EDMONDS COMMUNITY COLLEGE
PROJECT MANAGEMENT 1 – PROJECT SCOPE / REQUIREMENTS SYLLABUS
MGMT 270
SPRING 2012
7246, SECTION A

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

COURSE INFORMATION

Spring 2012

Project Management 1, MGMT 270, 5 credits

Location: MIC 137

Class Meets: Mondays & Wednesdays 12:30 – 2:10 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.

CERTIFICATE OUTCOMES

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.

COURSE MODE

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 group 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

The following will make up the course grade:

Item / Assignment	Points	Comments
See the information below, and the Course Syllabus & Schedule for instructions and due-dates		
Detailed instructions will be provided in class.		
Quizzes		
7 Quizzes @ 5 points / Quiz	35 points	Submitted Online
Individual Exercises		
Exercise One – PM Interview	10 points	Submitted Online
Exercise Two – Draft Project Plan	10 points	Submitted Online
Exercise Three – Presentation	10 points	Presented In-class
Attendance and Participation	10 points	
Team Exercise		
Team-generated Formal Project	25 points	Submitted Online
Charter		(Discussed in-class)
Total	100 points	

Grading Scale:

Decimal Grade	%	Decimal Grade	%	Decimal Grade	%
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	0.9	62
3.0	85	1.9	74	0.8	61
				0.7	60
				0.6-0.0	No Credit

Late Work Policy:

- **Assignments:** Written assignments may be turned in up to one week late with 20% penalty. After one week, no late assignments will be accepted.
- **Quizzes**: As detailed above, you will have approximately one week to complete each quiz, available on the internet 24 hours a day. Quizzes are not available after the deadline.
- **Group Participation:** You will earn a significant amount of points through group participation in this course.

Quiz "how-to"

There are a total of 7 required Quizzes (1 Quiz for each of the assigned 7 text chapters). They appear on the course Blackboard site in the Quizzes folder located under the Course Material button. 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 30 minutes to take it. You will

earn 1/2 point for every correct answer. The Quizzes can be taken at anytime over the assigned week, but 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 EXERCISE INSTRUCTIONS
More information / explanation will be provided in class.
You will be assigned to a specific team to work with throughout the course.

The scenario:
The demand for people trained in the discipline of Project management has been increasing in both the product and service industries. To support this demand, a community college in the Seattle area has decided to offer a certification program in the field of project management. This program would be generic, in that it would not be directed toward any specific industry. The program would focus on knowledge and application of standard tools, techniques, processes and procedures associated with project management.

Your team has been selected to design, develop and initiate this certification program. There is pressure from several sources to get the program in place as soon as possible. Current local and state budget issues are also complicating things.

Your specific assignment:
Your team will generate a formal <u>Project Charter</u> for a project based on this scenario, using the format and content suggestions contained in the text. Your Charter will contain the following elements:
1. Scope Overview
2. Business Case
3. Background
4. Milestone Schedule
5. Success Criteria
6. Risks, Assumptions and Constraints
7. Cost / Budget Estimate
8. Stakeholder List
9. Team Operating Principles
10. Lessons Learned
11. Signatures and Commitment

The Charter is to be professionally produced, bound and formally delivered.

INDIVIDUAL EXERCISE INSTRUCTIONS

INDIVIDUAL EXERCISE ONE
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 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 your interviewee!

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?

INDIVIDUAL EXERCISE TWO
Individual Project Plan – 1st Draft

This exercise, you are to choose your own project to document. It can be a personal or work project – or one you "make-up".

Complete the steps below:

Project Scope Statement
Describe the scope of your project. Clearly state what is included in the project and what is not.

Project Constraints
State the project constraints under the categories: budget, deadline, and quality specifications. Explain which of these constraints is the **least** flexible, and **why**.

Stakeholders
List at least 5 stakeholders in this project. Identify each person's role. Explain what motivates each stakeholder in relation to this project. (Remember, the role is *different* than the motivation.)

Risk Forecast
Identify and describe three potential pitfalls, or problems that may come up during this project. The risks must be specific to this project and must be related to the process of completing the project. This section will answer the question "what is likely to go wrong that will keep our team from successfully completing this project?"

INDIVIDUAL EXERCISE THREE
Stakeholder Presentation

Using the individual project that you documented in Individual Exercise Two, pick one stakeholder and prepare a presentation telling them about the project. The goal of the presentation is to explain the basics of the project to this stakeholder group, explain what it will mean for them, and get them excited about it. This presentation has a limit of 2-3 minutes, so it is just a brief summary.

Prepare a set of notes that you would use when giving the presentation. Each student with give their presentation in class. Each student will submit their presentation notes.

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.
carl.adams@edcc.edu