encourages students to be their authentic selves as they find their place on campus, while also encouraging students to embrace inclusion through discovery, dialogue, and development as they celebrate diverse backgrounds.

The spirit of the Code of Student Conduct promotes student engagement both on and off campus, global citizenship, and leadership. It encourages students to uphold the highest tenets of trust, honesty, and integrity, understanding at all times that our actions significantly impact our personal journeys, our communities, and our larger society.

Rutgers–Camden, Rutgers–Newark, and Rutgers–New Brunswick students originate from all corners of the world and travel between many campuses and cities. As our students strive to achieve their goals, they are expected to conduct themselves in accordance with University policies and procedures, but more importantly, the values and spirit that these policies and procedures are founded upon.

Violations of the Student Code of Conduct should be reported to the Dean of Students office deanofstudents@camden.rutgers.edu or 856-225-6050.

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

Disability Services

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the [Registration form](https://webapps.rutgers.edu/student-ods/forms/registration) (<https://webapps.rutgers.edu/student-ods/forms/registration>).

Erin G. Leuthold, MS Ed
(856) 225-2717

Rutgers-Camden Disability Services:
311 North Fifth Street, Camden, NJ 08102-1405

Web page: <https://ods.rutgers.edu/contact-ods/rutgers-university-camden>

E-mail: disability-services@camden.rutgers.edu

Class Policies

1. This is a fully online, asynchronous course. Assignments, Discussions, Lectures and Quizzes will require the use of Canvas. The class follows a rigorous schedule and you should expect to be working at least as many hours as with a traditionally scheduled class.
2. Plan to log into Canvas at least a few times a week to complete activities for this course, including reading Announcements. Class materials are posted on Canvas <http://canvas.rutgers.edu> or on <https://www.thekendalls.org/>.
3. Students are expected to participate every week for the entire semester. Read the chapters and any relevant outside material you can find. Lack of participation in Assignments, Discussions, and Quizzes will be reflected in the final grade.
4. Deadlines are taken seriously. Plan to submit your work early. If something goes wrong, you will still have time to meet the deadline. Plan ahead to complete your work ahead to avoid any conflicts with religious or other holidays that you may observe. Also take into consideration deadlines in other classes. All Assignments will be available in enough time to finish them, so you do not have to submit them on the very last day.
5. **Starting with Module 3, you are allowed to have three deliverables submitted "Late."** Email me within 48 hours of the due date if you want to ask for an extension. After three late submissions, or if you just do not submit a deliverable, you will receive a zero for the Discussion, Quiz, or Assignment.
6. Quizzes can be taken up to 3 times before the due date (a strict deadline). The highest score will count.
7. If you wish to have an Assignment regraded, you should make the request of me personally via email within 48 hours. I will regrade the Assignment (up or down) **only** if **no** additional explanation is offered (written or oral).
8. All students are required to use the cloud to store your work and backups in case your computer crashes. Refer to <https://it.camden.rutgers.edu/> or <https://rusecure.rutgers.edu/cloud-services> for current information about free cloud services at Rutgers. One option is called "Box." If your computer crashes or is lost or stolen, you will be able to retrieve any work up to that point in time and still meet critical deadlines.
9. All students are required to learn and use certain software such as Microsoft Office on a PC, iMac, and a variety of tablets and mobile phones. Rutgers offers free software including Microsoft Office and antivirus software on the Rutgers Software Portal. To enter the portal and see all of the software offered you can go to <https://software.rutgers.edu/info/login/> Every student can install Microsoft Word, Excel, PowerPoint, etc. on up to five computers, five tablets, and five phones. To access this service, students should visit getoffice.rutgers.edu and log in with their netid@scarletmail.rutgers.edu address and their NetID password.
10. This is a project course. The "final" in this course is the Term Project. **No incompletes will be given.**
11. Your Term Project must be your own work. It must also look professional. The grade you earn will depend to some degree on the amount of effort you devote to the Term Project relative to other class members.
12. **All projects will be checked for originality using turnitin.com.** Projects that are not original will result in serious sanctions. To avoid mosaic plagiarism, do not ask another student to see their work. Students are expected to know, understand, and adhere to the policies on academic integrity.
13. **Submit Assignments on Canvas Only.** Never email them to me. Only Assignments submitted to Canvas will be graded for credit.
14. **Your Term Project is considered complete and can be assigned a grade when Canvas receives the electronic copy of your project that you submitted. Do not send me attachments by email.**
15. Your Term Project must be your own work. It must also look professional. The grade you earn will depend to some degree on the amount of effort you devote to the Term Project relative to other class members.
16. The last day to withdraw from this class with a "W" is still to be determined. For more information see the registrar's website <http://registrar.camden.rutgers.edu/> for the Camden campus.
17. **Grading Ranges**
 - A Highest grade (90% and above)
 - B+ Work of distinction (85% to 89.9%)
 - B Work of distinction (80% to 84.9%)
 - C+ Average work (75% to 79.9%)
 - C Average work (70% to 74.9%)
 - D Passing, but unsatisfactory (60% to 69.9%)
 - F Failure without credit (Below 60%)

