

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL:	LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name:	Tigi Mersha	Phone:	410-837-4965
DEPARTMENT / DIVISION:	Management & Marketing				
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):	8 Add MGMT 660 Project Management course as an MBA core requirement UB/TU MBA				
PROPOSED SEMESTER OF IMPLEMENTATION:	Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>	Year:	2009		
Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>				
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input checked="" type="checkbox"/> OTHER <input type="checkbox"/>				

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCDEF
X	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	P. Course Definition Document	S. Contract	

- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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SCHOOL: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
8 Add MGMT 660 Project Management course as an MBA core requirement UB/TU MBA

10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Traci Mersha</i>	2/12/09
B. Final faculty review body within each School	Chair: <i>Rajesh</i>	2/12/09
C. College Dean	Dean: <i>Paula B. Smith</i>	2/12/09
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>Marquanda C. Weber</i>	2/26/09
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>Ditya</i>	3-11-09
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Tigi Mersha	Phone: 410-837-4965
DEPARTMENT / DIVISION: Management and Marketing		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
8 Add MGMT 660 Project Management course as an MBA core requirement UB/TU MBA		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2009		

O-1: Briefly describe what is being requested:

A new course on Project Management will be added to the MBA core to further strengthen the joint UB/TU MBA program.

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Project Management	Course # / HEGIS Code: MGMT 660	Credits: 3

O-2: Set forth the rationale for the proposal:

The Merrick School of Business strives to continually improve its curriculum by seeking input from the business community and by regularly benchmarking other business programs. As part of this ongoing improvement effort, a new course on Project Management will be added to the MBA core based on feedback from the business community to further strengthen the program. Our graduates are often charged with the responsibility of managing projects in their careers and this course will equip them with invaluable tool for leading complex projects.

Master Course Document (Document P) MGMT 660 Project Management

1. **Date Prepared:** 2/9/09
2. **Prepared by:** Tigi Mersha
3. **Department:** Management and Marketing
4. **Course Numbers:** MGMT 660
5. **Course Title:** Project Management
6. **Credit Hours:** 3
7. **Prerequisites:** MGMT 506

8. **Course Purpose** (example: general education, laboratory, elective): **To provide current skills required in business by including this course in the MBA core curriculum**

9. **Rationale:** In the current competitive environment, managers are increasingly utilizing the project management approach to deal with unique problems. This course will provide MBA students the behavioral and technical skills required in managing projects so that they can be better prepared to manage complex projects in their organizations.

10. **Catalog Description:**
To more effectively respond to the fast changing economic environment and market conditions, managers are increasingly utilizing the project management approach. This course will introduce students to the behavioral and technical aspects of managing projects. Challenges of planning, monitoring and controlling complex projects to achieve the desired cost, quality and performance objectives will be discussed. Topics covered will also include cross-functional project teams, project integration, time management, time-cost trade-offs in project completion, procurement management and communications management.

11. **Suggested approximate class size:** 30

12. **Content Outline:** Please see attached

13. **Learning Goals:** After completing this course, students will be able to:
 - Explain the importance of effective project management in modern organizations
 - Demonstrate the project selection process
 - Identify and explain the different types of project structures (functional organization, dedicated project teams and matrix organization)
 - Demonstrate the project planning process
 - Explain and apply PERT and CPM techniques
 - Apply loading and leveling methods
 - Explain and apply time-cost tradeoffs in project completion
 - Use computerized project management tools (e.g., Microsoft Project)
 - Implement project audits
 - Identify multicultural and behavioral issues in project management

14. **Assessment Strategies:**

The course will involve lectures, problem solving, group projects, and short case analysis. Course grade will be based on performance in homework assignments, projects, midterm and final exams. The following weight distribution will be used:

Midterm Exam	25%
Group Project	25%
Home works and short case analysis	25%
Final Exam	25%
Total	100%

15. **Text(s) and Materials (example: textbooks, calculator)**

Jack R. Meredith and Samuel Mantel, Project Management: A Managerial Approach, 6th edition, John Wiley and Sons, 2006.

16. **Lab Fees:** User fee for the project manager software may be needed.