COURSE DESCRIPTION

“Students learn the concepts and strategies required to plan and manage biomedical and clinical informatics projects. This course is appropriate for biomedical informatics students who intend to work as project managers, sponsor or oversee complex projects, or serve as project team members.”

COURSE SUBJECT MATTER

Projects in biomedical and clinical informatics can vary widely in size and complexity. For example, a project manager in a hospital or clinic might be responsible for planning and controlling a small, local project (e.g., process improvement in patient registration) or a massive, distributed project (e.g., selection, implementation, and rollout of an electronic health record across multiple sites). Each requires the knowledge, methods, and tools that make up the professional practice of project management.

This course applies four complementary approaches to learning project management: assigned readings, lectures, homework assignments, and participation in a virtual team project. The use of project management software, tools, and methods are integrated into the course material. Competency is evaluated by homework submissions, the completed team project, and a written final examination.

INSTRUCTOR

Instructor: James McCormack, PhD (mccormac@ohsu.edu)
Mentored Student: Dana Womack (womacda@ohsu.edu)

Office hours: Students will have both online and real-time access to the instructor. In addition to email, specific office hours for online chat or teleconference will be announced on the first day of class. Students in Portland are welcome to meet with the instructor in person.

COURSE MATERIALS

Textbooks:


Optional resources:

Although this course is not intended to be a “prep course” for the PMI’s PMP Certification Examination (see www.pmi.org), the PMI project framework is integrated into the course material. Students considering sitting for the certification examination may also wish to purchase:


Project Management Software

Students will learn to use a free, open-source project management program called ProjectLibre to plan, execute, and manage projects. ProjectLibre runs on Windows, MacOS, and Linux, and can be downloaded from [http://www.projectlibre.org/](http://www.projectlibre.org/). Optionally, students with access to Microsoft Project are welcome to use it for all assignments and class deliverables.

INSTRUCTOR’S EXPECTATIONS OF STUDENTS

Students are expected to keep up with weekly reading, recorded lectures, homework assignments, and to contribute to online discussions. Class participation is required, and constitutes a substantial part (10%) of your course grade.

Civility and respect for others are expected from students and the instructor. Students are also expected to abide by the DMICE Professional Code of Conduct. In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin to compare a student’s submitted work against multiple sources.

LEARNING OBJECTIVES

Students will:

- Survey both traditional and non-traditional (e.g., Agile and Extreme project management) approaches to managing projects and to understand the project manager’s role in each.
- Learn to use software, tools, and methods for defining, planning, budgeting, scheduling, staffing, controlling, and documenting projects.
- Apply these tools and methods to homework assignments, team project deliverables, and the final examination.
- Reinforce and extend knowledge and skills by actively engaging in the class activities and discussions.
- Be able to use the knowledge gained in the course to identify the stakeholders, risks, schedule, scope, and budget for hypothetical and real-world projects.
- Develop familiarity with project management frameworks including (but not limited to) the PMI PMBOK (Body of Knowledge).

FORMAL COURSE REQUIREMENTS

Students are expected to:

- Complete weekly reading assignments from the two (2) required textbooks and supplementary readings from research papers, articles and/or blogs. Students are expected to complete the reading assignments within the allotted time.
- Participate in online class discussions of the reading assignments and other topics drawn by the instructor or suggested by class participants from recent literature or news events.
- Turn in written homework assignments to apply the methods, tools, and calculations contained in the textbooks and lectures. Students are expected to complete assignments within the allotted time.
- View weekly narrated lectures in the allotted time. The required lectures add the instructor’s perspective to the course material, and are included in the final examination.
- Participate in and complete a virtual team projects to evaluate students’ ability to apply the principles, methods and tools of project management. Students are expected to work within a
virtual team structure and make substantial contributions to the team deliverables. Details on the team projects will be provided on the first day of class.

- Complete a final “open book” written examination, including both essay and objective questions to test students’ comprehension and retention of the principles and techniques of project management.

GRADING

Grades are assigned based on the following criteria:

- Class participation - 10%
- Homework assignments - 30%
- Team project - 30%
- Final exam - 30%

A 90-100%
B 80-89.99%
C 70-79.99%
D 60-69.99%
F Below 60%

Graduate Studies in the OHSU School of Medicine is committed to providing grades to students in a timely manner. Course instructors will provide students with information in writing at the beginning of each course that describes the grading policies and procedures including but not limited to evaluation criteria, expected time needed to grade individual student examinations and type of feedback they will provide.

Class grades are due to the Registrar by the Friday following the week of finals. However, on those occasions when a grade has not been submitted by the deadline, the following procedure shall be followed:

1) The Department\(^1\) /Program Coordinator\(^2\) will immediately contact the Instructor requesting the missing grade, with a copy to the Program Director and Registrar.

2) If the grade is still overdue by the end of next week, the Department\(^1\) /Program Coordinator\(^2\) will email the Department Chair directly, with a copy to the Instructor and Program Director requesting resolution of the missing grade.

