BMI 518/618 -- Project Management

James McCormack, PhD, Instructor
Last Updated: May 6, 2018

PRE-REQUISITES: Graduate-level standing.

CREDIT HOURS: 3 credit hours

TERM, YEAR, AND CAMPUS: Summer 2018, online

COURSE DESCRIPTION

BMI 518/618 Project Management is a distance learning course that introduces informatics students to the profession and practice of traditional project management. Weekly online learning modules present the concepts, tools, techniques, and software used by project managers from the idea stage through defining, planning, controlling, and closing a project.

Each student will also propose and develop a formal written project plan that will be turned in and graded at end of the course. Topics for student projects can be drawn from any domain the student knows well, but typically involve: developing or implementing an health IT solution; planning a thesis or dissertation; creating/evaluating a clinical process or program; or even building or remodeling a house.

INSTRUCTOR

James McCormack, PhD, is a part-time instructor in the Department of Medical Informatics and Clinical Epidemiology (DMICE). He is a graduate of OHSU’s Medical Informatics Certificate and PhD programs, and is currently the Director of Clinical Informatics at the Central Oregon Independent Practice Association.

He lives in Bend and does not have an office on campus. The best way to reach Dr. McCormack is via email at mccormac@ohsu.edu; he typically responds within 24 hours.

COURSE FORMAT AND OUTLINE

The course is taught via distance learning using OHSU’s Sakai Learning Portal (https://sakai.ohsu.edu).

Weekly online course materials include unit objectives, written or recorded content by the instructor, and assigned text book and supplemental readings. New course units are released on Sakai each Monday by noon Pacific Time.

Students are given assessments every other week that include either a homework assignment or a short online quiz. Assessments are due Sunday by midnight and must be submitted on Sakai by the posted date unless special arrangements are made in advance with the instructor.
The outline below is shows the overall structure of the course and is subject to change. A detailed schedule of reading and bi-weekly assessments will be posted to Sakai on the first day of class. The individual project plan must be submitted on or before the last day of class unless special arrangements are made with the instructor.

<table>
<thead>
<tr>
<th>BMI 518/618</th>
<th>Project Topic</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction</td>
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<tr>
<td>Week 2</td>
<td>Proposal and Initiation</td>
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<tr>
<td>Week 3, 4</td>
<td>Definition</td>
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<tr>
<td>Week 5, 6, 7</td>
<td>Planning</td>
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<td>Week 8</td>
<td>Using PM software</td>
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<td>Week 9</td>
<td>Monitoring and Controlling</td>
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<tr>
<td>Week 10</td>
<td>Closing</td>
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<tr>
<td>Week 11</td>
<td>Alternatives to traditional PM</td>
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</tbody>
</table>

COURSE INTERACTION AND PARTICIPATION

The course encourages student interaction in two ways.

First, by requiring students to meaningfully participate in weekly online discussion topics. Students are asked to share their own experiences with projects or critically evaluate material and/or reading from the unit.

In addition, the instructor will coach each student as they propose, define, and plan a real or imagined project. Most often, this is through email exchanges but may also include phone chats, online virtual meetings, or other synchronous or asynchronous collaboration as needed.

REQUIRED TEXTS AND READINGS

There is one required textbook for the course:


Several required and optional supplemental readings will be posted to Sakai to augment the textbook and provide background and material specific to managing clinical informatics projects.

PROJECT MANAGEMENT SOFTWARE

Students will learn to use free, open-source software to develop a detailed project schedule and Gantt chart. Students who prefer to use Microsoft Project will be responsible for their own software acquisition, training, and support.

ATTENDANCE REQUIREMENTS

There are no real-time or in-person attendance requirements for the course. Students are responsible for keeping up with new material each week, meeting the due dates for assigned homework, completing online quizzes, and creating their individual project plan by the end of the term.
While not required, the instructor strongly encourages students to take advantage of periodic opportunities for real-time interaction including, but not limited to, virtual office hours and online chat sessions. These are scheduled as requested throughout the term.

