**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title:** MISM/MMBA – revise Project Management

Initiating Unit or Individual: Information Systems Management  
Contact Person's Name: Greg Gogolin e-mail: ismgreg@yahoo.com phone: 3159  
Date or Term of Proposal Implementation: Fall 2010  
☐ Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor  
☐ Group I - B – New minors or concentrations  
☐ Group II - A – Minor curriculum clean-up and course changes  
☒ Group II - B – New Course  
☐ Group III - Certificates  
☐ Group IV – Off-Campus Programs

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Signature</th>
<th>Date</th>
<th>Vote/Action *</th>
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</thead>
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<tr>
<td>Program Faculty</td>
<td>Greg Gogolin</td>
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* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

To be completed by Academic Affairs

President (Date Approved) Board of Trustees (Date Approved) President’s Council (Date Approved)
1. Proposal Summary

This proposal is to delete the existing MMBA 640 Project Management course and create MISM 640 Project management. MMBA 640 is a core required course in the ISM program and an elective in the MBA program. The course originally was prefixed as an MISM course and this is a return to that state.

This proposal also significantly updates the content and the direction of the course to be closely aligned to the Project Management Institutes updated standards (PMBOK 4). This proposal positions the ISM program to create an integrated four course sequence and certificate in project management, which is one of the fastest growing and largest job classifications in both Information Technology and Management. This project management emphasis is an effort to reinvigorate the ISM program and stimulate student interest. Project management has been cited as being among the top 5 jobs in America (CNNMoney.com, 2009).

2. Summary of All Course Action Required*

a. Newly Created Courses to FSU:
Prefix Number Title
MISM 640 Project Management

b. Courses to be Deleted From FSU Catalog:
Prefix Number Title
MMBA 640 Project Management

c. Existing Course(s) to be Modified:
Prefix Number Title

d. Addition of existing FSU courses to program
Prefix Number Title

e. Removal of existing FSU courses from program
Prefix Number Title

3. Summary of All Consultations

Form B sent 1/18/2010 to Management Department (emailed to Karen Ottobre)
Form B sent 1/18/2010 to Master in Nursing Program (emailed to Marietta Bell-Scriber)
Form B UGPC sent 1/18/2010 to Univ Grad & Prof Council (emailed to Anita Fagerman)
Form C sent 1/18/2010 to FLITE

4. Will External Accreditation be Sought? (For new programs or certificates only)
___________ Yes __________ No

If yes, name the organization involved with accreditation for this program.

5. Program Checksheets affected by this proposal.
MS-ISM, MBA, and ASTT
CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

1. This completed form must be forwarded with the proposal to the chair/head of the department to be consulted.

2. The department must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title  MISM/MMBA – revise Project Management

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<thead>
<tr>
<th>Initiator(s):</th>
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<tr>
<td>Proposal Contact:</td>
<td>Greg Gogolin  Date Sent: _____</td>
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<tr>
<td>Department:</td>
<td>AFIS Campus Address: IRC 212g</td>
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</table>

Responding Department:  Management

Chair/Head/Coordinator: David Steenstra  Date Returned: 1-28-10

Based upon department faculty review on [date], we

☒ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.
CURRICULUM CONSULTATION FORM

To be completed by each department affected by the proposed change, new degree, new program, new minor, or new course. Potential duplication of coursework is reason for consultation.

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   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must address any concerns raised by the department. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title  MISM/MMBA – revise Project Management

Initiator(s): Information Systems Management/MBA
Proposal Contact: Greg Gogolin Date Sent: ______
Department: AFIS Campus Address: IRC 212g
(Please print)

Responding Department: Nursing
Chair/Head/Coordinator: Marietta Bell-Scriber Date Returned: 1/19/10

Based upon department faculty review on 1/19/10(date), we

☑ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on scheduling, room assignments, faculty load, and prerequisites for your department. Use additional pages, if necessary.
FLITE SERVICES CONSULTATION FORM

To be completed by the liaison librarian and approved by the Dean of FLITE. All returned forms should be included in the proposal. FLITE must respond within 20 calendar days of receipt of this form to insure that the form is included in the final proposal.

FAILURE TO RESPOND IS CONSIDERED AS SUPPORT OF THE CHANGE.

RE: Proposal Title: MISM/MMBA – revise Project Management

Projected number of students per year affected by proposed change: 75

Initiator(s): Information Systems Management
Proposal Contact: Greg Gogolin Date Sent: 
Department: AFIS Campus Address: IRC 212g
(Please print)

Liaison Librarian Signature: Date: 1/14/10
Dean of FLITE Signature: Date Returned: 1/20/10

Based upon our review on 1/14/10 (date), FLITE concludes that:

☒ Library resources to support the proposed curriculum change are currently available.

