

1. Overview**A. Description**

Provide a brief description of the proposed minor.

The minor in Project Management will offer a theory and practice driven curriculum to prepare students to be excellent project managers and project management leaders. Students in the Project Management minor will be required to take OGL 320: Foundations of Project Management and OGL 321: Project Leadership, Strategy and Scope then pick four of the remaining six project management courses to round out their minor. The six courses currently in our catalog include courses such as: Project Risk Management, Project Quality Management, Project Time Management, Project Cost Management, Resource Management and Project Procurement Management.

The Faculty of Leadership & Interdisciplinary Studies in the College of Integrative Sciences and Arts currently offers the BA in organizational leadership to 1,340 undergraduates and will soon offer a BA in organizational leadership with a Project Management Concentration to what we believe will be hundreds of students in the coming years. We have a strong faculty who are well positioned to establish a project management minor that builds upon our existing leadership curriculum with valuable project management leadership, theory and skills.

B. Why should this be a minor rather than a concentration?

The minor is available to all majors across ASU to complement their current undergraduate program and requires 18 credit hours of Project Management coursework as opposed to the full 54-credit hour concentration in organizational leadership (Project Management). This minor will can be added to any major and be fulfilled through elective credits in many students degree plans without requiring a student to exceed the 120 credit hours needed to graduate from ASU.

C. Affiliation

If the minor is affiliated with a degree program, include a brief statement of how it will complement the program. If it is not affiliated with a degree program, incorporate a statement as to how it will provide an opportunity for a student to gain knowledge or skills not already available at ASU.

It is affiliated with the major in organizational leadership so our faculty have the knowledge and experience to offer the minor to a large array of students and offer it well. The minor is also well suited for student majors in Business and Engineering and therefore the faculty in the department are well equipped to handle the pipeline of students from interdisciplinary backgrounds.

D. Demand

Explain the need for the new minor (e.g., market, student demand, interdisciplinary considerations).

According to EMSI Analyst Arizona data between August 2015 and December 2016, Project Manager was listed as the "Top Posted Job Title" with 36,764 jobs (much more than the second-most posted title with only 9,532 jobs), Project Management was listed as the "Top Hard Skill" with 35,040 jobs posted (ahead of Management with 33,413 postings), and Leadership was listed as the "Most Relevant Soft Skill" with 11,628 jobs (ahead of Scheduling--Project Management at 6,898). Project Management Institute (PMI) certification was listed as the "Top Certification" with 890 jobs. (<https://www.pmi.org>)

Additionally, according to the U.S. Bureau of Labor Statistics (BLS), project manager salaries range anywhere from \$74,000 to \$100,000 per year. The BLS also indicates that the average project manager receives a little more than \$42 per hour in wages. (<https://www.investopedia.com/articles/wealth-management/021616/project-manager-job-description-average-salary.asp>)

Students are prepared for a range of positions in the public and private sectors, including in government, information technology, nonprofit agencies, in businesses and the service industry. Students are prepared for jobs as Management Analysts, Loss Prevention Managers, Information Technology Project Managers, Technical Project Manager (IT), Wind Energy Project Managers, Regulatory Affairs Managers, Compliance Managers, Investment Fund Managers, Supply Chain Managers, Security Managers, Project Manager, Senior Project Manager, Portfolio/Project Manager, Program Manager, Director of Project Management, and Project Manager: Agile, etc. In addition, students may seek advanced study in the form of graduate and post-baccalaureate degrees.

Therefore, a minor in organizational leadership with a concentration in Project Management will fulfill the market need for two of the most relevant and top skills in the current job market.

E. Projected enrollment

What are enrollment projections for the first three years?

	1st Year	2nd Year (Yr. 1 continuing + new entering)	3rd Year (Yr. 1 & 2 continuing + new entering)
Number of Students (Headcount)	75	150	225

2. Support and Impact

A. Faculty governance

Attach a supporting letter from the chair of the academic unit verifying that the proposed minor has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the minor as presented in the proposal, without impacting core program resources.

See Appendix II

B. Other related programs

Identify other related ASU programs and outline how the new minor will complement these existing ASU programs. (If applicable, statements of support from potentially affected academic unit administrators need to be included with this proposal submission.)

