CTPS 6129
TRM 6 – Translational Research Project Management

Instructor: Kevin C. Wooten, Ph.D.
Chair of Administrative Sciences
Professor of Management and Human Resource Management
School of Business
University of Houston Clear Lake
2700 Bay Area Blvd.
Houston, TX 77058

Contact Information
Email: kcwooten@utmb.edu
UTMB Staff Office
Office Information
832-428-8628 (cell)
Institute for Translational Sciences
6th Floor – Children’s Hospital

Semester Hours
1 hour credit
Delivery Modality
100% online via UTMB BlackBoard

Text


Comprehensive PowerPoint notes are provided along with assigned readings that are linked to UTMB Moody Library.

Learning Objectives
Students who complete this course will be prepared to:

- Understand the steps, stages, and roles involved in effective project management
- Develop skills in organizing project teams, selecting members, clarifying tasks and roles, and implementing effective reporting structures
- Develop skills involving project leadership and followership for high impact scientific teams
- Develop an understanding of overall project operations and controls involving planning, coordination, and tracking
- Develop effective processes of effective project communications and effective constituent relations

Course Structure/Format
CTPS 6129 is a completely online post-doctoral (and select graduate students) web course. The course is designed for those who wish to develop specific skills and knowledge in the management of scientific projects and translational science. This course is set up for a 16-week semester, and is structured as a completely asynchronous course to assist with the time
management needs of those interested, but for whom a traditional delivery model would be
difficult. Seven specific modules are developed along the lines of similar context. One textbook
is required, comprehensive PowerPoint slides are provided, and students are required to read and
report on select journal articles using links to the Moody Library. Assignments range from brief
quizzes to a semester-long Harvard Business Case Analysis, to a Personal Application Project to
apply knowledge and skills. Depending upon size of the class, all assignments are based on
individual effort and completion.

Course Requirements
- **Student Introduction**: Posting of biographic information and personal learning objectives on
course discussion board thread
- **Pre and Post Course Survey**: Online survey of beliefs and confidence in subject mastery
- **Module Quizzes**: Four 10-item online multiple choice quizzes covering PowerPoint materials
and assigned readings. Three attempts will be provided for each quiz. Students must achieve
80% after the third attempt.
- **Assigned Reading/Critiques**: Four 1 to 1½ page critiques of assigned journal articles. Journal
articles will have embedded links to Moody Library or PDFs provided for relevant modules.
A structured report format will be required for students to use for critiques. Critiques are
individually submitted, and all are posted after submission to maximize student learning.
- **Semester Case Analysis**: A five to seven page written analysis of an assigned Harvard
Business School case will be required. The case will be provided via direct link to the
Harvard Business School Press website for download. Students will be responsible for
individual development of written analysis (descriptive and prescriptive) for four to six
questions provided by the instructor.
- **Personal Application Plan**: A four to ten page plan of implementation of course concepts and
skill sets to student need or personal context. Students will be asked to develop an application
plan (e.g., project plan) in accordance with instructor-provided template.

Course Grade (Based on Satisfactory/Unsatisfactory)
- Student Introduction posting................................................................. 5%
- Four 10-item (Modules 2, 3, 4, 5) multiple choice online quizzes .................. 20%
- Semester Case Analysis ................................................................. 30%
- Four 1-1½ page critiques of assigned journal articles .................................. 20%
- Personal Application Plan................................................................. 20%
- Pre and Post Course Surveys* .......................................................... 5%
* Required for completion of course credit

Score of 80% required for Satisfactory grade.

Academic Integrity
University policy on academic dishonesty is clear: academic dishonesty in any form is strictly
prohibited. Anyone found to be cheating or helping someone else cheat will be referred directly
to the Dean of Students for disciplinary action. Penalties are severe and may include dismissal
for the University. The risks associated with cheating far outweigh the perceived benefits.
Academic dishonesty includes citing someone else’s work as your own – if you are unsure
whether your planned action constitutes academic dishonesty, seek clarification from your
instructor.
**Course Evaluation**

As part of the overall course grade, students also are required to complete an evaluation form at the end of each term. If the evaluation form is not received, an “I” or incomplete grade will be reported to the Office of Enrollment Services. The Evaluation is designed to monitor the effectiveness of the lectures and other course activities. The results will be used to make any needed modifications for the following year of the course. This information also will be relayed to a separate committee that oversees the course. ALL STUDENTS are required to complete the evaluation forms. **Anonymity will be preserved with this online survey.**

**Disability/Special Accommodations Statement**

It is the policy of the University of Texas Medical Branch (UTMB) at Galveston to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, and state and local requirements regarding students and applicants with disabilities. Under these laws, no otherwise qualified and competitive individual with a disability shall be denied access to or participation in services, programs, and activities of UTMB-Galveston solely on the basis of the disability.

The University of Texas Medical Branch is committed to equal opportunity for students with disabilities. If you have a documented disability or would like to obtain information regarding services for students with disabilities, a complete copy of the “Student with Disabilities: Guidelines for Compliance” may be obtained from the Office of Equal Opportunity and Diversity.

