

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

Fall 2013

**Instructor:** Claudia Levi  
**Office Hours:** Tues 2:20 – 3:00 Thurs, 2:20 – 5:50, or by appointment  
**Phone/email:** (425) 640-1388 Email is better: claudia.levi@edcc.edu  
**Office:** Snohomish 223  
**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 2009 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 picks an individual project. During the quarter, there are four assignments related to that same project (20 points each) of your project. *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.

**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.

### **Grading Scale:**

The grading scale is accessible on the Blackboard 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)

Group Projects:	25%	Peer Review:	10%
Individual Projects:	25%	Individual work/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. 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](mailto:ssdmail@edcc.edu).

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**Fall 2013**

Class	Topic Description
<b>Week One</b> Sept 26	<b>Introduction to Project Management Concepts</b> <b>Reading:</b> Begin Chapter 1 Tuesday <b>Assignment:</b> Informational Interview is assigned and due Oct 10 (20 points) On-line Introductions and team preferences (10 points each)
<b>Week Two</b> Oct 3	<b>Reading:</b> Chapter 1 Introduction to PM and Chapter 2 Project Selection & Prioritization <b>Quiz:</b> Chapter 1 quiz due Oct 3 (20 points)
<b>Week Three</b> Oct 10	<b>Reading:</b> Chapter 3 Organizational Capability: Structure, Culture, & Roles <b>Quiz:</b> Chapter 2 quiz due Oct 10 (20 points) <b>Group Project I:</b> Statement of Work is assigned and due Oct 24 (20 points)
<b>Week Four</b> Oct 17	<b>Reading:</b> Chapter 4: Chartering Projects <b>Quiz:</b> Chapter 3 quiz due Oct 17 (20 points) <b>Individual Project I:</b> Statement of Work is assigned and due on Oct 31 (20 points)
<b>Week Five</b> Oct 24	<b>Reading:</b> Chapter 5: Stakeholder Analysis & Communication Planning <b>Quiz:</b> Chapter 4 quiz due Oct 24 (20 points) <b>Group Project II:</b> Customer Requirements assigned and due Nov 7 Participation (5 points per week) & Project Grade (20 points)
<b>Week Six</b> Oct 31	<b>Reading:</b> Chapter 6: Defining Scope and Constructing WBS <b>Quiz:</b> Chapter 5 quiz Oct 31 (20 points) <b>Individual Project II:</b> Customer Requirements is assigned & due Nov 14 (20 points)
<b>Week Seven</b> Nov 7	<b>Reading:</b> Chapter 13: Leading and Managing Project Teams <b>Quiz:</b> Chapter 6 quiz due Nov 7 (20 points) <b>Group Project III:</b> WBS assigned and due Nov 21 (20 points)
<b>Week Eight</b> Nov 14	<b>Building a WBS</b> <b>Quiz:</b> Chapter 13 quiz due Nov 14 (20 points) <b>Individual Project III:</b> Scheduling assigned and due Nov 28 (20 points)
<b>Week Nine</b> Nov 21	<b>Group Project IV:</b> Final Project Team Pieces assigned and due Dec 5 <b>Group Project V:</b> Lessons Learned assigned. Individuals due Nov 28 on-line, and Group Lessons Learned due Dec 5 (20 points each) <b>Groups:</b> Final Project assigned and due Dec 12 Project Grade (20 points)
<b>Week Ten</b> Nov 28	Thanksgiving – No class
<b>Week Eleven</b> Dec 5	<b>Final Exam Prep and Group Project V class time</b>
<b>Week Twelve</b> Dec 12	<b>Final Exam (100 points) Tuesday, December 12<sup>th</sup> at 6pm</b> <b>Discover Project Management event December 3<sup>rd</sup> at 6:pm</b>