Course Syllabus

General Class Information
Instructor Name and Contact Information:

- Dr. Michael (Mike) Powers, Faculty
- Virtual Office Hours: Tuesday
- 11:30 a.m. – 12:30 p.m. Eastern Time Zone
- Office Phone: (720) 310-0526
- Email: mcp7u@virginia.edu

Subject Area and Catalog Number: PSPM 5240
Year and Term: 2017 - Summer
Class Title: Introduction to Purchasing
Level: Graduate
Credit Type: 3 Units

Class Description:
This course explores two important knowledge areas of project management – procurement and quality. Students will learn how to define procurement requirements, solicit and evaluate bids and proposals, successfully negotiate a contractual agreement and manage the resulting vendor relationship. Practical hands-on case studies will reinforce theoretical concepts and students will be equipped with proven templates for deliverables. As well, the course will include an analysis of critical quality planning practices and how to implement evaluations and audits as part of a quality assurance program. Students will be introduced to statistical and graphical methods for managing quality. This online class provides the students with an understanding of procurement and contract administration techniques in order that they may gain the expertise which enables them to meet their goals.

Required Text:

Optional Texts:

NOTE: Students are highly encouraged to purchase copies of the required textbook(s) from a site of their choosing, i.e., purchasing through Amazon, TEXTBOOKS.COM, Barnes & Noble, or a similar venue, to find the most economical copy for their use in this course.

Learning Outcomes:

At the completion of the course, students will be able to:

1. Describe a procurement management plan.
2. Identify the various contract types and their associated risks.
3. Demonstrate understanding of leadership and its relationship to successful management of project procurement teams.
4. Discuss contract legal issues and their implication to procurement management.
5. Identify the various procurement documents and discuss their usage.
6. Describe the process of contract administration and closeout.
7. Explore the history and key contributors of the quality movement.
8. Create a quality management plan.
9. Identify the methods of quality control.
10. Describe the importance of quality management to project teams.

Assessment Components:

- The standard UVA Grading Policy will be in effect.
  Please note: Students may earn “+” or “-” for each of the standard UVA Grades dependent upon the number of points earned by each Student.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Total Points</th>
<th>Due Date</th>
<th>Grading Percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Project</td>
<td>400</td>
<td>See schedule</td>
<td>40%</td>
</tr>
<tr>
<td>Forum Discussions – (4)</td>
<td>200</td>
<td>See schedule</td>
<td>20%</td>
</tr>
<tr>
<td>Written Paper – (1)</td>
<td>100</td>
<td>See schedule</td>
<td>10%</td>
</tr>
<tr>
<td>Exams – Midterm and Final</td>
<td>300</td>
<td>See schedule</td>
<td>30%</td>
</tr>
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</table>

Total Points: 1000
### Points Percentage Grade

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>1000</td>
<td>100</td>
<td>A+</td>
</tr>
<tr>
<td>999-950</td>
<td>99-95</td>
<td>A</td>
</tr>
<tr>
<td>949-900</td>
<td>94.9-90</td>
<td>A-</td>
</tr>
<tr>
<td>899-870</td>
<td>89.9-87</td>
<td>B+</td>
</tr>
<tr>
<td>869-830</td>
<td>86.9-83</td>
<td>B</td>
</tr>
<tr>
<td>829-800</td>
<td>82.9-80</td>
<td>B-</td>
</tr>
<tr>
<td>799-770</td>
<td>79.9-77</td>
<td>C+</td>
</tr>
<tr>
<td>769-730</td>
<td>76.9-73</td>
<td>C</td>
</tr>
<tr>
<td>729-700</td>
<td>72.9-70</td>
<td>C-</td>
</tr>
<tr>
<td>699-670</td>
<td>69.9-67</td>
<td>D+</td>
</tr>
<tr>
<td>669-630</td>
<td>66.9-63</td>
<td>D</td>
</tr>
<tr>
<td>629-600</td>
<td>62.9-60</td>
<td>D-</td>
</tr>
<tr>
<td>&lt;600</td>
<td>&lt;60</td>
<td>F</td>
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</tbody>
</table>

**NOTE:** All grades will be posted in the online Grade Book within 7 days after the student submission of the assignment.