3) If, after an additional week the grade is still outstanding, the student or Department\(^1\) /Program Coordinator\(^2\) may petition the Office of Graduate students for final resolution.

\(^1\) For courses that are run by a specific department.
\(^2\) For the conjoined courses (course number is preceded by CON_ that are run by Graduate Studies.

COURSE SCHEDULE

The course schedule will be available on the first day of class.

STUDENT ACCESS
OHSU is committed to providing equal access to qualified students who experience a disability in compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act (ADA-AA) of 2008. If you have a disability or think you may have a disability (physical, sensory, chronic health, psychological or learning) please contact the Office for Student Access at (503) 494-0082 or studentaccess@ohsu.edu to discuss eligibility for academic accommodations. Information is also available at www.ohsu.edu/student-access. Because accommodations may take time to implement and cannot be applied retroactively, it is important to have this discussion as soon as possible. All information regarding a student’s disability is kept in accordance with relevant state and federal laws.

COPYRIGHT INFORMATION

Every reasonable effort has been made to protect the copyright requirements of materials used in this course. Class participants are warned not to copy, audio, or videotape in violation of copyright laws. Journal articles will be kept on reserve at the library or online for student access. Copyright law does allow for making one personal copy of each article from the original article. This limit also applies to electronic sources.

To comply with the fair use fair use doctrine of the US copyright law, Sakai course sites close three weeks after grades are posted with the Registrar. Please be sure to download all course material you wish to keep before this time as you will have no further access to your courses.

SYLLABUS CHANGES AND RETENTION

This syllabus is not to be considered a contract between the student and the School of Medicine. It is recognized that changes may be made as the need arises. Students are responsible for keeping a copy of the course syllabus for their records.

ACADEMIC HONESTY

Course participants are expected to maintain academic honesty in their course work. Participants should refrain from seeking past published solutions to any assignments. Literature and resources (including Internet resources) employed in fulfilling assignments must be cited. See http://www.ohsu.edu/xd/education/library/research-assistance/plagiarism.cfm?WT_rank=1# for information on code of conduct for OHSU and http://www.ohsu.edu/xd/education/teaching-and-learning-center/for-students/index.cfm for more information on citing sources and recognizing plagiarism.

In an effort to uphold the principles and practice of academic honesty, faculty members at OHSU may use originality checking systems such as Turnitin (http://turnitin.com/) to compare a student’s submitted work against multiple sources.

To protect student privacy in this process, it will be necessary to remove all personal information, i.e. student name, email address, student u-number, or any other personal information, from documents BEFORE submission.

USE OF SAKAI
This course will have an online component, which can be accessed through Sakai, OHSU’s online course management system. For any technical questions or if you need help logging in, please contact the Sakai Help Desk.

**Hours:** Sakai Help Desk is available:
Mon – Fri, 8 am – 9 pm
Weekends, 12 pm – 5 pm
Closed on OHSU observed holidays

**Contact Information:**
(Local) 503-494-7074 (4-7074 on campus)
(Toll-free) 877-972-5249
(Web) [http://atech.ohsu.edu/help](http://atech.ohsu.edu/help)

**DMICE COMMUNICATION POLICY**

1. If the syllabus directs the student to contact the TA before contacting the instructor, the student should do so. Otherwise, the student should contact the instructor and allow 2 business days (not including weekends) for a response.
2. If the student does not receive a response from the instructor within 2 business days, s/he should contact the TA (if there is one). When contacting the TA s/he should cc the instructor and Diane Doctor at [doctord@ohsu.edu](mailto:doctord@ohsu.edu).
3. If a student does not receive a response from the TA within 1 business day (not including weekends), s/he should contact Diane Doctor at [doctord@ohsu.edu](mailto:doctord@ohsu.edu) and cc the instructor and the TA.
4. If Diane does not reply within 1 business day (not including weekends), the student should contact Andrea Ilg at [ilgan@ohsu.edu](mailto:ilgan@ohsu.edu).
5. Students having difficulties with Sakai should contact the Sakai Help Desk at [sakai@ohsu.edu](mailto:sakai@ohsu.edu) or at (877) 972-5249. Sakai help is available M-F from 8am to 10-pm and weekends from Noon to 5pm. Do not contact the instructor.

**INCLEMENT WEATHER POLICY**

When the weather forecaster is calling for ice or snow, call the **OHSU Alert Line, 503 494-9021**, for information regarding weather conditions that may affect operations at OHSU. This hot line will offer specific recorded messages for road conditions on OHSU’s Marquam Hill and West campuses (option 1), and for patients (option 2), students (option 3) and employees (option 4).

If extreme weather conditions present potentially unsafe situations, the provost of the university may choose to delay or cancel classes, or alter office and research activities. If classes are canceled or delayed, residents and students who have patient care responsibilities must meet those obligations.

For more information, please view the website [http://www.ohsu.edu/xd/about/visiting/weather/index.cfm](http://www.ohsu.edu/xd/about/visiting/weather/index.cfm) or call the above hotline.