**OSTIM TECHNICAL UNIVERSITY**
**FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES**
**BUSINESS ADMINISTRATION DEPARTMENT**
**COURSE SYLLABUS FORM**

| MIS 471 Risk Management | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Course Name** | **Course Code** | **Period** | **Hours** | **Application** | **Laboratory** | **Credit** | **ECTS** |
| Risk Management | MIS 471 | 7 | 3 | 0 | 0 | 3 | 4 |

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| **Language of Instruction** | English |
| **Course Status** | Elective |
| **Course Level** | Bachelor |
| **Learning and Teaching Techniques of the Course** | Lecture, Question-Answer, Problem Solving |

## Course Objective

The objective of this course is to provide students with a broad framework for evaluating all types of risk, along with conceptual tools for making objective, rational risk management decisions. The course focuses on the pragmatic orientations with an emphasis on the need to deploy tools consistently, and affirm a common risk language. Project management and risk management go hand in hand to ensure that organizations can build in more consistent outcomes, more consistent approaches and more effective responses in an uncertain world. The course also serves as the introductory course for students wishing to pursue further studies in the field and to provide support for those studying for the PMI-RMP Risk Management Professional Certification Exam.

## Learning Outcomes

The students who become successful in this course will be able;

1. to master an understanding of conditions and specification standards associated with risk management and communications.
2. to understand the various techniques of conducting risk analysis.
3. to learn the link between risk management and project management
4. to demonstrate skills to assess and communicate risks.
5. to speculate on the future of risk management and its potential role.

| Course Outline |
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| Risk Processes and Practices; Risk Management Practices, Risk Concepts, The Risk Management Structure. Risk Management Techniques; Expert Interviews, Planning Meetings: The Risk Management Plan, Risk Practice Methodology, Documentation Reviews, Analogy Comparisons, Plan Evaluation, Delphi Technique, Brainstorming, Crawford Slip Method (CSM), SWOT Analysis, Checklists, Risk Breakdown Structure, Root Cause Identification and Analysis, Risk Registers/Tables, Project Templates, Assumptions Analysis, Decision Analysis: Expected Monetary Value, Estimating Relationships, Network Analysis (Excluding PERT), PERT, Other Diagramming Techniques, Rating Schemes. |

| Weekly Topics and Related Preparation Studies | | |
|---|---|---|
| **Weeks** | **Topics** | **Preparation Studies** |
| **1** | PART I: Risk Processes and Practices<br>Risk Management Practices<br>Risk Concepts<br>(Pritchard, Chap.1, Chap.2) | – A Systematic Process<br>– Risk Attitudes and Appetites<br>– Classifying Risk<br>– Risk Breakdown Structure<br>– Risk Taxonomy<br>– Risk Facets<br>– Other Risk Categories<br>– Taxonomically Developed Risks<br>– Other Relevant Considerations<br>– Risk Management Perspectives<br>– Realities of Project Management |
| **2** | The Risk Management Structure<br>(Pritchard, Chap.3) | – Risk Management Planning<br>– Risk Environment<br>– Identify Risks<br>– Perform Qualitative Analysis<br>– Perform Quantitative Analysis<br>– Plan Risk Responses<br>– Risk Avoidance<br>– Risk Acceptance<br>– Opportunity Exploitation, Sharing, Enhancement, Acceptance<br>– Monitor and Control Risks |
| **3** | PART II: Risk Management Techniques<br>Expert Interviews<br>Planning Meetings: The Risk Management Plan<br>(Pritchard, Chap.4, Chap.5) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **4** | Risk Practice Methodology | – Technique Description |

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| | Documentation Reviews<br>(Pritchard, Chap.6, Chap.7) | – When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **5** | Analogy Comparisons<br>Plan Evaluation<br>(Pritchard, Chap.8, Chap.9) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **6** | Delphi Technique<br>Brainstorming<br>(Pritchard, Chap.10, Chap.11) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **7** | Crawford Slip Method (CSM)<br>SWOT Analysis<br>(Pritchard, Chap.12, Chap.13) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **8** | **MIDTERM EXAM** | |
| **9** | Checklists<br>Risk Breakdown Structure<br>(Pritchard, Chap.14, Chap.15) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **10** | Root Cause Identification and Analysis<br>Risk Registers/Tables<br>(Pritchard, Chap.16, Chap.17) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the |