Diversity, Equity, Inclusivity

Rutgers University is committed to diversity, equity, and inclusion on and off campus and we want to include all perspectives. The Office of Diversity and Inclusion <https://inclusion.camden.rutgers.edu/> advances, promotes, and advocates for inclusiveness, diversity, and equity as key elements to achieve Rutgers' strategic vision to be preeminent in research, excellent in teaching, and committed to community.

What You Need to Do in this Class

The material presented in class provides the essential backbone of the course. You are expected to:

- Read all text material assigned for each class
- Follow specific instructions in all Assignments
- Start Assignments early and get feedback from the instructor
- Consult with the professor immediately when you need help
- Make sure that you can access Canvas and use it appropriately
- Read and send messages on your official Rutgers email
- Participate in the assigned class Discussions. These Discussions are designed to be a collaborative learning experience for all involved.

Remote Learning Management System

For this course, we will use the learning management system called Canvas. To access this system, go to <http://canvas.rutgers.edu> log in, and click on the course on the dashboard. You will complete this course by performing activities such as reading, participating in Discussions, taking Quizzes, and completing Assignments. These activities will make up the “deliverables” for this course. Each deliverable will be worth specified points. The points you earn will determine your final grade in the course.

Email Communications

Check both the syllabus, Announcements, and any posted FAQs before asking a question. Personal questions regarding grades or individual Assignments should not be addressed in Canvas; please email me these questions at kendallk@camden.rutgers.edu. If you need to email me, be sure to include your full name and the course number and section number. If you do not receive a response from me within 48 hours, please send the email again.

Students are required to use their Rutgers University email address for this course. All official class notices will be sent via this account and it is the responsibility of the student to check this account regularly. You are expected to check your Rutgers e-mail at least two or three times every week. All class announcements can also be accessed via the ‘Announcement’ page in Canvas.

When you email me put 52:623:302 in the subject. Otherwise it could be lost in spam, especially if you try to send it on gmail. I need to know the course you are taking in order to answer your question. My email client is set up to color code mail from you if the course number appears in the subject line, and color-coded email will be answered more quickly than other emails.

Disclaimer: You may get information for another course if you do not correctly identify your section in the email heading.

Discussions

The purpose of these Discussions is to encourage you to **think critically about the readings; more specifically, to reflect upon your own experiences**. Your contributions to the Discussions are expected to help other class members learn and understand the topics under consideration.

Discussions may involve any combination of prepared materials, journal articles, textbook readings, minicases, problems, videos, or other resources. During the week of Discussion activity, students are expected to make one Discussion post by Day 2 (Wednesday) of each week that a Discussion topic is assigned and then by Day 4 (Friday) expected to have responded to at least one other Discussion post by another class member. All postings including responses are to be substantive and further the Discussion of the topic of interest.

