Meeting Times

Class meets 5:30-9:30 pm Mountain Time; Wednesdays from June 2 - July 28, 2021

Due to possible Coronavirus restrictions, Class may be entirely through Webster videoconferencing. Students are expected to call in using computer Audio and Video, as this class has considerable class discussion it is important that instructor can see and hear students.

Contact Information

Instructor: Dick Bowman

Email Webster richardbowman42@webster.edu

Email Home: dickbowman@higginsmagic.com

Phone Home: 719-527-0678 (Until 9:00PM)

Phone Cell: 719-246-7488

Zoom information is as follows:

Topic: SPSM 5950 36 SU 2021 Space Systems Project Management
Time: Jun 2, 2021 05:30 PM Mountain Time (US and Canada)
Every week on Wed, 9 occurrence(s)
Jun 2, 2021 05:30 PM
Jun 9, 2021 05:30 PM
Jun 16, 2021 05:30 PM
Jun 23, 2021 05:30 PM
Jun 30, 2021 05:30 PM
Jul 7, 2021 05:30 PM
Jul 14, 2021 05:30 PM
Jul 21, 2021 05:30 PM
Jul 28, 2021 05:30 PM

Join Zoom Meeting:

https://webster-edu.zoom.us/j/91715242320

Meeting ID: 917 1524 2320

Description

Students examine those processes used by space system managers to plan, organize, coordinate, and direct the efforts of functional, staff, technical, and project groups in accomplishing the objectives of space system programs and projects.

Requisites

Successful completion of SPSM 5000

Objectives

The objective of this course is to provide the student with the basic fundamentals necessary to manage a project. These fundamentals will help the student manage personal projects as well as potential work related assignments in the space field as well as other disciplines.
Outcomes

The student will:

- Develop an understanding of the differences between space systems project management and traditional project management and the role the space systems project manager has in today’s economically challenging space environment.
- Learn to apply project management fundamentals across all project phases.
- Apply the principles associated with management of people, cost schedule, performance, change, risk, and requirements.
- Recognize the balance and application between cost, benefit, and value added in the project management cycle.
- Gain a thorough understanding of the Management and Cost Control System used as a tool for total project management.
- Understand the project manager’s role in the success or failure of a project and what they must know and do to succeed as a project manager.
- Demonstrate their ability to understand, synthesize and apply the knowledge gained in this course through oral discussions and written examinations.

Required Textbook

Applied Project Management for Space Systems (Space Technology Series)

Author: Chesley, Larson, McQuade and Menrad
Publisher: McGraw-Hill
Edition: 1st
ISBN: 978-0073408859

Deliverables

See above, the Chesley textbook is out of print and not available (webster has not updated the text for this class).

Textbook to be used for the class is:

The Project Manager’s Desk Reference, Third Edition, James P. Lewis
ISBN-10:0071464646
Publisher: McGraw-Hill Professional Publishing

Text is available used and new from many online sellers such as Amazon, Barnes & Noble, etc. and will be a valuable reference in future work in project management.

Projects: Case Studies

Mini Case, receive Week 2, turn -in Week 3
APA Paper - Case Analysis, receive Week 5, Due Week 8

Exams: Midterm and Final

Midterm exam will cover weeks 1-4. Receive Week 4, due week 5
Final will cover Weeks 1-8. Receive Week 8, due week 9

Evaluation

<table>
<thead>
<tr>
<th>Class Requirement</th>
<th>Points</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini Case study</td>
<td>10</td>
<td>5%</td>
</tr>
<tr>
<td>Mid-term Examination (weeks 4)</td>
<td>50</td>
<td>25%</td>
</tr>
</tbody>
</table>
### Case Study Paper (APA format) 60 35%

