



Syllabus- Agile Project Management (7310/4310)

Canvas Site: <http://courses.missouri.edu>

Your Mizzou email address is the default for communication, so check it regularly!

Instructor Contact Information:

Office Hours:

Required Text: Available download: Head First Agile:

<http://www.allitebooks.in/head-first-agile/> All of the work is licensed under a [Creative Commons Attribution-NonCommercial-ShareAlike 4.0 International License](https://creativecommons.org/licenses/by-nc-sa/4.0/). This course also has assigned readings.

Welcome to the course “Agile Project Management”

This course uses a learner-centered approach. This means that this course focuses on active learning. It will include group discussions and a small group simulated experience in which cooperative learning, individual accountability and positive interdependence are the focus. All students are expected to actively participate to get the full benefit of learning from each other. To be successful with online courses it is imperative to stay organized, keep up with readings, plan, and prepare for assignment due dates. It is easy to procrastinate and get behind.

DESCRIPTION

The context for this course is an introduction into the world of Agile Project Management. Agile is not a method itself, but rather a philosophy in the development system that grew out of the software industry. This course will provide you with a hands-on opportunity to practice as a team member and leader applying agile project management life cycle phases using a method such as Scrum.

LEARNING GOALS:

Upon completion of this course, you will be able to:

- Understand concepts and characteristics of agile and traditional project management approaches
- Gain knowledge of the core values and 12 principles of the “Agile Manifesto”
- Analyze different agile methods and explain their strengths and weaknesses
- Understand and apply Scrum and Kanban methodology elements and terminology
- Select appropriate technologies to support agile PM methods
- Apply agile methods in each phase of the PM Life Cycle
- Gain leadership skills in agile project management by participating in a simulated project.

COURSE ORGANIZATION

ANNOUNCEMENTS – Important information, updates and reminders from me throughout the semester. To receive an email notification that an announcement has been posted, check your Notifications settings. These are located in your “Account” area in the main Canvas menu on the left.

SYLLABUS – This is where the **syllabus** is uploaded.

COURSE SCHEDULE – The **course schedule** is an overview document that lists dates for Learning Units, readings, assignments, and discussion boards. I’ve also included the **DB Rubric Page** here, with detailed descriptions of graded discussion board topics that are to be submitted and scoring rubrics. These are located in the Modules tab.

MODULES – Contain:

- **Learning Units** – Each Learning Unit has a document with information about the unit's readings, websites to explore, and instructor commentary. Begin each unit by reading the Learning Unit document and checking the Course Schedule for assignments and discussion board listings and due dates.
- Links to Discussion Forums
- Links to Assignments
- The **Simulation Project folder** has directions and scoring criteria for the Small Group Sim Project, along with Team Participation Survey, Project Assessment, Team Contract example, Sim Instructions, and Ravetree tutorials.

DISCUSSIONS -- Discussion forums for questions/thoughts you may have about the course’s concepts and specific assignments. Some of your work will be submitted here as well.

GRADES – Check your progress.

PEOPLE – Class roster and the place to access any groups you are in.

ASSIGNMENTS – Where most assignments are submitted.

FILES – A repository for course files.

GRADING SCALE

The final course grade will be assigned using the scale below. There is no plus/minus grading.

Point Percentage	Letter Grade
92 - 100%	A
80 - 91%	B

70 - 79%	C
< 70%	F

Discussion Board:

Week 1:

Introduction (Voice Thread) 5 points
 Question 1 5 points

Week 2:

Group Discussion Question 2 5 points

Week 3:

Question 3 5 points

Total: 20 points

Week 4-8:

Project Simulation:

Ravetree Board Set-Up 10
 Week 1: Sprint 10
 Week 2: Sprint 10
 Week 3: Sprint 10
 Week 4: Sprint & Final Project 25
 Project and Peer Assessment 15

Total: 80 points

Total Course Points: 100 points

COURSE POLICIES

Incompletes

Incompletes in this course will be given if, and only if:

- The completed portion of the student's work in the course is of passing quality and
- There is such evidence of hardship as to make it unjust to hold the student to the limits previously fixed for the completion of his/her work.

If you meet the above criteria and you wish to request an Incomplete for this course, you must immediately send an email to your instructor. In some cases, an Incomplete will result in an automatic drop in a letter grade. Requests for Incompletes must be provided two weeks prior to the last day of coursework.

For more information on Incompletes, please visit <http://registrar.missouri.edu/>.

Back-up Responsibilities for Digitally-Submitted Assignments

Students are responsible for keeping a back-up copy of all submitted work, including written assignments and technology products.

Course Withdrawal

Withdrawals will adhere to university policies regarding dates and grades. If a request for a withdrawal is submitted after the university due date, a student will only receive a W for a "passing" status in the course. Otherwise, an F will be reported.