You will be given choices in the Discussion. Choose your topic carefully. It should be something you feel confident talking about.

Postings to Discussions must reflect student’s reading and comprehension of the assigned readings and/or related Discussion activity. Discussion postings must reflect the ability to synthesize concepts presented through writing at a college level. The minimum length of a post is 100 words not including references listed. See page 7 for a typical rubric for evaluating Discussion posts.

Virtual Lab

Apps including Microsoft Office are available at a Rutgers-Camden Virtual Lab at <https://rcit.rutgers.edu/virtlab>

Quizzes

Quizzes make up a substantial part of the course grade. The purpose of Quizzes is to learn the material. You will be asked questions mainly about the chapters in the required book. Occasionally there will be other questions. For example, you may be asked about the computer applications you have been learning, so keep up with the readings and the Assignments.

You may take each quiz up to three (3) times before the due date. Your latest attempt will be graded and appear in the Gradebook.

Computer/Web Assignments

Computer/Web Assignments will be given periodically throughout the semester and will require you to learn software such as Microsoft Office and others. You must use these specific applications. Submit Assignments in Canvas. Email submissions will not be accepted.

You will be assigned an account on a template-based website application, students.weebly.com. You will be asked to complete your website prototype, which is part of the final Term Project, on this account. If you want credit for this Assignment, it must be completed on students.weebly.com using the ID you were assigned. The websites will remain up for 30 days after the last day of class. The university is not in the practice of hosting website indefinitely.

Etiquette expectations from on-line class members

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. ***(In general, you should treat others as you would like others to treat you. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.)***

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:

- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as “Dr.” or “Mr./Ms.”, not ‘Hey’. Note that I will address you with your first name, unless you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
 - use descriptive subject lines. (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought were Spam.)
 - please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

Never send offensive and insulting messages (this is a violation of the Student Code of Conduct). If you disagree with an idea, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone’s online experience of this course is beneficial.

- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrongdoing.
- Do not start a volley of back and forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any of your e-mail communications are private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others’ personal information (such as email, phone numbers, last names, etc.)

Rubric used for Grading Discussions

Refer to this table for 10-point Discussions

Exceeding Expectations 10 points	<ul style="list-style-type: none"> • Discussion post comprehensively addresses the topic, adds value to Discussion with stimulating posts • Posts in-depth, incisive reflections that demonstrate critical thinking; shares real-world experiences and examples • Well-written posts made within required time frame; no grammar/spelling errors • Exhibits creativity in topic title
Meeting Expectations 8-9 points	<ul style="list-style-type: none"> • Discussion post is on-topic, relevant, and contains original content • Shows evidence of knowledge and understanding of content with clear connections to real-life examples • Posts are submitted by deadlines, use complete sentences and rarely have grammar/spelling errors • Responds substantively to a class member's post
Emerging Towards Expectations 7 points	<ul style="list-style-type: none"> • Posts are on-topic, but may lack originality and/or fail to elicit reflections from or build on ideas of others; examples may be made but may be irrelevant or unclear how they connect to course content • Posts submitted late or contains multiple grammar and/or spelling errors • Posted a comment but did not reply to a class member's post
Below Expectations 1-6 points	<ul style="list-style-type: none"> • Discussion post does not contain enough reference back to original topic or may not address the issue at hand sufficiently • Little evidence of knowledge/understanding of course content is shown; examples missing • Posts contain incomplete sentences and/or may not adhere to standard English grammar/spelling • Posts may be submitted late or contain multiple grammar and/or spelling errors
Missing 0 points	<ul style="list-style-type: none"> • Class member did not participate in the Discussion

Very Important:

In order to see any comments I left for you regarding a Discussion or Assignment, go to the gradebook and click on the icon (the icon looks like two conversation balloons from a comic book). If I have comments for you, the comments will appear there.

Please do not leave a message for me there. Unfortunately, I will never see it. Canvas does not forward the message to me. This is a problem.