ASU does not currently offer any degree, concentration, minor or certificate in Project Management. Only organizational leadership (OGL) possesses a sufficient bank of project management courses to offer a concentration in broadly transferable project management skills. OGL currently enrolls many non-OGL majors in our Project Management classes—more than 100 every semester.

ASU does offer 23 other individual courses related to project management, but most are dedicated to major-specific applications (e.g. CIS 560: IT Services and Project Management or ENG 382: Digital Project Management for Humanities) and most departments explicitly or effectively restrict enrollment in these courses to their own student majors. Most are graduate courses, and most are offered only on campus (i.e. only four of the 23 non-OGL courses are offered through ASU Online: CIS 311, CON 532, HRC 568, and IEE 458).

C. Letter(s) of support

Provide a supporting letter from each college/school dean from which individual courses are taken.

See Appendix III.

3. Academic Curriculum and Requirements

A. Knowledge, competencies, and skills

List the knowledge, competencies, and skills (learning outcomes) students should have when they complete this proposed minor. Examples of program learning outcomes can be found at (<http://www.asu.edu/oue/assessment.html>).

Students completing a minor in project management will apply the skills needed to manage and implement projects, including project cost management, project risk management, project quality management, project time management, and project procurement management.

Students completing a minor in project management will demonstrate skills needed to lead successful project management teams, including leadership, assessment, creative thinking, communication, problem solving, teamwork, and collaboration.

Students completing a minor in project management will demonstrate competence in aligning project management with the organization, project management oversight, and resources optimization.

B. Program Map

Attach a copy of the “proposed” map for this minor program. Instructions on how to create a “proposed minor map” in [BAMM](#) can be found in the [Build a Major Map Training Guide](#).

C. Curricular structure

Provide a description of the curricular requirements for the minor. Be specific in listing required courses as well as electives and specify the total minimum number of hours required for the minor.

Required Core Courses for the Minor				
Prefix	Number	Title	Is this a new Course?	Credit Hours
OGL	320	Foundations of Project Management	No	3
OGL	321	Project Leadership, Strategy and Scope	No	3
<i>Section sub-total:</i>				6
Minor Electives				
Prefix	Number	Title	Is this a new Course?	Credit Hours
OGL	322	Project Time Management	No	3
OGL	323	Project Cost Management	No	3
OGL	324	Resources in Project Management	No	3
OGL	326	Project Procurement Management	No	3
OGL	421	Project Risk Management	No	3
OGL	422	Project Quality Management	No	3
<i>Section sub-total:</i>				12
Total minimum credit hours required for minor				18

D. Minimum residency requirement

How many hours of the minor must be ASU credit?

9 hours are required to be ASU credit.

E. New courses

Provide a brief course description for each new course.

No new courses

Note: All new required courses should be submitted in Curriculum Changemaker and ready for Provost’s Office approval before this certificate is put on [Curriculum and Academic Programs Committee \(CAPC\)](#) agenda.

4. Administration and Resources

A. Enrollment criteria

Describe the procedures and any qualifications for enrollment in the minor.

No specific requirements

B. Administration

How will the proposed minor be administered (including enrollment, student advisement, retention, minor completion verification, etc.)?

Current staff, administration and advising resources will be utilized. As the program grows, we will reevaluate the needs and explore the possibility of additional staff support. We currently have the structure in place for scheduling, advising and student operations to support the expected student population.

C. Resources

What are the resource implications for the proposed minor, including any projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this minor, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this minor.

No new resources will be needed to offer this concentration at this time.

D. Primary faculty

List the primary faculty participants regarding this proposed certificate. For interdisciplinary certificates, please include the relevant names of faculty members from across the University.

