

***Innovation Project Management
for Life Sciences***
MCB 4934
Summer B 2023, Online Asynchronous



Instructor

Elizabeth D. Gadsby, PhD

egadsby@ufl.edu

Office Phone: (352) 392-1906

Office Hours: Virtual by Zoom (recurring dates/times to be set through student poll);

Appointments also available by request

MCB 4934 / MCB 6937 Innovation Project Management for Life Sciences, is a 1-credit-hour course that will be co-taught for undergraduate and graduate students.

Course Description

This course will empower students with practical tools to manage innovation projects typical of life science research & development. Challenges and methodologies associated with developing objectives, preparing project plans, establishing metrics, defining responsibilities, as well as mitigating risks and dealing with uncertainties will be discussed. Skills for strategic prioritization, time management, meeting facilitation, and communication will be strengthened to promote an innovative culture.

Course Prerequisites / Corequisites

Undergraduates must have completed BCS2010 Integrated Principles of Biology 1 or equivalent.

Course Learning Objectives

After this course, the student will be able to:

- Distinguish between different types of innovations and project management methodologies (e.g., Agile, Lean, Six Sigma, Waterfall)
- Select and apply appropriate tools to manage innovation projects with structure and flexibility
- Design a simple project plan and tracking dashboard
- Set objectives and priorities for a strategic project
- Explain their innovation project to inspire technical and non-technical audiences
- Conduct engaging and productive meetings to drive decisions and create an innovation culture with a diverse team

Materials and Supply Fees

Project management software which is available through UF (Microsoft Project App) or optional purchase or free short-term trials of other programs (e.g., Smartsheet, GanttPRO, Monday, ClickUp).

Required Textbook

Kerzner, Harold. *Innovation Project Management - Methods, Case Studies, and Tools for Managing Innovation Projects*. John Wiley & Sons, 2019.

<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. 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

Module	Date	Topic
1	July 3-9	Introduction and Objectives
2	July 3-9	Types of Innovation Projects
3	July 3-9	Strategic & Business Plans; Innovation Culture
4	July 10-16	Disruptive Innovation & Roadblocks
5	July 10-16	Project Communications
6	July 17-23	Project Management Software
7	July 17-23	Project Planning Tools and Approaches
8	July 24-30	Value-Based Metrics & Dashboards
9	July 24-30	Time Management & Decision Making
10	July 24-30	Innovation Risks, Successes & Failures
11	July 31- Aug. 6	Roles & Responsibilities
12	July 31- Aug. 6	Meetings & Brainstorming
13	Aug. 7-11	Case Studies
14	Aug. 7-11	Review

Course Assignments

Undergraduate students will apply innovation project management tools to basic projects of interest.

- Strategic Planning and Communication
 - Develop strategic planning documents including project objectives, scope and SWOT analysis as the big picture encompassing the project.
 - Compose a creative, concise project pitch to communicate the key aspects including an ask.
- Innovation Culture
 - Identify and categorize innovations in research and daily life.
 - Define roles and responsibilities necessary for decision making.
 - Facilitate an engaging meeting or brainstorming session including an agenda, pre-work assignments, meeting notes and outcome summary.
- Project Planning Tools
 - Create a simple project plan using project management software to include dependencies, contingencies, and buffer.
 - Design a dashboard displaying value-based metrics with current status and goals.
 - Assess risks and assumptions associated with an innovation project along with planned testing and mitigations.
- Other
 - Review the syllabus and course Canvas site and prepare a personal SMART objective related to the course learning.
 - Extra credit opportunity to make an iteration on any assignment based on taking risks and learning from experiences
- Quizzes (undergraduate students only)
 - Reinforce learning through midterm and final quizzes will be based on the course lectures and reading. Quizzes will be open notes/books and not have a time limit and will allow multiple attempts but must be independent, individual effort.

Assignment Grades (Undergraduate Students)

Assignments	Due Date	% Grade
Syllabus Review & Course Objectives	Sun., July 9	5%
Innovation Identification	Sun., July 9	5%
Project Objectives, Scope & SWOT	Sun., July 16	10%
Project Pitch	Sun., July 23	10%
Midterm Quiz	Sun., July 23	10%
Project Plan	Sun., July 30	20%
Dashboard with Metrics	Sun., July 30	10%
Risk Assessment and Roles Matrix	Sun., Aug. 6	10%
Meeting Facilitation	Wed., Aug 9	10%
Final Quiz	Fri., Aug 11	10%
Extra Credit	Fri., Aug 11	5%

Grading Policy

In compliance with current UF grading policies for assigning grade points

(<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>):

Range			Grade	Grade Points
94.0%	to	100%	A	4.00
90.0%	to	< 94.0%	A-	3.67
87.0%	to	< 90.0%	B+	3.33
84.0%	to	< 87.0%	B	3.00
80.0%	to	< 84.0%	B-	2.67
77.0%	to	< 80.0%	C+	2.33

74.0%	to	< 77.0%	C	2.00
70.0%	to	< 74.0%	C-	1.67
67.0%	to	< 70.0%	D+	1.33
64.0%	to	< 67.0%	D	1.00
60.0%	to	< 64.0%	D-	0.67
0%	to	< 60.0%	E	0.00

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](#) and require appropriate documentation.

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

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 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.

Academic 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.

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 with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

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 Helping Resources:

Health and Wellness

U Matter, We Care: <https://umatter.ufl.edu/>

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: 3190 Radio Road, 352-392-1575,

<http://www.counseling.ufl.edu> provides counseling services, groups and workshops, outreach and consultation, self-help library, and wellness coaching

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: <https://elearning.ufl.edu/>, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu.

Career Resource Center: <https://career.ufl.edu/>, 352-392-1601, First Floor Reitz Union. Career assistance and guidance.

Library Support: <https://uflib.ufl.edu/> Various ways to receive assistance with respect to using the libraries or finding resources.

Student Success Initiative: <https://studentsuccess.ufl.edu/> Pathways to student support through advising, coaching, peer mentoring and tutoring

Writing Studio: <https://writing.ufl.edu/writing-studio/>, 302 Tigert Hall, 846-1138. Help brainstorming, formatting, and writing papers.

Disability Services: <https://disability.ufl.edu/>, 1 Reid Hall, 352-392-8565. Registration, accommodations for disabilities.

On-Line Students Complaints for Online Course: <https://pfs.tnt.aa.ufl.edu/state-authorization-status/#student-complaint>