Please use email instead. I will receive it and reply to your email message.

Rubric used for Grading Assignments

Refer to this table for 20-point Assignments and double the points indicated for 40-point Assignment.

Exceeding Expectations 19-20 points	<ul style="list-style-type: none"> • Deliverable is complete • An approved Microsoft Template was used for this assignment • Answers address the topic in question • Answers are accurate • Answers are well-written and use terminology in IT and project management • Vocabulary is high-level. Written answers are full sentences; grammar and spelling are perfect. • Uses professional computer apps to draw diagrams where appropriate • Followed instructions • Improved work, if building on a previous Assignments • Design is excellent
Meeting Expectations 16-18 points	<ul style="list-style-type: none"> • Deliverable is mostly complete • Some answers might not directly address the topic • Most answers are accurate • Answers are well-written but do not use terminology in IT and project management • Vocabulary is average. Some answers may not be full sentences; grammar and spelling may be less than perfect. • In some cases, did not use professional computer apps to draw diagrams properly • May not have followed instructions precisely • May have used the wrong software (see specs) • May not have improved if building on a previous Assignments • Design is average
Emerging Towards Expectations 14-15 points	<ul style="list-style-type: none"> • Deliverable may not be complete • An approved Microsoft Template was not used for this assignment • Some answers might not address the topic or answer the question • Some answers are inaccurate or wrong • Answers may not be well-written, or they do not use terminology in IT and project management • Vocabulary may be poor. Some answers may not be full sentences; grammar and spelling may be poor • In some cases, the class member may not have used professional computer apps to draw diagrams when they were readily available • May not have followed instructions • May have used the wrong software and it did not format properly • May not have taken the opportunity to fix errors or improve on a previous Assignments • Assignment may have been posted late • Design may be below average
Below Expectations 1-13 points	<ul style="list-style-type: none"> • Deliverable may be incomplete • A non-approved app was used to complete the assignment • Answers may not have been fully formed or did not address the question • Answers may have been wrong • Answers may be poorly written and may not use terminology in IT and project management • Vocabulary may be poor. Written answers may be phrases or incomplete sentences; grammar and spelling are poor. • Does not use professional computer apps to draw diagrams • May not have followed instructions or ignored a checklist • Assignment may have been posted late • Design may be poor • Not original. Too similar to work submitted by other students
Missing 0 points	<ul style="list-style-type: none"> • Class member did not complete the Assignments

FINAL DELIVERABLE: TERM PROJECT

(TOTAL IS 240 POINTS WHICH REPRESENT 40% OF FINAL COURSE GRADE.)

Assignment	Due	Activity	Points
A1	Mod 3	Evaluate ecommerce website. Choose a website from the list provided and evaluate it using the criteria discussed in the course in a Microsoft PowerPoint slide deck	20
A2	Mod 4	Choose and describe the website that you will develop including its primary and secondary strategic objectives	20
A3	Mod 5	Develop a mind map using a template for six website pages that you will develop later in the course	20
A4	Mod 6	Complete the Weebly exercise by signing on to students.weebly.com using your assigned ID and password	20
A5	Mod 7	Prepare a project charter for building the website you are developing	20
A6	Mod 9	Develop a Gantt Chart showing a schedule for developing your website	20
A7	Mod 10	Design interview questions about website design for the website you are developing	20
A8	Mod 11	Apply SmartArt. Create a Microsoft PowerPoint slide of your website's costs and benefits using Microsoft SmartArt	20
A9	Mod 13	Complete Weebly website portion of the Term Project building on previous steps	40
A10	Mod 15	Submit final Term Project Report correcting and improving your work from previous exercises	40

You will receive more detailed instructions as the course progresses.

It is important to follow the specifications required and meet deadlines like any other project.