**UTMB Honor Pledge**

On my honor, as a member of the UTMB community, I pledge to act with integrity, compassion and respect in all my academic and professional endeavors.

**Student Conduct and Discipline**

Student Conduct and Discipline policy in the *Institutional Handbook of Policies and Procedures* (IHOP), Section 7.1.3 ([http://www.utmb.edu/policy/ihop/search/07-01-03.pdf](http://www.utmb.edu/policy/ihop/search/07-01-03.pdf)). “General Responsibilities: It is the responsibility of every student, faculty member and administrative official to initiate a disciplinary complaint when scholastic dishonesty or other misconduct is involved” UTMB IHOP Section 7.1.3. **Student Conduct and Discipline: General Responsibilities.**

**Schedule**

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Module Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 26 – Sept. 1</td>
<td>Module 1: Overview to Course and Pre-Course Survey</td>
</tr>
<tr>
<td>Sept. 2 – Sept. 22</td>
<td>Module 2: Overview to Project Management</td>
</tr>
<tr>
<td>Sept. 23 – Oct. 13</td>
<td>Module 3: Organizing and Planning Projects</td>
</tr>
<tr>
<td>Oct. 14 – Nov. 3</td>
<td>Module 4: Leading and Controlling Projects</td>
</tr>
<tr>
<td>Nov. 4 – Nov. 24</td>
<td>Module 5: Project Communications and Constituent Relations</td>
</tr>
<tr>
<td>Nov. 25 – Dec. 8</td>
<td>Module 6: Semester Case Analysis</td>
</tr>
<tr>
<td>Dec. 9 – Dec. 13</td>
<td>Module 7: Personal Application Plan</td>
</tr>
</tbody>
</table>

**Late Work**

No late work is accepted!
Incompletes
Only in the case of medical emergencies will incompletes be considered.

Learning Modules
Module 1: Overview to Course and Pre-Course Survey (Aug. 26 – Sept. 1)

*Assigned Reading*
- Read Welcome to Course and all parts of Module 1
- Review Tegrity recording “Welcome to Course”

*Activities*
- Email specific questions to instructor or post general questions on general discussion board
- Complete 6-item Pre and Post Course Survey (Note: you must complete Pre-Course Survey to be permitted into Module 2)
- Review assigned readings critique format
- Download Harvard Case from provided link and review case questions

*Assignments/Due Dates (all due by 11:30 pm)*
- Pre Course Survey – Due Sept. 1

Module 2: Overview to Project Management (Sept. 2 – Sept. 22)

*Assigned Reading*
- Module 2 PowerPoints (and Tegrity recording)
- Assigned/linked reading
- Harvard Business Essentials Book – Chapters 1, 2
- PMI Book – Chapters 1, 2

*Activities*
- Module 2 quiz
- Develop and submit assigned reading/link journal critique
- Initiate review of semester case
- Initiate review of Personal Application Plan

*Assignments/Due Dates (all due by Sept. 22)*
- Module quiz
- Module assigned reading/link journal critique

Module 3: Organizing and Planning Projects (Sept. 23 – Oct. 13)

*Assigned Reading*
- Module 3 PowerPoints (and Tegrity recording)
- Assigned/linked reading
- Harvard Business Essentials Book – Chapters 3, 4
- PMI Book – Chapters 5, 6, 9

*Activities*
- Module 3 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan
Assignments/Due Dates (all due by Oct. 13)
- Module quiz
- Module assigned reading/link journal critique

Module 4: Leading and Controlling Projects (Oct. 14 – Nov. 3)

Assigned Reading
- Module 4 PowerPoints (and Tegrity recording)
- Assigned/linked reading
- Harvard Business Essentials Book – Chapters 5, 6, 11, 12, 16
- PMI Book – Chapters 4, 7, 8, 11

Activities
- Module 4 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by Nov. 3)
- Module quiz
- Module assigned reading/link journal critique

Module 5: Project Communications and Constituent Relations (Nov. 4 – Nov. 24)

Assigned Reading
- Module 5 PowerPoints (and Tegrity recording)
- Assigned/linked reading

Activities
- Module 5 quiz
- Develop and submit assigned reading/link journal critique
- Continued review of semester case
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by Nov. 24)
- Module quiz
- Module assigned reading/link journal critique
- Harvard Business Essentials Book – Chapters 13, 17, 18
- PMI Book – Chapters 3, 8, 9, 13

Module 6: Semester Case Analysis (Nov. 25 – Dec. 8)

Assigned Reading
- None

Activities
- Complete Semester Case Analysis
- Continued review of Personal Application Plan

Assignments/Due Dates (all due by Dec. 8)
- Semester Case Analysis

Module 7: Personal Application Plan (Dec. 9 – Dec. 13)
Assigned Reading

- None

Activities

- Complete Personal Application Plan

Assignments/Due Dates (all due by Dec. 13)

- Personal Application Plan