Name	Title	Area(s) of Specialization as they relate to proposed concentration
Peters, Erica	Program Manager	Project Time Management; Resource Management; Project Procurement Management
Allen, Margaret	Instructor	Project Risk Management; Project Quality Management
Bates, Denise	Assistant Professor	Project Time Management; Project Quality Management
Chandler, Jennifer	Lecturer	Project Procurement Management; Project Risk Management; Foundations Project Management
Pandya, Bankim	Instructor	Project Leadership; Project Time Management; Project Cost Management
Rodgers, Matthew	Instructor	Project Risk Management
Scholar, Brent	Instructor	Project Quality Management
Kevin Ellsworth	Principal Lecturer, Faculty Head	Project Cost Management; Resource Management; Project Procurement Management

5. Additional Materials

- A. Appendix I
Complete and attach the Appendix I document.
- B. Program of study
Provide one or more model programs of study (if appropriate).
- C. Attach other information that will be useful to the review committees and the Office of the Provost.

PROVOST OFFICE APPROVAL(S)

This proposal has been approved by all necessary Provost office levels of review. I recommend implementation of the proposed organizational change.

Office of the University Provost

Signature _____ **Date:** / /20

Note: An electronic signature, email, or a PDF of the signed signature page is acceptable.

**APPENDIX I
OPERATIONAL INFORMATION FOR MINORS**

(This information is used to populate the [Degree Search](#)/catalog website.
Please consider the student audience in creating your text.)

1. Proposed Minor Name: Project Management**2. Marketing Description**

Optional. 50 words maximum. The marketing description should not repeat content found in the program description.

Become a skilled project manager and project management leader with a project management minor! Project management is a vital skill in today's job market. Employers in many fields (engineering, health care, IT, business, etc.) seek to hire and promote those who can skillfully manage complex projects and lead project management teams.

3. Program Description (150 words maximum)

The minor program in project management prepares students to manage complex projects and lead project management teams in a variety of professional settings. The project management minor complements many majors at ASU because project management skills enhance and enrich the skills students receive in a great variety of majors. Students learn the skills needed to manage complex projects in fields like engineering, business, health care, information technology, sustainability, computing, public and nonprofit sectors, and many more. Students learn skills in project leadership, project quality management, project risk management, project schedule management, project cost management and project resource management.

4. Contact and Support Information

Building code and room number: (Search ASU map)	USE 138
Program office telephone number: (<i>i.e.</i> 480/965-2100)	480/965-4464
Program Email Address:	cisa@asu.edu
Program Website Address:	https://cisa.asu.edu

5. Program Requirements

Remember to attach a copy of the "proposed" map for this minor program. Instructions on how to create a "proposed minor map" in [BAMM](#) can be found in the [Build a Major Map Training Guide](#).

6. Enrollment Requirements

If applicable, list any special enrollment requirements applicable to this minor in addition to the standard text. Enrollment requirements for all minors include the following text.

GPA Requirement: 2.00 (university minimum)

Majors Ineligible to Add This Minor: BA in organizational leadership (project management); BA in interdisciplinary studies concentration area in project management

Other Enrollment Requirements: None

Current ASU undergraduate students may pursue a minor and have it recognized on their ASU transcript at graduation. Students interested in pursuing a minor should consult their academic advisor to declare the minor and to ensure that an appropriate set of courses is taken. Minor requirements appear on the degree audit once the minor is added. Certain major and minor combinations may be deemed inappropriate by the college or department of either the major program or the minor. Courses taken for the minor may not count toward both the major and minor. Students should contact their academic advisor for more information.

7. Delivery/Campus Information Options:

Both, On-Campus and ASU Online

Note: Once students elect a campus or online option, students will not be able to move between the on-campus and the ASU Online options. Approval from the Office of the University Provost and [Philip Regier](#) (Executive Vice Provost and Dean) is

required to offer programs through ASU Online. Please contact Ed Plus then complete the ASU Online Offering form in [Curriculum ChangeMaker](#) to begin this request.

8. Campus/Locations *indicate all locations where this program will be offered.*

- Downtown Phoenix Polytechnic Tempe Thunderbird West Other:

9. Keywords

List all keywords used to search for this program (limit 7). Keywords should be specific to the proposed program.