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Modules begin on Tuesdays. Due dates for deliverables are Wednesday, Friday, and Monday at 11:59 PM as follows:

Module	Date	Day	Readings Completed by Date	Discussions, Quizzes, & Assignments Due
1	1/20	Wednesday	Syllabus, Canvas, and Microsoft Office	None
	1/22	Friday		Post a PowerPoint PDF to a Voice Thread (Extra Credit)
	1/25	Monday		None
2	1/27	Wednesday	Ch 1: Intro to Project Management	Post a comment in the Discussion on Chapter 1
	1/29	Friday		Respond to a Classmate's post; Take Quiz on Chapter 1
	2/1	Monday		None
3	2/3	Wednesday	Ch 2 Project Management & IT Context	Post a comment in the Discussion on Chapter 2
	2/5	Friday		Respond to a Classmate's post; Take Quiz on Chapter 2
	2/8	Monday		Submit A1: Evaluate an ecommerce website from the list
4	2/10	Wednesday	Ch 4: Project Integration Management	Post a comment in the Discussion on Chapter 4
	2/12	Friday		Respond to a Classmate's post; Take Quiz on Chapter 4
	2/15	Monday		Submit A2: Choose and describe website you will develop
5	2/17	Wednesday	Ch 5: Project Scope Management	Post a comment in the Discussion on Chapter 5
	2/19	Friday		Respond to a Classmate's post; Take Quiz on Chapter 5
	2/22	Monday		Submit A3: Develop a mind map using template
6	2/24	Wednesday	Ch 6: Project Schedule Management	Post a comment in the Discussion on Chapter 6
	2/26	Friday		Respond to a Classmate's post; Take Quiz on Chapter 6
	3/1	Monday		Complete A4: Complete Weebly exercise
7	3/3	Wednesday	Ch 7: Project Cost Management	Post a comment in the Discussion on Chapter 7
	3/5	Friday		Respond to a Classmate's post; Take Quiz on Chapter 7
	3/8	Monday		Submit A5: Prepare a project charter
8	3/10	Wednesday	Ch 8: Project Quality Management	Post a comment in the Discussion on Chapter 8
	3/12	Friday		Respond to a Classmate's post; Take Quiz on Chapter 8
	3/15	Monday		None. Enjoy Spring break.
9	3/17	Wednesday	Spring Break	None. Enjoy Spring break.
	3/19	Friday		None. Enjoy Spring break.
	3/22	Monday	(after returning from Spring Break)	Submit A6: Develop a Gantt chart
10	3/24	Wednesday	Ch 9: Project Resource Management	Post a comment in the Discussion on Chapter 9
	3/26	Friday		Respond to a Classmate's post; Take Quiz on Chapter 9
	3/29	Monday		Submit A7: Design interview questions
11	3/31	Wednesday	Ch 10: Communications Management	Post a comment in the Discussion on Chapter 10
	4/2	Friday		Respond to a Classmate's post; Take Quiz on Chapter 10
	4/5	Monday		Submit A8: Complete SmartArt exercise
12	4/7	Wednesday	Ch 11: Project Risk Management	Post a comment in the Discussion on Chapter 11
	4/9	Friday		Respond to a Classmate's post; Take Quiz on Chapter 11
	4/12	Monday		None. Continue to work on your Weebly website
13	4/14	Wednesday	Ch 12: Procurement Management	Post a comment in the Discussion on Chapter 12
	4/16	Friday		Respond to a Classmate's post; Take Quiz on Chapter 12
	4/19	Monday		Submit A9: Complete your entire Weebly website
14	4/21	Wednesday	Ch 13: Stakeholder Management	Post a comment in the Discussion on Chapter 13
	4/23	Friday		Respond to a Classmate's post; Take Quiz on Chapter 13
	4/26	Monday		None. Continue to work on your final term project
15	4/28	Wednesday	Special Topics: Reading TBA	Submit A10: Submit your final Term Project
	4/30	Friday		None.
	5/3	Monday		Last day to submit A10 with penalty for late submission

In addition to Readings, look for videos that will help you with Discussions, Quizzes, and Assignments.