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|---|---|---|
| | | Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **11** | Project Templates<br>Assumptions Analysis<br>(Pritchard, Chap.18, Chap.19) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **12** | Decision Analysis: Expected Monetary Value<br>Estimating Relationships<br>(Pritchard, Chap.20, Chap.21) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **13** | Network Analysis (Excluding PERT)<br>PERT<br>(Pritchard, Chap.22, Chap.23) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **14** | Other Diagramming Techniques<br>Rating Schemes<br>(Pritchard, Chap.24, Chap.25) | – Technique Description<br>– When Applicable<br>– Inputs and Outputs<br>– Major Steps in Applying the Technique<br>– Use of Results<br>– Resource Requirements<br>– Reliability<br>– Selection Criteria |
| **15** | Review | – Problem solving session |
| **16** | **FINAL EXAM** | |

| **Textbook(s)/References/Materials:** |
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| **Textbook:**<br>Pritchard C. L. (2015). Risk Management, 5th Edition, CRC Press Taylor & Francis Group.<br>Rejda G. and McNamara M. (2016). Principles of Risk Management and Insurance, 13th Edition, Pearson. |
| **Supplementary References:**<br>Lundgren R. E. and McMakin A. H. (2013), Risk Communication: A Handbook for Communicating Environmental, Safety, and Health Risks, 5th Edition, IEEE Press Wiley. |
| **Other Materials:** |

| Assessment | | |
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| **Studies** | **Number** | **Contribution margin (%)** |
| Attendance | 14 | 10 |
| Lab | | |
| Class participation and performance | | |
| Field Study | | |
| Course-Specific Internship (if any) | | |
| Quizzes / Studio / Critical | | |
| Homework | 5 | 10 |
| Presentation | | |
| Projects | | |
| Report | | |
| Seminar | | |
| **Midterm Exam/Midterm Jury** | **1** | **30** |
| **General Exam / Final Jury** | **1** | **50** |
| **Total** | | **100** |
| **Success Grade Contribution of Semester Studies** | | **50** |
| **Success Grade Contribution of End of Term** | | **50** |
| **Total** | | **100** |

| ECTS / Workload Table | | | |
|---|---|---|---|
| **Activities** | **Number** | **Duration (Hours)** | **Total Workload** |
| **Course hours (Including the exam week): 16 x total course hours)** | 16 | 3 | 48 |
| Laboratory | | | |
| Application | | | |
| Course-Specific Internship (if any) | | | |
| Field Study | | | |
| **Study Time Out of Class** | 16 | 1 | 16 |
| Presentation / Seminar Preparation | | | |
| Projects | | | |
| Reports | | | |
| Homework | 2 | 3 | 6 |
| Quizzes / Studio Review | | | |
| Preparation Time for Midterm Exams / Midterm Jury | 1 | 20 | 20 |
| Preparation Period for the Final Exam / General Jury | 1 | 30 | 30 |
| **Total Workload** | **(120/30 = 4)** | | **120** |

| Course' Contribution Level to Learning Outcomes | | | | | | |
|---|---|---|---|---|---|---|
| **Nu** | **Learning Outcomes** | **Contribution Level** | | | | |
| | | **1** | **2** | **3** | **4** | **5** |
| **LO1** | To master an understanding of conditions and specification standards associated with risk management and communications. | | | | | X |
| **LO2** | To understand the various techniques of conducting risk analysis. | | | | | X |
| **LO3** | To learn the link between risk management and project management. | | | | | X |
| **LO4** | To demonstrate skills to assess and communicate risks. | | | | | X |
| **LO5** | To speculate on the future of risk management and its potential role. | | | | | X |