☐ Additional Library resources are needed but can be obtained from current funds.

☐ Support, but significant additional Library funds/resources are required in the amount of $__________.

☐ Does not support the proposal for reasons listed below.

Comment regarding the impact this proposal will have on library resources, collection development, programs, etc. Use additional pages if necessary.
CURRICULUM CONSULTATION FORM

For proposals affecting graduate and professional curricula

1. This completed form should be forwarded with the proposal to the chair of the University Graduate and Professional Council.

2. The University Graduate and Professional Council must respond within 20 calendar days of receipt of this form to insure inclusion in the final proposal. The completed form is returned to the initiator and inserted into the proposal.

   Failure to respond is interpreted as support for the proposal.

3. The Proposing Department must respond to any concerns by the Council. This response will be in writing and be included in the proposal following the consultation form.

RE: Proposal Title  MISM/MMBA - revise Project Management

Initiator(s): Greg Gogolin
Proposal Contact: Greg Gogolin Date Sent: 01/18/10
Department: AFIS Campus Address: IRC212g
(Please print)

Response from: Graduate and Professional Council
Chair: Anita Fagerman Date Returned: 01/23/2010

Based upon Graduate and Professional Council review on 01/23/10 (date), we

☑ Support the above proposal.
☐ Support the above proposal with the modifications and concerns listed below.
☐ Do not support the proposal for the reasons listed below.

Comment regarding the impact this proposal has on graduate and professional program issues at the university. Use additional pages, if necessary.
TEN CORE COURSES REQUIRED

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<td>Professional Skills Development</td>
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<td>MISM 610</td>
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<td>MISM 629</td>
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<td>Business Intelligence <em>(prerequisite MISM 610)</em></td>
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<td>Integrated Capstone Project <em>(prereq final semester or dept approval)</em></td>
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TWO ELECTIVE COURSES REQUIRED

*E*lectives for the MS-ISM degree may be selected in combination with core courses to complete Advanced Studies Certificates offered by the College of Business

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A grade of C or better is required for a class to count toward the MS degree. Students must maintain an overall GPA of 3.0 or better to avoid dismissal from the MS-ISM program. An overall GPA of 3.0 or better is required to earn the MS degree.

**MS-ISM Program Concentrations**

**ASSN - ADVANCED STUDIES CERTIFICATE IN SECURITY & NETWORKING – 12 Credits**
The Security & Networking certificate is designed to prepare individuals with both theoretical and practical experience in designing and protecting local area networking systems, incorporating principles of information security, incident detection/reaction, and computer forensic tools and techniques (ranging from the servers to personal digital assistants).

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**ASSI - ADVANCED STUDIES CERTIFICATE IN E-BUSINESS AND SYSTEMS INTEGRATION – 12 Credits**
The E-Business and Systems Integration certificate is designed to prepare individuals to select and determine information systems components, applications, database design and development, web application design and development, and to acquire the skills to develop and implement e-business applications.

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**MS-ISM Specialty Programs and Concentrations**

**Master of Business Administration (MBA) Concentrations**
MS-ISM students may select the Advanced Studies Certificate in Management Tools & Techniques (ASTT) from the MBA program.

**Five-year BS Accounting degree and MS-ISM toward CPA**
Junior year Bachelor of Science in Accountancy program majors may apply for fourth and fifth year *dual enrollment in Accountancy MS-ISM*. Successful students earn their Bachelors, Masters, and satisfy the 150 minimum credit hours required to practice as a licensed Certified Public Accountant (CPA).

**Master of Science Nursing (MSN) Concentrations**
MS-ISM students who hold a RN license may select a 12 hour concentration from the MSN program. MSN students may select a 12 hour *Informatics Certificate* from the MS-ISM.
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### TWO ELECTIVE COURSES REQUIRED

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### MS-ISM Program Concentrations/Advanced Studies Certificates

#### ASSN - ADVANCED STUDIES CERTIFICATE IN SECURITY & NETWORKING – 12 Credits

The Security & Networking certificate is designed to prepare individuals with both theoretical and practical experience in designing and protecting local area networking systems, incorporating principles of information security, incident detection/reaction, and computer forensic tools and techniques (ranging from the servers to personal digital assistants).