### Required Technical Resources and Technical Components:

- Computer with basic audio/video output equipment;
- UVA Computing ID and Passwords;
- Internet access (broadband recommended);
- Internet Explorer (7.0 or above) OR Mozilla Firefox/Mic—Recommended Logitech Headset with USB (if required);
- Microsoft Word

### Technical Support Contacts:

- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: collab-support@virginia.edu
- BbCollaborate (Elluminate) Support: scpshelpdesk@virginia.edu or http://support.blackboardcollaborate.com

### Class Specific Information

#### Class Instruction and Activities:
This is an online class that will be delivered via asynchronous and synchronous methods. Please see course schedule for synchronous meeting times. Some of my methods to administer/teach this course will be delivered through lectures, PowerPoint presentations, and discussions that will
be generated through the weekly discussion questions. You will be required to complete a total of four (4) discussion questions, one (1) article review, one (1) group project, a midterm, and a final exam.

**Class Requirements:**

- **Course Readings and Materials:** Students are responsible for the assigned text readings and material presented for each weekly lesson.

- **Discussion Forums:** It is expected that all Students will participate in each scheduled Forum Discussion by responding to the questions posed by the Professor, and in response to other students’ postings in the Forum setting.

- **Course Assignments:** The Student may access all Course Assignments in the Syllabus (“Written Assignments”); in the Assignments Section of the online Course; and as listed in the applicable Lesson in the online Course materials.

- **Student Submission of Course Assignments:**
  - All assignments will be submitted via the appropriate drop boxes by the due date. Please submit all written assignments in a .doc or .docx format. If you email me, the subject line must include course number, student’s name, and a brief topic. **Exams:** Students will be required to complete two (2) exams in this course. The exams will be taken in class and will be worth 150 points each.

  - **Late and recycled assignments:**
    - Assignments will be considered on time when posted before midnight on the date due. If timely submission of an assignment could become challenging for a student due to a legitimate reason, an advance notice should be sent to the Instructor with the reason for the delay. Grading that assignment is at the Instructor’s discretion. If prior approval for late submission is not obtained, late assignments will be deducted one letter grade for the first day late. Beyond one day late, grading is at the Instructor’s discretion. Beyond five days late, the assignment will not be accepted and a zero will be given. Late discussion posts are not accepted. No assignments will be accepted after the final day of class unless prior approval is received.
    - If you are recycling an assignment (one that has material that has been previously submitted in another class), you must notify the Instructor of this when submitted. The recycled material must be relevant and current to the assignment. If you have any questions, please ask the Instructor in advance.
• **Course Resources:**
  o All course resources will be provided under each week and via the announcement board.

• **Participation for Online Courses:**
  o Please login and participate often throughout this course to enrich your learning experience.
  o Discussion questions will be posted to four weekly class discussion threads. Discussions will take place in the main classroom under the selected weeks as assigned by the faculty member in the course syllabus. Learners will read, analyze, and respond to questions and comments from the faculty member and fellow learners.
  o The instructor will post discussion topics for certain weeks requiring student response. Each week, students need to post an original substantial response to all discussion questions and two substantial responses to another student’s post for each discussion question. For the first part of the discussion, you must post your responses by midnight on **Thursday** (11:59 pm). For the second part (two responses to other students), read through the other student’s responses. The deadline for the student responses is **Sunday** at midnight (11:59 pm). Learners must write at least a five sentence response to each discussion question, properly citing literature when possible. A one word answer to a post does not count as participation.
  o **How are Discussion Posts graded?**
    ▪ Class participation points will be based upon three elements: (1) at least a 200 word response to each weekly discussion question, properly citing literature when possible; (2) two substantial responses (at least 100 words each) to other students’ posts for each discussion question, properly citing literature when possible; and (3) completing the discussion questions and responses on-time during the assigned week.