| | Relationship Between Course Learning Outcomes and Program Competencies (Department of Management Information Systems) | | | | | | |
|---|---|---|---|---|---|---|---|
| **Nu** | **Program Competencies** | **Learning Outcomes** | | | | | **Total Effect (1-5)** |
| | | **LO1** | **LO2** | **LO3** | **LO4** | **LO5** | |
| **1** | Recognize and distinguish the basic concepts such as data, information, and knowledge in the field of Management Information Systems and know the processes to be followed for data acquisition, storage, updating, and security. | | x | | | | **3** |
| **2** | Develop and manage databases suitable for collecting, storing, and updating data. | | x | | | | **3** |
| **3** | As a result of his/her ability to think algorithmically, and easily find solutions to problems concerning basic business functions. | x | | | | | **5** |
| **4** | Learn programming logic, and have information about current programming languages. | | | | x | | **1** |
| **5** | Be able to use up-to-date programming languages. | x | | | x | | **1** |
| **6** | Be able to take part in teamwork or lead a team using knowledge of project management processes. | | | x | | | **5** |
| **7** | Know ethical and legal rules, and use professional field knowledge within the scope of ethical and legal rules. | x | | | | | **5** |
| **8** | Know the fundamental areas of business administration namely management and organization, production, finance, marketing, numerical methods, accounting, etc., and have the knowledge and skills to work in-depth in at least one of them. | | | | | x | **5** |
| **9** | Be able to solve the problems encountered in the field of internet programming by designing web applications. | | | | x | | **1** |
| **10** | Develop and manage logistics and supply chain management activities | | x | | | | **4** |
| **11** | Adapt his/her theoretical knowledge and the experience he/she will gain through practice at the departments of businesses such as information technologies, R&D, and management to real life. | x | | | | | **5** |
| **12** | Be able to develop strategies that will | x | | | | | **4** |

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| | provide a competitive advantage with his/her advanced knowledge of management strategies and management functions. | | | | | | |
| **13** | Develop a business idea, commercialize the business idea, and design and manage his/her venture using entrepreneurial knowledge. | | | | x | | **4** |
| **14** | By using English effectively, they can follow, read, write, speak and communicate universal information in the field of management information systems in a foreign language with professional competence. | | | | x | | **5** |
| **Total Effect** | | | | | | | **51** |

**Policies and Procedures**

**Web page:** https://www.ostimteknik.edu.tr/management-information-systems-english-1241/915

**Exams:** The exams aim at assessing various dimensions of learning: knowledge of concepts and theories and the ability to apply this knowledge to real world phenomenon, through analyzing the situation, distinguishing problems and by suggesting solutions. The written exams can be of two types, ie. open-ended questions, which can also be in the form of problems or multiple-choice questions. Exams are composed of a final exam comprising 50% of the student's grade and a mid-term exam, with less weight. The rest of the grade comes from other assessment methods, shown in the assessment table included in this syllabus. The Department of Management Information Systems does not tolerate any act of academic dishonesty. Examinations are individual and must be completed without any outside assistance. Students who attempt to cheat during exams will receive a failing grade from that exam. The case could also be carried to the Dean's Office for additional disciplinary action.

**Assignments:** The assignments could be in the form of Homework or paper writing. A paper must include 1- Abstract 2- Introduction, 3- Literature review 4- Research Method, 5- Findings and Discussion 6- Conclusion. Scientific Research Ethic Rules are very important while preparing assignments. The students should be careful about citing any material used from outside sources and reference them appropriately. The students must not adopt "cut-copy-paste" behavior from the sources in the internet or use the contents of any type of previous work in their assignments. Plagiarism is unethical behavior and is subject to disciplinary action.

**Missed exams:** Any student missing an exam needs to bring an official medical report to be able to take a make-up exam.

**Projects:** The projects (if are a part of the course requirements) could be performed either individually or in groups, without engaging in plagiarism.

**Attendance:** Attendance requirements are announced at the beginning of the term. Students are usually expected to attend at least 70% of the classes during each term.

**Objections:** If the student observes a material error in his/her grade, he/she has the right to place an objection to the Faculty or the Department. The claim is examined and the student is notified about its outcome.