**ASSIGNMENT**

**Project Management Processes Common to Contemporary**

**Technology-Intensive Organizations**

* Your paper **must** identify, incorporate and discuss each of the following ***key aspects of project management***:

(1) Common processes utilized for project selection and evaluation,

(2) How project selection is accomplished,

(3) Common project planning fundamentals,

(4) How to utilize project cost control in project selection and evaluation and

(5) The scheduling of a project utilizing the critical path method (CPM).

**Your work should present information and data that is common to contemporary technology-intensive organizations globally.**

* Your manuscript is to have a title page, abstract, introduction, body with a well-developed conclusion and reference page.
* Your total manuscript is to be between **1800** and **2000** words including the title page, abstract, introduction, body, and reference page (s).
* Your manuscript is to have a **minimum** of **six(6)** cited references obtained from articles found in refereed journals, articles from edited magazines published by professional organizations or societies, articles from refereed proceedings of professional conferences and/or published textbooks.
* ***NOTE:*** *No article published on the* ***Internet*** *that is not directly connected to an established peer-reviewed professional conference, journal or magazine is acceptable as a cited reference source. Published textbooks are also acceptable. The course textbook may be used as one reference source.*
* Always keep in mind the intended reader(s) of your literature review when developing and writing your paper. The reader must receive value from your research and what you write.

You may utilize a matrix, graphs, charts, tables or figures if it enhances the point (s) you are making. ***Do not cut and paste these items in your paper unless they are camera ready proofs/copies!***If these items are of poor quality you will need to re-create them.Points will be deducted if these items are of poor quality.

**Course Writing and Formatting Guidelines**

The following documents will provide general guidelines for all required writing and formatting in this course of study. You should familiarize yourself fully with the content of these documents in order to insure your compliance with course requirements. It is expected that you will fully comply with these guidelines in completing all of your coursework. Points will be deducted for non-compliance. It is also expected that you will refer to the **APA Manual** for formatting and/or writing questions **not** addressed in the following course documents.

BD21318_

**GUIDE TO WRITING A LITERATURE REVIEW**

**Definition:** A *literature review* focuses on a specific topic and includes a critical analysis of the various written/published documents of professionals in the field. The *literature review* is **not** an annotated bibliography in which you simply summarize briefly each article/publication you have reviewed. However, the *literature review* is a summary of what you have read and it goes well beyond merely summarizing professional literature. It focuses on a specific topic and includes a critical analysis of the relationship among different works and related research to your work. It provides the reader with a comparison between various sources of state-of-the-art literature and a current view and state of the topic. Additionally, the *literature review* will present what research has been done, and what is known regarding the topic.

**IMPORTANT: The publications used for the literature review must be from professional referred journals, referred conference proceedings and/or published academic textbooks. This insures that the authors are professionals in their field and that other professionals have examined and vetted their research/published work.**

**Sections of the Paper:**

* **TITLE PAGE:** Refer to the title page template provided in this course syllabus.
* **ABSTRACT:**The abstract will be on page two (2)and has a ***limit of 150 words*, single-spaced.**
* **INTRODUCTION:**The introduction will begin on page 3 and will have the heading of introduction centered under the paper title (refer to page 12 of this syllabus). An introduction is necessary to introduce your reader to the topic that you are discussing in the paper they are about to read. The introduction provides the reader supporting information about your topic, the significance, the rationale, your objectives or generally what you will be discussing in your paper. The introduction will not contain detailed information; this will be done in the body of the paper. Some would say that the introduction should contain your thesis statement and introduce your reader to your purpose of writing the paper. ***The introduction should be ¼ to ¾ of a standard page in length.***
* **BODY of the PAPER:**This part of the paper should contain your detailed research findings and information you gained from your research and readings that relate directly to the topic of the class assignment. *Layout this part of the paper in sections, with headings/sub-headings that organize yourpresented research findings, and that will assist thereader in their understanding of yourmethodology and discussion*. You are to state, discuss, support and document your research findings in this section of the paper.
* **CONCLUSION:**In this section you summarize your findings and tie back to your introduction statement. In the conclusion, the reader should be able to (*if they only read the conclusion*) gain 70-80% of the data and/or main points presented in your paper in a summary format.
* ***The conclusion is the most important part of the paper and you must treat it as such, so spendtime developing and organizing an outstanding, concise and well written conclusion.*** The conclusion should be at least one-page in length, with two standardtext pages the maximum length.
* **REFERENCES:**The reference page(s) will follow the papers conclusion section beginning on a new page.

Refer to the ***Publication Manual of the American Psychological Association, 6th edition***

for style, formatting and organization of elements **not**addressed in this syllabus.

**General Writing and Formatting Guidelines for Your Paper**

(Reference APA Manual, section 8.03 and sample papers, Chapter 2)

* Paper size: Papers shall be typewritten on 8.5” x 11” paper, one side only.
* Line Spacing: Double-space between all text lines of the manuscript, does not include the abstract.
* Margins: One inch margins on all sides (top, bottom, left, right).
* Font type and size: Times New Roman, 12 point.
* Paragraph indention: Indent the first line of every paragraph 5-7 spaces (1/2 inch), with the exception of the Abstract and reference list entries.
* Alignment: Align text left (uneven right edges), not justified (even left and right edges).
* Spacing after punctuation: Use 1 space after commas, colons, and semicolons within sentences and 2 spaces after punctuation marks at the end of sentences.
* Pagination: Number all pages consecutively, beginning with number Page1 of ?on the title page. Page numbers shall be flush-right on the first line of every page (use the header function found in WORD) one inch from the right edge of the paper.
* Running head:**In this course of study,** the running head on each page *(other than thetitlepage)* is to consist of the following information:

**In this order:**your last, your CWID number, and the assignment number.

The running head shall be flush left in all uppercase letters using 12 point font and on the same line as the page numbers. **Do not bold the running head.**

* Heading levels: Follow guidelines in the APA Manual, section 3.03.