• **The Online Weekly Schedule**

  The course week begins on Monday and ends on Sunday (except for weeks 1 and 15). Please see the following for a breakdown of the week:

  Day 1 – Monday
  Day 2 – Tuesday
  Day 3 – Wednesday
Day 4 – Thursday

Day 5 – Friday

Day 6 – Saturday

Day 7 – Sunday

• Grammar and Adherence to APA v6 Format
  o The rules governing the grammar and usage of standard American English must be followed, and language should be clear, precise, and appropriate for the intended scholarly audience. When formatting and composing assignments, learners must follow the guidelines described in the Publication Manual of the American Psychological Association. In addition, the overall layout of assignments, including citations and reference pages, should adhere to APA style and guidelines. Written assignments must have a title page, section headers, introduction, conclusion, and reference page.

• Additional Research
  o Additional research is highly recommended to strengthen your assignments and discussions. When using outside sources, be sure to properly credit the sources following APA v6 guidelines.

Assignments

Discussion Questions: Will be provided in class under corresponding weeks. See schedule for weeks they are due.

Team Project:
Students will develop a project by working on an assigned team to analyze real world situations, prepare presentations, and develop recommendations for executives based on project procurement management techniques and quality management. The main objective of this project is to focus on areas of concern and propose solutions under the “Make or Buy” concepts (pp. 188 – 190) introduced in the course. You will need to create a presentation through PowerPoint or other presentation software with a written script and audio narration. Choose the presentation format that works for you. Post your presentation using YouTube, Vimeo, Tumblr, Prezi, or any other video site that allows you to post a presentation. You will post your presentation’s link and submit the written script as a .docx file to the dropbox (as one document). Only one member of the group needs to submit your assignment.

Examples of course projects may include, and are not limited to, some of the following ideas:
1. Developing a cost analysis on a project for expanding use of technology within your organization; or

2. Developing a project that includes a technological expansion between offices of your firm that may be located in different locations; or

3. Developing a financial estimate plan to consolidate or streamline the company’s use of technological equipment.

Your group must choose a topic by May 28th. There will be Blackboard Collaborate rooms available for your team to utilize (as requested).

The instructor will review and advise the best approach to the proposed topics. Students will develop the project and present it via a PowerPoint presentation to the instructor with audio narration.

**Peer review feedback form:** Individually, you will be required to submit a peer review form on each of your team members. The form is provided in class. Due date: July 30th.

**Written Assignments:** Students will be required to find and review one article relating to project procurement management. Articles must come from program, project, or business journals. The article review needs to be 2-3 pages in length and formatted per APA v6. Article reviews must have a title page, section headers, introduction, conclusion, and reference page. Students need to outline the key topics of the article and how it relates to class. Be sure to accurately cite the article you review using proper APA along with your textbook.

