

**Special Topics in Microbiology and Cell Science:  
Innovation Project Management**  
**MCB 4XXX / MCB 6XXX**  
Fall 2022, Online Asynchronous



**Instructor**

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Office Hours: Zoom on Fridays, 12:00-1:00 pm EDT or by appointment

**Course Description**

**MCB 4XXX / MCB 6XXX** 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 and tracking progress, decision making, prioritization, and change management.

Undergraduate students will apply their learnings to a project report for a basic research project, academic goal, or extracurricular event. Graduate students will apply their learnings to a project report related to their literature review or thesis research.

**Materials and Supply Fees**

Optional purchase of project management software (e.g. Microsoft Project, Smartsheet, GanttPRO, Monday, ClickUp) or use of free short-term trials.

**Required Textbooks and Software**

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/](https://service.elsevier.com/app/answers/detail/a_id/14354/supporthub/knovel/)

For this course you need to use the E-learning Canvas system and ensure you have the appropriate browsers, settings, internet speed, etc. The LSS homepage [https://lss.at.ufl.edu/help/Student\\_Faq](https://lss.at.ufl.edu/help/Student_Faq) contains tips and tutorials for students as well as computer requirements.

For any technical questions regarding Canvas, please visit the LSS site or the UF Help desk (<http://helpdesk.ufl.edu/>).

### **Course Schedule**

<b>Date</b>	<b>Module</b>	<b>Assignments</b>	<b>Percent of Final Grade</b>
Aug. 24-28	1	Syllabus Review; Personal Course Objective Introduction (Chapter 1)	5%
Aug. 29-Sept. 4	2	Types of Innovation (Chapter 2) Quiz	10%
Sept. 5-11	3	Strategy Plan (Chapter 3)	
Sept. 12-18	4	Tools & Processes (Chapter 4) Quiz	10%
Sept. 19-25	5	Traditional to Innovation PM (Chapter 5)	
Sept. 26-Oct. 2	6	PM Software (Chapter 6) Quiz	10%
Oct. 3-9	7	Project Report Check-in	15%
Oct. 10-16	8	Value Based Metrics (Chapter 7)	
Oct. 17-23	9	Business Models (Chapter 8) Quiz	10%
Oct. 24-30	10	Disruptive Innovation (Chapter 9)	
Oct. 31-Nov. 6	11	Innovation Roadblocks (Chapter 10) Quiz	10%
Nov. 7-13	12	Defining Success and Failure (Chapter 11)	
Nov. 14-20	13	Innovation in Action (Chapter 12) Quiz	10%
Nov. 21-27	14	Case Studies	
Nov. 28-Dec. 4	15	Review	
Dec. 7		Final Project Report	20%

### **Quizzes**

Biweekly quizzes will be based on the readings and course lectures. Quizzes will be open notes/books and not have a time limit and will allow multiple attempts. The purpose is to reinforce the learning.

### **Project Report**

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. Components may include project scope and metrics, task dependencies and contingencies, risks and assumptions assessment, roles and responsibilities, and meeting and creative problem solving facilitation.

### **Class Expectations and Make-Up Policy**

Please see UF policy at [Attendance Policies](#). Excused absences must be consistent with university policies in the [Undergraduate Catalog](#) or [Graduate Catalog](#) and require appropriate documentation. Quizzes will receive a deduction of 25% per week overdue.

### **Grading Policy**

<b>Percent</b>	<b>Grade</b>	<b>Grade Points</b>
92.0 - 100.0	A	4.00
87.0 - 91.9	A-	3.67
84.0 - 86.9	B+	3.33
81.0 - 83.9	B	3.00
78.0 - 80.9	B-	2.67
75.0 - 79.9	C+	2.33
72.0 - 74.9	C	2.00
69.0 - 71.9	C-	1.67
66.0 - 68.9	D+	1.33
63.0 - 65.9	D	1.00
60.0 - 62.9	D-	0.67
0 - 59.9	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>.

### **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](mailto: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](http://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](http://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**