**Title Page**

(Reference APA Manual, section 2.01-2.02, 8.03, and sample papers, Chapter 2)

* The **paper title** is to be centered **10 single spaces** down from the top line of page one (1).
* Use 12-point font for the title page.
* **No running head on the title page.**
* **Follow the template provided in this course syllabus for your title page (page 11).**
* Title: The title shall be centered on the title page and shall be typed in **bold** uppercase and lowercase letters.
* Author: The author’s name shall be double-spaced and centered beneath the title.
* CWID: The author’s college-wide ID number shall be double-spaced and centered beneath the author’s name.
* Assignment: The assignment number shall be double-spaced and centered beneath the ID number
* Course Number & Name: The course number, including section number, and name shall be double-spaced and centered beneath the assignment number.
* Professor’s Name/Title: As illustrated on the template provided.
* Date: Date of your submission.

**Paper Title (Shall be 10 single spaces down from the first line of the page)**

Your Full Name

Your College-wide ID number

Assignment Number (e.g. Assignment #1)

Course number, section & title (e.g. TMGT 510 01W **or** 02W Management of Technology in Organizations)

Presented to:

Dr. Jerry D. Parish, Professor of Technology Management

Date (e.g. August 31, 2016)

**Abstract**

(Reference APA Manual, section 2.04, 8.03, and sample papers, chapter 2)

* Pagination: The abstract shall begin on a new page (page 2).
* Heading: The label “Abstract” shall be typed using uppercase and lowercase letters. The heading shall be centered on the page on the first line (Do not bold). Double-space between the heading and the text.
* Length: The abstract is a brief summary (maximum of **150 words**) of the contents of the assignment/manuscript. Refer to APA 2.04.
* Format: The abstract shall be typed as a single paragraph with **no** indention, aligned flush-left. Do not italicize.
* Line Spacing: The abstract must be **single-spaced**for this course.

***Note: Keywords,* as shown in the APA Manual sample paper, *are not to be included in this paper.***

**Manuscript Body**

(Reference APA Manual, section 2.05-2.08, 8.03, and sample papers, chapter 2)

* Pagination: The body of the paper shall begin on a new page (page 3).
* Subsections of the manuscript body do not begin on a new page.
* Title: The paper title shall be centered on the first line of page 3. The paper title shall be **boldfaced** and is typed in uppercase and lowercase letters.
* Introduction: The first section of your paper’s body is to be an introduction. The heading **Introduction** is to be centered and **double-spaced beneath** the paper title on page 3.
* Headings: The remaining sections and subsections of the paper shall all be titled appropriately using headings and sub-heading that will benefit the reader. **Refer to 3.03 Levels of Heading in the APA Manual.**
* The body of your paper must include an identifiable *introduction* and *conclusion* sections with headings.

**Tables and Figures**

(Reference APA Manual, chapter 5)

Note: Do not cut and paste any table, figure, chart, etc. unless it is of very print high quality. If it appears that you did cut and paste, points will be deducted. All tables, figures, charts, etc. must have proper citations per the APA Manual.

* Format: The format for tables and figures is provided in the APA Manual, chapter 5.
* Each figure, table, chart, etc. must have a citation of its source.
* Table Number & Title: Tables are numbered sequentially as they are presented in the text, beginning with Table 1. The table title is double-spaced beneath the table title. The table title is typed in upper and lowercase letters. The table number and title appear above the table, as shown below.

Table 1

*Summary of the Data Collected during Experiment 1*

Table Data

Figure Number & Title: Figures are numbered sequentially as they are presented in the text, beginning with Figure 1. The figure title, or caption, provides an explanation of the figure. The figure number and caption appear beneath the figure, as shown below.

Figure

*Figure 1.* Software development flow chart

**Citations**

(Reference APA Manual, chapter 6)

* Format: All references used in the paper must be cited in the text using the APA author-date system. All references cited must be included in the reference list. Likewise, each entry in the reference list must be cited in the text. The guidelines for citations are provided in the APA Manual, chapter 6. Two basic examples of the author-date citation system are shown below.

Kinsler (2009) stated that individuals are more likely to select engineering as a profession if they took higher level mathematics courses in high school.

Students who took higher level mathematics courses in high school are more likely to select engineering as a profession (Kinsler, 2009).

**References**

(Reference APA Manual, section 2.11, 8.03, sample papers, chapter 2, and chapters 6-7)

* Pagination: The reference list shall be on a new page following the conclusion section of the manuscript body.
* Heading: The label “References” shall be typed using uppercase and lowercase letters. It shall be centered on the page on the first line. Do not bold.
* Indention: Reference entries shall use a hanging indent format. The first line of the reference is flush-left and all subsequent lines are indented 5-7 spaces (1/2 inch).
* Format: The references shall be arranged in alphabetical order following APA format outlined in the APA Manual, chapters 6 & 7. An example of a journal article reference is provided below with explanation.

Article title: Lowercase letters with the exception of the first letter in the first word, proper nouns, or the first letter following a colon

Author(s): Last name, initials

Light, M. A., & Light, I. H. (2008). The geographic expansion of Mexican immigration in the United States and its implications for local law enforcement. *Law Enforcement Executive Forum Journal, 8*(1), 73-82.

Title of publication: Italicized, upper and lowercase letters.

Article page numbers

Issue number: Non-italicized

Volume number: Italicized

* Digital Identifier: If a digital identifier is assigned to an article, include “doi:xx.xxxxxxxxxx”, following the page numbers.
* URL Address: If an article is retrieved online, include “Retrieved from http://www.xxxxxxxxx” following the page numbers.