**USE OF SAKAI**

This course is only offered online and must be accessed through OHSU’s Sakai Learning Portal ([https://sakai.ohsu.edu](https://sakai.ohsu.edu)). For any technical questions or if you need help logging in, please contact the Sakai Help Desk available Monday through Friday from 8 am to 9 pm and weekends between 12 pm and 5 pm, Pacific Time.

- **Phone:** (Toll-free) 877-972-5249
- **Web:** [http://atech.ohsu.edu/help](http://atech.ohsu.edu/help)
- **Email:** sakai@ohsu.edu

**STUDENT EVALUATION AND GRADING**

Final grades for the course will be based on a combination of three types of knowledge and skills assessment.

Half of the student’s total grade (50%) comes from assessments given every two weeks covering recent course content (either a homework task or a short online quiz). A class project consisting of an individual written project plan is due at the end of the course and is 40% of the final grade. The last 10% is based on meaningful participation in weekly discussion forums. There is no final examination.

<table>
<thead>
<tr>
<th>Learning Assessments</th>
<th>Grade (%)</th>
<th>Letter grade</th>
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<tbody>
<tr>
<td>Bi-weekly Assessments</td>
<td>50%</td>
<td></td>
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<tr>
<td>Individual Project Plan</td>
<td>40%</td>
<td></td>
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<tr>
<td>Online Discussion</td>
<td>10%</td>
<td></td>
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<tr>
<td>90 – 100</td>
<td>A</td>
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<tr>
<td>85 – 89</td>
<td>A-</td>
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<tr>
<td>80 – 84</td>
<td>B+</td>
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<tr>
<td>75 – 79</td>
<td>B</td>
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</tr>
<tr>
<td>70 - 74</td>
<td>B-</td>
<td></td>
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<tr>
<td>65 – 69</td>
<td>C+</td>
<td></td>
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<tr>
<td>60 - 64</td>
<td>C</td>
<td></td>
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<tr>
<td>&lt; 60</td>
<td>D/F</td>
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**SCHOOL OF MEDICINE GRADING POLICY**

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.

**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.

**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.

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 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.

5. Students having difficulties with Sakai should contact the Sakai Help Desk at sakai@ohsu.edu or at (877) 972-5249. Sakai help is available M-F from 8am to 9 pm and weekends from Noon to 5pm. Do not contact the instructor.

6. Please use professional etiquette when communicating with peers and the instructor. This means avoiding aggressive or offensive language, showing respect for others’ opinions and positions, and conducting yourself as if you were face to face with them. Please pay special attention to etiquette in class forums and when using email. If you notice someone violating this policy, please make the instructor and TA aware of the problem.
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.

SYLLABUS STATEMENT REGARDING DISABILITY SERVICES

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.

COMMITMENT TO EQUITY AND INCLUSION

Oregon Health & Science University is committed to creating and fostering a learning and working environment based on open communication and mutual respect. If you encounter sexual harassment, sexual misconduct, sexual assault, or discrimination based on race, color, religion, age, national origin or ancestry, veteran or military status, sex, marital status, pregnancy or parenting status, sexual orientation, gender identity, disability or any other protected status please contact the Affirmative Action and Equal Opportunity Department at 503-494-5148 or aaeo@ohsu.edu. Inquiries about Title IX compliance or sex/gender discrimination and harassment may be directed to the OHSU Title IX Coordinator at 503-494-0258 or titleix@ohsu.edu

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 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.
OHSU PROCTORING POLICY

It is OHSU policy that any exam offered online and worth more than 10% of the final course grade must be virtually proctored per Policy number: 02-70-050 (http://www.ohsu.edu/xd/education/student-services/academic-programs-and-assessment/academic-policy/approved-policies/upload/Online-Exam-Proctoring-02-70-050.pdf).

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 or call the above hotline.