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**SUBTOTAL 12**

#### ASSN - ADVANCED STUDIES CERTIFICATE IN E-BUSINESS AND SYSTEMS INTEGRATION – 12 Credits

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**SUBTOTAL 12**

### MS-ISM Specialty Programs and Concentrations

#### Master of Business Administration (MBA) Concentrations

MS-ISM students may select the Advanced Studies Certificate in Management Tools & Techniques (ASTT) from the MBA program.

#### Five-year BS Accounting degree and MS-ISM toward CPA

Junior year Bachelor of Science in Accountancy program majors may apply for fourth and fifth year dual enrollment in Accountancy MS-ISM. Successful students earn their Bachelors, Masters, and satisfy the 150 minimum credit hours required to practice as a licensed Certified Public Accountant (CPA).

#### Master of Science Nursing (MSN) Concentrations

MS-ISM students who hold a RN license may select a 12 hour concentration from the MSN program. MSN students may select a 12 hour Informatics Certificate from the MS-ISM.
### Master of Business Administration Check Sheet for

#### FORM D

**THREE FOUNDATION COURSES REQUIRED**

<table>
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**NINE CORE COURSES REQUIRED**

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**THREE FOUNDATION COURSES REQUIRED (may be waived for course competencies)** | 9 |

**NINE CORE COURSES REQUIRED** | 27 |

**ONE ADVANCED STUDIES CERTIFICATE REQUIRED (from options below)** | 12 |

**TOTAL** | 48 |

A grade of C or better is required for a class to count toward the MBA degree. Students must maintain an overall GPA of 3.0 or better to avoid dismissal from the MBA program. An overall GPA of 3.0 or better is required to earn the MBA degree.

### MBA Program Concentrations/Advanced Studies Certificates

**ASTT – ADVANCED STUDIES CERTIFICATE IN MANAGEMENT TOOLS AND TECHNIQUES – 12 Credits**

The Management Tools and Techniques certificate is designed to create process oriented business leaders and to facilitate the use of technical tools to aid in understanding business systems, developing improvement strategies, and leading and managing the change process.

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**SUBTOTAL** | 12 |

### ASDI – ADVANCED STUDIES CERTIFICATE IN DESIGN AND INNOVATION MANAGEMENT – 12 CREDITS

The Design and Innovation Management certificate prepares graduates for leadership positions in design-centered businesses. The program provides students a comprehensive understanding of the ways in which the method, measure, and language of design drive the practice of business and the process of innovation and teaches them how to cultivate and build a culture of innovation within their organization. **This certificate is offered at Kendall College of Art and Design in Grand Rapids.**

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**SUBTOTAL** | 12 |

### MBA Specialty Programs and Concentrations

**Master of Science in Information Systems Management (MS-ISM) Concentrations**

MBA students may select from two 12-hour technical concentrations in the MS-ISM program. Advanced Studies Certificate in Security and Networking (ASSN) and Advanced Studies Certificate in E-Business and Systems Integration (ASSI)

**Doctorate of Pharmacy (PharmD)/ MBA**

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**Five-year BS Accounting degree and MBA toward CPA**

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**Master of Science Nursing (MSN) Concentrations**

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MBA Program Concentrations/Advanced Studies Certificates

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NOTE: No more than 50% of the credits in this certificate may be transferred from another institution, nor, will this certificate be granted if more than 50% of the certificate credits are specifically required in the students major.

FOR MORE INFORMATION, PLEASE CONTACT THE COLLEGE OF BUSINESS GRADUATE PROGRAMS SECRETARY OR MANAGEMENT DEPARTMENT HEAD IN COLLEGE OF BUSINESS - BUS 212, OR PHONE (231) 591-2168.

NOTE REGARDING WITHDRAWAL, RE-ADMISSION AND INTERRUPTION OF STUDIES
Students who return to the university after an interrupted enrollment (not including summer semester) must normally meet the requirements of the certificate which are in effect at the time of their return, not the requirements which were in effect when they were originally admitted.

NOTE: Successful completion of the Advanced Studies Certificate in Management Tools and Techniques requires a 3.0 cumulative GPA, and no course grade less than a 2.0.

Student Name: ___________________________________________ Student ID: ________________ Date: ______________

Management Department Approval: __________________________________________ Date: ______________

(To receive this certificate, you must request a certificate clearance from the Management Department in Bus 212)
ASTT – ADVANCED STUDIES CERTIFICATE IN MANAGEMENT TOOLS AND TECHNIQUES – 12 CREDITS

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Student Name: ___________________________ Student ID: _______________ Date: _______________

Management Department Approval: ___________________________ Date: _______________

(To receive this certificate, you must request a certificate clearance from the Management Department in Bus 212)
NEW COURSE INFORMATION FORM

Course Identification:

Prefix: MISM  
Number: 640  
Title: Project Management

Course Description:
Students examine the project management framework, including project management context and processes. Topics include project management processes, knowledge areas, life cycles and standards. Particular emphasis is placed on project integration, scope and time management.