- Manages
- Problem Solving
- Leads
- Collaborative
- Leader
- Telecommunications
- Business

**Appendix II
Faculty Governance – Letter of support**

Date: March 22, 2019

To: The Office of the Provost, Arizona State University
The Senate Curriculum and Academic Program Committee

From: Dr. Kevin Ellsworth, Faculty Head, Leadership & Interdisciplinary Studies

RE: Minor in Project Management, Letter of Faculty Support



The Faculty of Leadership & Interdisciplinary Studies (LIS) in the College of Integrative Sciences and Arts (CISA) proposes to establish a Minor in Project Management. I am the faculty head of LIS, the equivalent of its faculty chair.

The Proposal to Establish a New Minor requires that LIS

Attach a supporting letter from the chair of the academic unit verifying that the proposed minor has received faculty approval through appropriate governance procedures in the unit and that the unit has the resources to support the minor as presented in the proposal, without impacting core program resources.

I verify that the proposed minor received full faculty support through appropriate governance procedures. Both the LIS curriculum committee and full LIS faculty expressed through unanimous votes their support to establish this minor in project management.

I also verify that LIS has the resources to support the minor as presented in the proposal, without impacting core program resources.

**APPENDIX III
Impact Statements****Impact Statement – W.P. Carey School of Business**

From: Kay Faris <KAY.FARIS@asu.edu>
Sent: Tuesday, February 26, 2019 5:35 AM
To: Duane Roen <Duane.Roen@asu.edu>
Subject: FW: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Hi Duane,

I have checked with our Information Systems and Supply Chain Management Departments as they also offer project management courses. They do not have a minor or concentration in this and they, therefore, see no negative impact on W. P. Carey.

Best wishes on these new programs!

Kay

Kay A. Faris
Senior Associate Dean, Academic Programs
W. P. Carey School of Business
Arizona State University
Tempe, AZ 85287-3406
Phone: 480-965-7587
Fax: 480-965-3846
Kay.Faris@asu.edu

From: Duane Roen
Sent: Monday, February 25, 2019 3:51 PM
To: Kay Faris <KAY.FARIS@asu.edu>
Subject: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Kay,

Within CISA's undergraduate major in Organizational Leadership, we already have a collection of courses in project management. We would like to use those courses (no new courses required) to offer a degree concentration and a minor in project management. The proposals are attached.

Of course, I am writing to you because we need impact statements for both the concentration and the minor.

Thank you for considering this request.

Best,
Duane

Duane Roen
Vice Provost, Polytechnic campus
Dean, College of Integrative Sciences and Arts
Dean, University College
Arizona State University
Mail Code: 2780
7271 E Sonoran Arroyo Mall
Mesa, AZ 85212-6415
P: 480-727-6513

Impact Statement – Ira A. Fulton Schools of Engineering

From: Ann McKenna <Ann.McKenna@asu.edu>
Sent: Friday, March 1, 2019 12:12 PM
To: Duane Roen <Duane.Roen@asu.edu>
Subject: Re: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Hi Duane,
The polytechnic school supports your proposed minor and concentration in project management.
Best,
Ann

--

Ann F. McKenna, PhD
Professor and Director, The Polytechnic School
Ira A. Fulton Schools of Engineering
Arizona State University
6049 S Backus Mall, Sutton Hall 140
Mesa, AZ 85212
Phone: 480-727-5121
Email: ann.mckenna@asu.edu

From: Duane Roen <Duane.Roen@asu.edu>
Date: Tuesday, February 26, 2019 at 7:20 PM
To: Ann McKenna <Ann.McKenna@asu.edu>
Subject: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Ann,

Within CISA's undergraduate major in Organizational Leadership, we already have a collection of courses in project management. We would like to use those courses (no new courses required) to offer a degree concentration and a minor in project management. The proposals are attached.

Of course, I am writing to you because we need impact statements for both the concentration and the minor. Let me know if I should ask someone else in Fulton.

Thank you for considering this request.

