

**Special Topics in Microbiology and Cell Science:
Innovation Project Management**
MCB 4934 / MCB 6937
Spring 2023, Online Asynchronous

Instructor

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Office Hours: (recurring dates/times to be set through student poll),
appointments also available by request



Course Description

MCB 4934 / MCB 6937 Special Topics in Microbiology and Cell Science: Innovation Project Management, is a 1 credit hour course that will be co-taught for undergraduate and graduate students. The course will cover various project management strategies and tools appropriate for innovation projects typical of life science research and development. Systematic approaches to establishing metrics and defining success criteria, as well as identifying risks and dealing with uncertainties will be discussed.

Course Pre-Requisites / Co-Requisites

None.

Course Learning Objectives

This course will empower students with practical tools to manage innovation projects. They will develop an understanding of the different challenges and methodologies associated with each stage of project management. They will gain skills for setting objectives, developing plans and tracking progress, facilitating prioritization and problem solving, and addressing risks and change.

Undergraduate students will apply innovation project management tools to basic projects of interest and will reinforce learning through quizzes.

Graduate students will apply the innovation project management tools to a project report related to their literature review, thesis research, or other technical program.

Materials and Supply Fees

Optional purchase of project management software (e.g., Smartsheet, GanttPRO, Monday, ClickUp) or use of free short-term trials or other programs available through UF.

Optional Textbook

Kerzner, Harold. (2019). *Innovation Project Management - Methods, Case Studies, and Tools for Managing Innovation Projects*. John Wiley & Sons. Retrieved from <https://app.knovel.com/hotlink/toc/id:kpIPMMCST2/innovation-project-management/innovation-project-management>

Free access to this textbook through the UF Library Knovel platform with login through UF email address. The Elsevier Knovel Support Center has video tutorials and FAQs https://service.elsevier.com/app/answers/detail/a_id/14354/supporthub/knovel/

Required Software

E-learning Canvas system: For technical questions and tutorials, please visit the LSS site (https://lss.at.ufl.edu/help/Student_Faq) and/or the UF Help desk (<http://helpdesk.ufl.edu/>).

Course Schedule

Week	Module	Topic	Assignment Description	Percent of Final Grade
Jan. 9-15	1	Introduction and Objectives	Syllabus review	
Jan. 17-22	2	Types of Innovation Projects	Course & project objectives; List of innovation ideas	10%
Jan. 23-29	3	Strategic & Business Plans		
Jan. 30-Feb. 5	4	Disruptive Innovation & Roadblocks	Project scope draft & SWOT analysis	10%
Feb. 6-12	5	Project Communications		
Feb. 13-19	6	Project Management Software	Project pitch	10%
Feb. 20-26	7	Project Planning Tools and Approaches	Midterm Quiz (undergrad)	10% (UG)
Feb. 27-Mar. 5	8	Case Studies & Review		
Mar. 6-10	9	Time Management & Innovation Culture	Project plan with dependencies and contingencies	20%
Mar. 11-19		SPRING BREAK		
Mar. 20-26	10	Value-Based Metrics & Dashboards	Dashboard with Metrics	10%
Mar. 27-Apr. 2	11	Innovation Risks, Successes & Failures		
Apr. 3-9	12	Roles & Responsibilities	Risks & Assumptions Assessment, and Roles & Responsibilities Matrix	10%
Apr. 10-16	13	Meetings & Brainstorming	Meeting Facilitation Notes	10%
Apr. 17-23	14	Review	Final Quiz (undergrad) / Final Project Portfolio (grad)	10% (UG) / 20% (grad)
		Extra Credit	Iteration on Project Tool	5%

Project Planning Application Assignments

The Project Report assignment will be discussed in class and guided through the lessons to build and implement project management elements to a project selected by each student.

Quizzes (undergraduate students only)

Quizzes will be based on the course lectures and reading materials to reinforce learning. Quizzes will be open notes/books and not have a time limit and will allow multiple attempts.

Final Project Portfolio (graduate students only)

After creating the initial project plan and dashboard, a portfolio will be created demonstrating ongoing use and progression through application to a key technical project such as literature review or research.

Class Expectations and Make-Up Policy

Please see UF policy at [Attendance Policies](#). Excused assignment extensions must be consistent with university policies in the [Undergraduate Catalog](#) or [Graduate Catalog](#) and require appropriate documentation.

Assignments will receive a deduction of 10% per week overdue.

Grading Policy

Range	Grade	Grade Points
100% to 94%	A	4.00
< 94% to 90%	A-	3.67
< 90% to 87%	B+	3.33
< 87% to 84%	B	3.00
< 84% to 80%	B-	2.67
< 80% to 77%	C+	2.33
< 77% to 74%	C	2.00
< 74% to 70%	C-	1.67
< 70% to 67%	D+	1.33
< 67% to 64%	D	1.00
< 64% to 60%	D-	0.67
< 60% to 0%	E	0.00

Course Evaluation

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at: <https://gatorevals.aa.ufl.edu/public-results>. Additional anonymous feedback on the course may be requested, but participation is not required.

University Honesty Policy

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *"We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity."* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment."*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g., assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code>.

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate. We, the members of the University of Florida community, pledge to uphold ourselves and our peers to the highest standards of honesty and integrity.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

Student Privacy

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see the [Notification to Students of FERPA Rights](#).

Campus Resources:

[Health and Wellness](#)

U Matter, We Care:

If you or a friend is in distress, please contact umatter@ufl.edu or 352 392-1575 so that a team member can reach out to the student.

Counseling and Wellness Center: counseling.ufl.edu/cwc, and 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.

Sexual Assault Recovery Services (SARS)

Student Health Care Center, 392-1161.

University Police Department at 392-1111 (or 9-1-1 for emergencies), or police.ufl.edu.

[Academic Resources](#)

E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling.

Library Support, Various ways to receive assistance with respect to using the libraries or finding resources.

Teaching Center, Broward Hall, 392-2010 or 392-6420. General study skills and tutoring.

Writing Studio, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Disability Services, 1 Reid Hall, 352-392-8565. Registration, accommodations for disabilities.

Student Complaints Campus

On-Line Students Complaints