

**Edmonds Community College
Business Management Department
MGT 270 Project Management I**

Winter 2016

Instructor: Claudia Levi
Office Hours: Tuesday 3:30 – 3:55, Wednesday 3:00 – 5:55 and Thursday 3:00 – 3:55, or by appointment
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Technical support Toll-free technical support (24/7 service) at <http://supportcenteronline.com/ics/support/default.asp?deptid=746>
Course Text: Contemporary Project Management by Timothy Kloppenburg
ISBN 978-0-538-47702-4

The Course:

Project Management is a skill in high demand across many job industries and many job titles. Building this skill will improve performance and marketability of employees who work on projects, and employees in management-level positions of all types.

This introductory course covers the project context within the organization, structuring, building and motivating teams, identifying project stakeholders and needs, setting goals and specifications, and the basic tools for scheduling. Students learn to work in teams, develop project plans, and communicate effectively with customers, team members, and management.

Learning Objectives:

Upon successful completion of this course, students will know and be able to:

- Understand the general concepts of project management, and its growing importance in today's business environment.
- Manage communication and relationships within a team.
- Identify stakeholders, needs and motivations.
- Communicate with customers and management.
- Set goals and scope for a project.
- Use critical thinking skills to solve problems and adapt to changes.
- Effectively and persuasively present project.
- Create basic WBS, Action Plans, and Network Diagrams, and identify critical path.

College Wide Abilities: This course focuses on team work, and communication skills.

Web Access:

Access to a computer and the internet are required for this course. Assignments and projects may require you to be on the web on a regular basis. Be sure that you schedule time to use the computer lab and/or have access at home. Trouble with your computer or internet provider is the year 20014 equivalent of "the dog ate my homework" and **will not excuse you from late work penalties** (see below).

Instruction/Assessment and Late Policies:

This class is based on projects. I assume that students bring personal, work and educational experience to the class and are ready to apply it to realistic situations. I expect you to *show* that you have read the text, and attended class, by using project management terms and concepts in all of your project and group work. I will grade based on both your mastery of course concepts and your ability to apply them to realistic situations.

Individual Projects: Each student will have individual project work as well as the group project. (20 points each) *No late work accepted.*

Group Work: Group work is a regular, graded part of this course. You will be expected to work with your group in class, and out of class. I recommend you schedule a regular meeting time, when class is not officially in session. (The class is scheduled to meet reduced hours to accommodate for this group time.) Your group work grade will be based both on participation, and on your group's papers and presentations. The papers and presentations represent your ability to work together as a group. These points cannot be made up. *No late work accepted.*

Terminology Learning and Assessment: Students are responsible for learning the specific language and terminology that is specific to the field of project management. We will review the terminology throughout the quarter. There are on-line quizzes to assess student understanding of the project management terminology.

Turning in work: Most work is turned in in class.

1. All work is turned in in the first 10 minutes of class.
2. All work is typed.
3. All papers have your name and/or all team member's full name on it.

Grading Scale: The grading scale is accessible on the Canvas site.

Grading: Students are graded in the following percentages per category:

(Points are earned for work completed, but ultimately different categories are weighted by percentages. Therefore, even if you have 1000 out of 1000 points in one area that is 50% of your grade, and you have 5 out of 20 points in the other 50% of your grade, the it is not calculated as 1005 points out of 1020 points. It is 100% of 50% of your grade and 25% of the other 50% of your grade; or a total of 62.5%., so be careful to do well on all work, not just work with a lot of points)

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| Group Projects: | 25% | Peer Review: | 10% |
| Individual work: | 25% | Midterm/Quizzes | 15% |
| Final: | 25% | | |

Attendance Guidelines: Project Management is a high participation, hands-on subject. Obviously, you cannot earn group participation points if you are not there to participate. More importantly, however, you will miss a learning opportunity that will affect your success in later assignments, and your ability to use what you've learned in class to increase success in your career.

Cell Phones and Texting in class: There is no use of cell phones or texting in class. Not even during breaks. You must leave the room to use your cell phone, text or even read texts in ALL instances. If this rule is not abided by, your final grade will be suspended until after you have met with the VP of Student Services.

Academic Integrity: All forms of education assume a high level of trust between the instructor and students. You will be expected to communicate with class members and the instructor in a professional and respectful manner. I trust that all work is the product of your own efforts and that if you are referencing outside sources, you site those sources in your work. Any plagiarism will result in a 0 for the assignment or exam. See the Student Code of Conduct available by contacting ASEdCC or Dean of Students.

Accommodation

If you require an accommodation for a disability please contact Services for Students with Disabilities, WDY 114, (425) 640-1320, ssdmail@edcc.edu.

MGMT 270 Project Management I

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| Class | Topic Description |
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| Week One Jan 5 | Introduction to Project Management Concepts Reading: Begin Chapter 1 Introduction to PM Assignment: Informational Interview is assigned and due Jan 19 (20 points) On-line Introductions and team preferences (10 points each) |
| Week Two Jan 12 | Reading: Chapter 2 Project Selection & Prioritization and Chapter 3 Organizational Capability: Structure, Culture, & Roles Quiz: Chapter 1 quiz due Jan 19 (20 points) Group Project I: Charter is assigned and due Jan 26 (20 points) |
| Week Three Jan 19 | Reading: Chapter 4: Chartering Projects Quiz: Chapter 2 quiz due Jan 26 (20 points) Individual Project I: Objective is assigned and due on Feb 2 (20 points) |
| Week Four Jan 26 | Reading: Chapter 5: Stakeholder Analysis & Communication Planning Quiz: Chapter 3 quiz due Feb 2 (20 points) Group Project II: Customer Requirements assigned and due Feb 9 (20 points) |
| Week Five Feb 2 | Reading: Chapter 6: Defining Scope and Constructing WBS Quiz: Chapter 4 quiz due Feb 9 (20 points) In-Class: Build Lorna's Doghouse Individual Project II: Lorna's Doghouse Feb 16 |
| Week Six Feb 9 | Quiz: Chapter 5 quiz Feb 16 (20 points) Building a WBS in class Group Project III: WBS assigned and due Feb 23 (20 points) |
| Week Seven Feb 16 | Reading: Chapter 13: Leading and Managing Project Teams Quiz: Chapter 6 quiz due Feb 23 (20 points) Discussion: Group Recommendations (Mar 1) |
| Week Eight Feb 23 | Group Project Recommendations due Mar 1 Quiz: Chapter 13 no quiz Group Project IV: Final Project Team Pieces assigned and due Mar 8 (lead team has one extra week, until Mar 15) Discussion: Lessons Learned (Mar 8) |
| Week Nine Mar 1 | Group Project V: Lessons Learned assigned due Mar 8 (20 points each) Group Project V class time. Team Evaluation due Mar 8 on line |
| Week Ten Mar 8 | Super Review Discussion: Final Feasibility Study |
| Week Eleven Mar 15 | Final Exam (25% of you final grade) |