

EDMONDS COMMUNITY COLLEGE
PROJECT MANAGEMENT 1 – PROJECT SCOPE / REQUIREMENTS
SYLLABUS
MGMT 270
SUMMER 2013

This is a **Hybrid** course – having both in-class and online components

COURSE INFORMATION

Summer 2013

Project Management 1, MGMT 270, 5 credits

Location: SNH 0336

Class Meets: Tuesdays 6:00 – 9:00 PM

INSTRUCTOR INFORMATION

Instructor: Carl Adams, MBA

Phone: (206) 355-6749 (cell)

Email: carl.adams@edcc.edu

COURSE DESCRIPTION

Learn the basics of working in a project team. Students create plans that identify project scope, constraints, stakeholders and risks, and then explore customer needs and requirements. The course includes an introduction to scheduling. Team and communication skills are strongly emphasized.

Textbook

Required Text: Contemporary Project Management, 2nd edition. Author: Timothy J. Kloppenborg. Publisher: South-Western. ISBN: 9780538477017.
<http://bookstore.edcc.edu/>

COURSE OBJECTIVES - OUTCOMES

Upon successful completion of this course, a student will be able to:

- Describe the role of project management in a variety of contemporary organizational structures.
- Identify skills and attributes required to be a successful project manager.
- Initiate a project and manage it to successful completion, using concepts learned throughout the course.
- Demonstrate ability to lead a project team and be a productive project team member.
- Create planning documents: write a scope statement, identify project constraints, determine customer requirements, evaluate stakeholders and identify risks.

- Use project management tools including Work Breakdown Structures, Project Plans, Statements of Work and basic Network Diagrams.
- Act responsibly, both individually and collaboratively, within changing environments. Demonstrate ability to lead a project team and be a productive project team member.

This course is part of a certificate or a degree. Outcomes for Edmonds Community College degrees and certificates can be found in the online college catalog (<http://catalog.edcc.edu>) at the bottom of each degree or certificate. To find specific outcomes, click on the Degrees and Certificates link and select a program from the list.

This is a hybrid course – having both in class and on line components.

COURSE POLICIES

Attendance: If you don't come to class every single scheduled session—you're missing a learning opportunity that will affect your grade in later assignments, AND affect your ability to use the information from this class to meet your personal and career goals. During team exercises, points are given for class participation and they are a significant part of your final grade.

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. Assignments that are plagiarized will count for zero points.

Accommodation for disability: If you require an accommodation for a disability, please contact Services for Students with Disabilities at MLT 159 425.640.1320, ssdmail@edcc.edu

Computer expectations

Access to a computer and internet connection is required for this course. If access to a computer is unavailable, you are expected to use the computers in one of the EdCC computer labs that have the needed programs installed. Access to EdCC's Distance Learning site is required.

GRADING

Item / Assignment	Points	Comments
<i>See the information below, and the Course Syllabus & Schedule for instructions and due-dates Detailed instructions will be provided in class.</i>		
<u>Quizzes</u> 7 Quizzes @ 5 points / Quiz	35 points	Submitted Online
<u>Individual Project</u> PM Interview	10 points	Submitted Online
<u>Team Project</u> Formal Customer Report	40 points	Submitted Online (Discussed in-class)
Peer Evaluation (Info to be provided)	5 points	Submitted Online
Attendance and Participation	10 points	
Total	100 points	

Grading Scale:

<u>Decimal Grade</u>	<u>%</u>	<u>Decimal Grade</u>	<u>%</u>	<u>Decimal Grade</u>	<u>%</u>
4.0	97-100	2.9	84	1.8	73
3.9	95-96	2.8	83	1.7	72
3.8	93-94	2.7	82	1.6	71
3.7	92	2.6	81	1.5	70
3.6	91	2.5	80	1.4	67-69
3.5	90	2.4	79	1.3	66
3.4	89	2.3	78	1.2	65
3.3	88	2.2	77	1.1	64
3.2	87	2.1	76	1.0	63
3.1	86	2.0	75		
3.0	85	1.9	74		
				>1.0	No Credit

Quiz “how-to”

There are a total of 7 required Quizzes (1 Quiz for each of the assigned 7 text chapters). The quiz is basically a review of the assigned text material. It’s always multiple-choice. You may only take it once, and you only have 45 minutes to take it. You will earn 1/2 point for every correct answer. The Quizzes must be completed by the start of the next week’s in-class session. The quiz will not be available to take after the deadline, and **there are no make-up quizzes**.

Click “Take Quiz” (It will ask “are you sure”—if you’re ready, say yes.) Select the **best** answer for each question and click it. Then click “submit” at the bottom of the page. It will give you your score. Quiz grades will also be reflected in the grade book. **DO NOT STOP halfway through the quiz**—it won’t let you take it again!

TEAM PROJECT

Detailed information / explanation will be provided in class.

You will be assigned to a specific team to work with throughout the course.

The basic task:

The major effort for this summer term class section involves a “live project”. Students will conduct research, perform site surveys, interview stakeholders and prepare recommendations. The deliverable product is a formal report for the customer that provides recommendations regarding the highest and best use of a specific customer facility. This report will be delivered to the customer and used to assist in developing a long-term strategic plan for the facility. Detailed information will be provided in class.

INDIVIDUAL PROJECT

PM Informational Interview

Think toward your future and identify an organization in your industry of choice. Identify and contact a project management professional or an employee with project management responsibilities in this organization or agency. Please try to choose someone

you are not related to, and do not know well. The idea is to make a NEW contact in your chosen field.

Conduct an in-person informational interview, using the questions listed below, and/or adding any of your own. Your interview must focus on project management specifically.

Document the interview and post it on the Discussion Board – an Interview Forum will be provided. Students should review all posted interviews and be prepared to discuss their observations in class.

Please send a thank you note to the person you interview!!

Suggested Interview Questions:

- 1) Describe the nature of your organization....product or service.
- 2) What is your role in project management activities in this organization?
- 3) What trends are emerging in project management, or how projects are managed in organizations, that are different from 3-5 years ago?
- 4) What are the three greatest challenges of being a project manager in your industry?
- 5) Specifically what you are doing to meet those challenges?
- 6) What do you see as the fastest growing career opportunities in project management?
- 7) For a career in project management, what are the most essential skills, abilities, education and experiences a person needs to be competitive?

ADDITIONAL INFORMATION FOR STUDENTS

- Academic Calendar: <http://calendar.edcc.edu/academic.php>
- Advising: www.edcc.edu/advising
- College Policies and Procedures: <http://catalog.edcc.edu>
- Counseling and Resource Center: www.edcc.edu/counseling
- Distance Learning Office: www.edcc.edu/online
- Diversity Student Center: www.edcc.edu/dsc
- Learning Support Center: www.edcc.edu/lsc/Tutoring_Center.php
- Library, including online resources: www.edcc.edu/library
- Office of Student Life: www.edcc.edu/stulife
- Student Printing Guidelines: www.edcc.edu/acs/Printing
- Student Services: www.edcc.edu/students

Please feel free to contact me with any questions.

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