Course Outcomes and Assessment Plan:
1. Research the project management framework, context and processes and describe appropriate applications.
   Assessment: Students will demonstrate project management framework, context and process knowledge through classroom exercises, assignments and/or assessments.
2. Construct project plans that demonstrate the appropriate all phases of the project integration process.
   Assessment: Given scenarios, students will construct project plans, evaluate situations, and provide solutions with work break down structures and supporting documentation.
3. Demonstrate an understanding of the scope and time management processes.
   Assessment: Given a scenario or problem set, students will determine proper scope and time management response plans.
4. Evaluate projects, programs, and portfolios for contribution to overall organizational goals.
   Assessment: Given a scenario or problem set, students will determine proper scope and time management response plans.

Course Outline including Time Allocation:
1. Project Management Framework, Context and Processes – 15%
   a. Methodologies and Standards
   b. Processes and Procedures
   c. Tools and Templates
2. Project Integration – 25%
   a. Project Charters
   b. Directing and Managing Project Execution
   c. Project Monitoring and Control
   d. Change Control
   e. Project Closing
3. Scope and Management – 25%
   a. Collect Requirements
   b. Define Scope
   c. Project Plans/Work Breakdown Structures
   d. Verify and Control Scope
4. Time Management – 25%
   a. Activity Definition and Sequencing
   b. Resource Estimation
   c. Activity Estimation
   d. Schedule Development
   e. Schedule Control
5. Project, Program and Portfolio Evaluation – 10%
   a. Metrics
   b. Auditing
   c. Communication
I. ACTION TO BE TAKEN: CREATE A NEW COURSE
Notes
1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 201008 Examples: 200801 (Spring), 200805 (Summer), 200808 (Fall)
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.

a. Course Prefix: MISM
   b. Number: 640
   c. Enter Contact Hours per week in boxes. LECTure 3 LAB INDependent Study – Check (x) ☐ Practicum: ☐ Seminar: ☐
   d. Course Title: Project Management

   (Limit to 30 characters/spaces.)

e. College Code: COB
f. Department Code: MISM

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.
g. Type: ☐ Variable ☑ Fixed
h. Minimum Credit Hours 3 i. Maximum Credit Hours 3
j. May Be Repeated for Added Credit: Check (x) ☐ Yes ☑ No
k. Levels: Check (x) ☐ Undergraduate ☑ Graduate ☐ Professional
l. Grade Method: Check (x) ☑ Normal Grading ☐ Credit/No Credit only (Pass/Fail)
m. Does proposed new course replace an equivalent course? Check (x) ☐ Yes ☑ No
n. Equivalent course: Prefix MMBA Number 640 See instructions on Replacement courses.

o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.
Students examine the project management framework, including project management context and processes. Topics include project management processes, knowledge areas, life cycles and standards. Particular emphasis is placed on project integration, scope and time management.
p. Term(s) Offered: F,S (See instructions for listing.)
q. Max. Section Enrollment: 20
r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces. Graduate standing or instructor permission.

UCC Chair Signature/Date: ___________________________ __/__/____
Academic Affairs Approval Signature/Date: ___________________________ __/__/____

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code
☐ Basic Skill (BS) ☐ General Education (GE) ☐ Occupational Education (OC) ☐ G.E. Codes

Office of the Registrar use ONLY
Date Rec’d: _____ Date Completed: _____ Entered: SCACRSE ____ SCADETL ____ SCARRES ____ SCAPREQ ____
I. ACTION TO BE TAKEN: DELETE COURSE FROM CATALOG.

Note: Complete each section.

The course described below will be moved to inactive status.

a. Term Effective: Term Spring Year 2011 See instructions.

II. CURRENT COURSE TO BE DELETED FROM THE ACTIVE STATUS:

Include the information that is in the current course database.

a. Course Prefix b. Number c. Enter Contact Hours per week in boxes. 
MMBA 640 LEcture 3 LAB INDependent Study – Check (x) 
Practicum: [ ] Seminar: [ ]

d. Full Course Title: Project Management

UCC Chair Signature/Date: _______________________________ __/__/__

Academic Affairs Approval Signature/Date: _______________________________ __/__/__

Office of the Registrar use ONLY

Date Rec’d: ____ Date Completed: ____ Entered: SCACRSE __ SCADETL __SCARRES __ SCAPREQ __