For more information on Withdrawals, please visit <http://registrar.missouri.edu/>.

Due Dates/ Late Work

- All assignments are due by 11:59 p.m. Central Standard Time on the designated dates.
- Assigned work must be completed by the due date. Late work may result in a 25% grade reduction and assignments more than 3 days late may not be accepted.
- If you have circumstances that affect your ability to complete assignments, please contact me at least 2 days in advance of the due date.

Fair Effort and Contribution to the Sim Project

- In cases where it is documented that a group member fails to make significant contributions to the final project, that group member may receive no credit for the group project.
- To determine whether a member's contributions are satisfactory, the instructor may gather input from other group members as well as check the timeline of contributions made to the group's development site (e.g., GoogleDocs, Trello, group e-mail history).

Feedback and Grading of Sim Projects

I will be setting up a zoom team conference midway through the Sim to check on project progress and will respond to questions and provide feedback to your team. However, time does not allow projects to be submitted early for review, feedback, and changes. You should work within your group and use the [Project Self- Assessment](#) rubric to guide the quality and completion of your work. It is also recommended that you ask another team to provide feedback on your project.

Class Netiquette

Your instructor and fellow students wish to foster a safe on-line learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an *idea* but you are not to attack an *individual*.

Our differences can add richness to this learning experience. Please consider that sarcasm and humor can be misconstrued in online interactions and generate unintended

disruptions. Working as a community of learners, we can build a polite and respectful course ambience.

STATEMENT REGARDING ACADEMIC INTEGRITY

Academic honesty is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards academic dishonesty as an extremely serious matter, with serious consequences that range from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, or collaboration, consult the course instructor.

STATEMENT REGARDING ADA

If you need accommodations because of a disability or if you have emergency medical information to share with me, please inform me immediately. Please send an email to me at: howlandj@missouri.edu.

To request academic accommodations (for example, a note-taker), students must also register with the Office of Disability Services, S5 Memorial Union, 882-4696. It is the campus office responsible for reviewing documentation provided by students requesting academic accommodations, and for accommodations planning in cooperation with students and instructors, as needed and consistent with course requirements. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.

STATEMENT REGARDING INTELLECTUAL PLURALISM

The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the Departmental Chair or Divisional Director; the Director of the [Office of Students Rights and Responsibilities](http://osrr.missouri.edu/) (<http://osrr.missouri.edu/>); or the [MU Equity Office](http://equity.missouri.edu/) (<http://equity.missouri.edu/>), or by email at equity@missouri.edu. All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.

ACADEMIC INQUIRY, COURSE DISCUSSION AND PRIVACY

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may not make audio or video recordings of course activity, except students permitted to record as an accommodation under Section 240.040 of the Collected Rules. All other students who record and/or distribute audio or video recordings of class activity are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the

University of Missouri pertaining to student conduct matters.

Those students who are permitted to record are not permitted to redistribute audio or video recordings of statements or comments from the course to individuals who are not students in the course without the express permission of the faculty member and of any students who are recorded. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

INTELLECTUAL PROPERTY NOTICE

All course materials including but not limited to the syllabus, course assignments, study guides, learning guides, online lecture videos and content, and lab book (i.e. course pack) are property of the instructor and University and may not be shared online or distributed in any manner to others. Students are prohibited from posting course materials or notes online and from selling notes to or being paid for taking notes by any person or commercial firm without the express written permission of the professor teaching this course. Doing so will constitute both an academic integrity violation and a copyright violation. Violations of copyright laws could subject you to civil penalties and criminal liability. Violations of academic integrity may subject you to disciplinary action under University policies.

NON-DISCRIMINATION STATEMENT

University of Missouri policies prohibit discrimination on the basis of race, color, national origin, ancestry, religion, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, age, genetic information, disability and protected veteran status. Discrimination includes any form of unequal treatment such as denial of opportunities, harassment, and violence. Sex-based violence includes rape, sexual assault, unwanted touching, stalking, dating/interpersonal violence, and sexual exploitation.

If you experience discrimination, you are encouraged (but not required) to report the incident to the MU Office for Civil Rights & Title IX. Learn more about your rights and Students may also contact the Relationship & Sexual Violence Prevention (RSVP) Center, a confidential resource, for advocacy and other support related to rape or power-based personal violence at rsvp@missouri.edu or 573-882-6638, or go to rsvp.missouri.edu.

Both the [Office for Civil Rights & Title IX](#) and the [RSVP Center](#) can provide assistance to students who need help with academics, housing, or other issues.

Required Referral: Mizzou employees are required to refer all incidents of sex discrimination to the Office for Civil Rights & Title IX. The Office connects students with resources and helps them decide whether they wish to file a complaint of discrimination. To learn more, contact title9@missouri.edu or 573-882-3880, or go to civilrights.missouri.edu.