**Exams:** Will be assigned for the appropriate weeks listed in the Class Schedule.

Class Schedule – Tentative 05/03/17 – Download updated syllabus from class on day 1.
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topics</th>
<th>Readings for week</th>
<th>Assignments for this class in addition to readings</th>
</tr>
</thead>
</table>
| 1    | May 15 – 21 | Introduction to the course.  
|      |             | Getting to know each other.  
|      |             | Procurement score and development | Bailey – Chapter 1 | Each person posts a personal introduction for the class to read.  
|      |             |                                      |                   | Everyone is encouraged to ask questions.  
|      |             |                                      |                   | Live Chat (synchronous, optional).  
|      |             |                                      |                   | Chat will be held on 05/16/17 6:30 PM ET.  
|      |             |                                      |                   | Group Introduction |
| 2    | May 22 – 28 | Strategic procurement and supply chain management | Bailey – Chapter 2 | Discussion Question 1  
|      |             |                                      |                   | Group Project Topic due – May 28th |
| 3    | May 29 – 4 | Public sector procurement and Outsourcing | Bailey – Chapter 3, 4 | Live Chat (synchronous, optional).  
|      | June 4      |                                      |                   | Chat will be held on 06/01/17 6:30 PM ET.  
|      |             |                                      |                   | Written Assignment: Due – June 4th. |
| 4    | June 5 – 11 | Quality and inventory management, Lead time management | Bailey – Chapter 5, 6, 7 | Discussion Question 2  
|      |             |                                      |                   | Additional readings:  
|      |             |                                      |                   | [http://www.strategyand.pwc.com/media/file/Strategyand_Make-or-buy-sound-decision-making.pdf](http://www.strategyand.pwc.com/media/file/Strategyand_Make-or-buy-sound-decision-making.pdf)  
|      |             |                                      |                   | [https://www.youtube.com/watch?v=PypaUwHynt8](https://www.youtube.com/watch?v=PypaUwHynt8) |
| 5    | June 12 – 18| Sourcing and strategic relationships | Bailey – Chapter 8, 9, 10 | Reading week  
<p>|      |             |                                      |                   | Work on Group Project |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Readings</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>June 19 – 25</td>
<td>Midterm Week</td>
<td>No readings</td>
<td>Midterm Exam – <strong>DUE Sunday, 06/25/2017</strong></td>
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<td>7</td>
<td>June 26 – July 2</td>
<td>Project procurement</td>
<td>Bailey – Chapter 11, 12</td>
<td>Discussion Question 3</td>
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<td></td>
<td>Live Chat (synchronous, optional).</td>
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<td></td>
<td>Chat will be held on 06/29/17 6:30 PM ET.</td>
</tr>
<tr>
<td>8</td>
<td>July 3 – 9</td>
<td>Capital procurement</td>
<td>Bailey – Chapter 14</td>
<td>Reading week</td>
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<td>Work on Group Project</td>
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<tr>
<td>9</td>
<td>July 10 – 16</td>
<td>Procurement of services</td>
<td>Bailey – Chapter 16, 17</td>
<td>Discussion Question 4</td>
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<tr>
<td>10</td>
<td>July 17 – 23</td>
<td>Corporate social responsibility and procurement</td>
<td>Bailey – Chapter 16, 17</td>
<td>Work on Group Project</td>
</tr>
<tr>
<td>11</td>
<td>July 24 – 30</td>
<td>Finals Preparation</td>
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<td>Finals Preparation Week</td>
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<td>Group Project Due – July 30th</td>
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<tr>
<td>12</td>
<td>July 31 – August 3</td>
<td><strong>Finals Week</strong></td>
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<td>Finals Week</td>
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<td>Final Exam – <strong>DUE Thursday, 08/03/2017</strong></td>
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<td><em>The final exam will be available from July 24th - August 3rd.</em></td>
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Communication & Student Response Time

The best way to reach the Instructor is via email. Please use the email address provided to contact your Instructor. Keep in mind; although there is a phone extension available, this only goes to voice mail. Your Instructor will reply to all voice messages via email. On a case-by-case basis, it may be possible to set up a phone conversation if your question cannot be resolved via email or office hour visits. To prevent telephone tag, you may want to e-mail the Instructor to schedule telephone appointments.

The Instructor will generally respond to your inquiry within 48 hours and will work with you to resolve the identified issue.

U.Va. Policies

SCPS Grading Policies: Courses carrying a School of Continuing and Professional Studies subject area use the following grading system: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F. S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University. Please visit rd

University Email Policies: Students are expected to check their official U.Va. email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

University of Virginia Honor System: All work should be pledged in the spirit of the Honor System at the University of Virginia. The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: “I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.).” The pledge must be signed by the student. For more information please visit Honor System

Special Needs: It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.), should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student’s responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC: 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements available: U.Va. Department of Student Health

For further policies and statements about student rights and responsibilities, please see U.Va. Website (http://www.scps.virginia.edu/audience/students)