### Final Examination (weeks 1-8) 70 35%

### Class Preparation and Participation 10 5%

### Total 200 100%

## Schedule

<table>
<thead>
<tr>
<th>When</th>
<th>Topic</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Assignments All classes</strong></td>
<td>Assignments may change as the class evolves to add current events to the course related to project management and space systems.</td>
<td></td>
</tr>
<tr>
<td><strong>Lecture Week 1 06/02/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Overview of Project Management</td>
<td>Class introduction and Admin; Overview of Project Management, History of PM, Modeling project; Project Life Cycle. Assignment: Read Chapters 1 thru 3</td>
</tr>
<tr>
<td><strong>Lecture Week 2 06/09/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Project Definition and Initiation</td>
<td>Project Initiation Project Charter; Defining goals and missions, strategy, requirements and Scope; Defining Stakeholders; developing a work breakdown structure. Assignment: read chapters 4 thru 10</td>
</tr>
<tr>
<td><strong>Lecture Week 3 06/16/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Project Control and Evaluation</td>
<td>Project Planning and Scheduling; Techniques for implementation; Control and evaluation; Project Culture; Managing Stakeholders; Assignment: read chapters 11 thru 14; Receive Mini-case Study</td>
</tr>
<tr>
<td><strong>Lecture Week 4 06/23/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Project monitoring and evaluation</td>
<td>Project monitoring evaluation and Control and Evaluation; Pricing, estimating, Budgeting and Budget Strategy. Earned Value Analysis. Assignment: read chapters 15 thru 17; Turn in Mini Case Receive Midterm take home Exam</td>
</tr>
<tr>
<td><strong>Lecture Week 5 06/30/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Organization, Management and Risks</td>
<td>Organization and Management; Authority and Responsibility communications; managing stakeholders; project risks; and teamwork; Culture in PM; Assignment: read chapters 18 thru 20; Turn in Midterm Exam before Class</td>
</tr>
<tr>
<td><strong>Lecture Week 6 07/07/2021 5:30 PM - 9:30 PM COS Metro + Zoom</strong></td>
<td>Successful management techniques</td>
<td>Review Midterm Project Plan; Mission Assurance; Quality; Causes of success and failure; Problem solving and decision making; Assignment: read chapters 21 and 22</td>
</tr>
<tr>
<td>When</td>
<td>Topic</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Lecture</td>
<td>Applied systems management</td>
<td>Systems management and Information Systems; Authority and Responsibility; Management vs. Leadership; Project Maturity, ROI and Benchmarking. Assignment: read chapters 23 thru 25</td>
</tr>
<tr>
<td>Week 7</td>
<td>07/14/2021 5:30 PM - 9:30 PM COS Metro + Zoom</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Change process, achieving consensus, Completion</td>
<td>Mission assurance; Project Change process; Logistics Management; Life cycle Estimation; Procurement; Project Completion. Assignment: read chapters 26 thru 30; Case Study Due; Turn in Case Study in APA format; Receive Final Exam</td>
</tr>
<tr>
<td>Week 8</td>
<td>07/21/2021 5:30 PM - 9:30 PM COS Metro + Zoom</td>
<td></td>
</tr>
<tr>
<td>Final Review</td>
<td>Final course review</td>
<td>Course Review and final Review; Turn in Final Exam before Class</td>
</tr>
<tr>
<td>Week 9</td>
<td>07/28/2021 5:30 PM - 9:30 PM COS Metro + Zoom</td>
<td></td>
</tr>
</tbody>
</table>

étique Policies

Institutional Policies

Academic Policies

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

Undergraduate Studies Catalog

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The academic policies and information section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

http://www.webster.edu/catalog/current/undergraduate-catalog/

Graduate Studies Catalog

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The academic policies section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

http://www.webster.edu/catalog/current/graduate-catalog/

Grading

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading

Graduate

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades

Incomplete
There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.

**Grade Appeals**

Instructors are responsible for assigning grades, and student should discuss grade issues with the instructor. Policies and procedures for appealing grades are available in the appropriate catalog.

**Academic Honesty Policy**

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others’ work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University’s Academic Honesty Policy is published in academic catalogs:

*Undergraduate*  
[http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html)

*Graduate*  
[http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html](http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html)

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

[http://www.webster.edu/arc/plagiarism_prevention/](http://www.webster.edu/arc/plagiarism_prevention/)

**Statement of Ethics**

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

*Undergraduate*  
[http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics](http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics)

*Graduate*  
[http://www.webster.edu/catalog/current/graduate-catalog/ethics.html](http://www.webster.edu/catalog/current/graduate-catalog/ethics.html)

**Contact Hours for this Course**

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

**Important Academic Resources**

**Academic Accommodations**

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu (mailto:disability@webster.edu).

If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

**Academic Resource Center**
Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit [www.webster.edu/arc](http://www.webster.edu/arc) or Loretto Hall 40 on the main campus for more information.

**Student Success Portal**

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at [http://www.webster.edu/success/students.html](http://www.webster.edu/success/students.html).

**University Library**

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is [http://library.webster.edu/](http://library.webster.edu/). For support navigating the library’s resources, see [http://libanswers.webster.edu/](http://libanswers.webster.edu/) for the many ways to contact library staff.

**Drops and Withdrawals**

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

- **Undergraduate**
- **Graduate**
  - [http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html](http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html)
- **Academic Calendar** - [http://www.webster.edu/academics/academic-calendar/](http://www.webster.edu/academics/academic-calendar/)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the "Tuition, Fees, and Refunds" section of Webster's Academic Catalogs:

- **Undergraduate**
  - [http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html](http://www.webster.edu/catalog/current/undergraduate-catalog/tuition.html)
- **Graduate**
  - [http://www.webster.edu/catalog/current/graduate-catalog/tuition.html](http://www.webster.edu/catalog/current/graduate-catalog/tuition.html)

**Student Handbook and Other Important Policies**

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:


**Sexual Assault, Harassment, and Other Sexual Offenses**

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

- [http://www.webster.edu/sexual-misconduct/](http://www.webster.edu/sexual-misconduct/)
Research on Human Subjects

The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

http://www.webster.edu/irb/index.html

Course Evaluations

At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts

Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

http://www.webster.edu/technology/service-desk/

WorldClassRoom

WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

https://worldclassroom.webster.edu/

Webster Alerts

Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

http://www.webster.edu/technology/services/webster-alerts/

Campus Information

Colorado Springs Metro Campus and via Webster Webnet+ for non Colorado Springs, CO students.