Best,
Duane

Duane Roen
Vice Provost, Polytechnic campus
Dean, College of Integrative Sciences and Arts
Dean, University College
Arizona State University
Mail Code: 2780
7271 E Sonoran Arroyo Mall
Mesa, AZ 85212-6415
P: 480-727-6513

Watts College of Public Service and Community Solutions - Impact Statement

From: Duane Roen <Duane.Roen@asu.edu>
Sent: Monday, March 11, 2019 10:55 AM
To: Mark Roseland <Mark.Roseland@asu.edu>; Kevin Ellsworth <Kevin.Ellsworth@asu.edu>; Mark Hager <Mark.Hager@asu.edu>
Cc: Kelli Haren <Kelli.Haren@asu.edu>; Cynthia Rose <Cynthia.Rose@asu.edu>
Subject: RE: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Many thanks, Mark. We too are happy to discuss points of collaboration to serve students.

Best,
Duane

Duane Roen
Vice Provost, Polytechnic campus
Dean, College of Integrative Sciences and Arts
Dean, University College
Arizona State University
Mail Code: 2780
7271 E Sonoran Arroyo Mall
Mesa, AZ 85212-6415
P: 480-727-6513

From: Mark Roseland <Mark.Roseland@asu.edu>
Sent: Monday, March 11, 2019 10:54 AM
To: Kevin Ellsworth <Kevin.Ellsworth@asu.edu>; Mark Hager <Mark.Hager@asu.edu>
Cc: Kelli Haren <Kelli.Haren@asu.edu>; Cynthia Rose <Cynthia.Rose@asu.edu>; Duane Roen <Duane.Roen@asu.edu>
Subject: Re: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Hello Kevin and Duane,

This Project Management concentration and minor seem timely – I can imagine some of our students may find them appealing.

As always, we are open to further discussions about points of collaboration between our programs, including potentially listing each other's classes as options in our respective program offerings.

Let us know if there is anything else we can do to assist.

Best wishes,

Mark

Mark Roseland

Director and Professor
[School of Community Resources & Development](#)
Senior Sustainability Scientist
[Julie Ann Wrigley Global Institute of Sustainability](#)
Arizona State University

Mail Code: 4020
411 N. Central Ave., Ste. 550
Phoenix, AZ 85004-0690
p: 602-496-0153 f: 602-496-0953
email: mark.roseland@asu.edu

[LinkedIn](#); [Academia](#); [Pando-Sustainable Communities](#)

From: Kevin Ellsworth <Kevin.Ellsworth@asu.edu>
Date: Thursday, March 7, 2019 at 10:38 AM
To: Mark Roseland <Mark.Roseland@asu.edu>, Mark Hager <Mark.Hager@asu.edu>
Cc: Kelli Haren <Kelli.Haren@asu.edu>, Cynthia Rose <Cynthia.Rose@asu.edu>, Duane Roen <Duane.Roen@asu.edu>
Subject: Request for Impact Statements - New Program Proposals - Project Management Concentration & Minor

Hello Mark and Mark,

As part of CISA's existing BA in Organizational Leadership curriculum, we currently have eight courses on project management. We would like to use those courses (no new courses required) to offer a BA in Organizational Leadership (Project Management) concentration and a Project Management minor. The proposals are attached.

I am writing to you because we need impact statements for both the concentration and the minor.

Thank you for considering this request.

Best,
Kevin

Kevin Ellsworth, PhD

Faculty Head, Leadership & Interdisciplinary Studies

Arizona State University

College of Integrative Sciences and Arts | cisa.asu.edu

P.O. Box 870604; Tempe, AZ 85287-0604

P: 480-727-7090 | F: 480-727-6344

2019 - 2020 Minor Map

Project Management (Proposed)

Program Requirements

The minor in project management requires 18 credit hours to be completed, including a minimum of 12 upper-division.

Required Core Courses -- 6 credit hours

OGL 320: Foundations of Project Management (3)

OGL 321: Project Leadership, Strategy and Scope (3)

Required Minor Courses -- 12 credit hours

OGL 322: Project Time Management (3)

OGL 323: Project Cost Management (3)

OGL 324: Resources in Project Management (3)

OGL 326: Project Procurement Management (3)

OGL 421: Project Risk Management (3)

OGL 422: Project Quality Management (3)

Please note: OGL 320 is needed as a prerequisite for all 300 level minor courses and OGL 321 is required for all 400 level minor courses.

Depending on a student's undergraduate program of study, prerequisite courses may be needed in order to complete the requirements of this minor.