



Graduate Course Syllabus

CED 623: Project Management in CED

Center: Online

Course Prerequisites

CED 622

Course Description

Following CED 622, students implement the projects they have designed, applying the tools learned in prior classes. Regular progress reports and class presentations are required to monitor and track project implementation and management. Emphasis is on the many pitfalls of project implementation and how to analyze and deal with them. Projects implemented by the class are used as case studies and supplemented by relevant readings.

Course Outcomes

- Develop a working understanding of the mechanics of project/program implementation methodologies and management
- Integrate Community Economic Development into program/project implementation
- Continue building proficiency in research, best practices, program strategy, and topic/field comprehension
- Continue building proficiency in the mechanics of project development including implementation, management and monitoring/reporting
- Demonstrate practical knowledge in the application of monitoring, reporting and evaluation principles and tools for project planning
- Develop the ability to write monitoring reports in order to track project progress throughout implementation
- Manage a project and prepare for evaluation in CED 624
- Continue progression on elements of Master's thesis

Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours.

Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	10	10	100
Journal	1	180	180
Final Project			
(2-2 Final Project)	1	40	40
(4-2 Final Project)	1	40	40
(6-2 Final Project)	1	40	40
(8-2 Final Project)	1	40	40
(10-2 Final Project)	1	40	40
(10-3 Final Project)	1	500	500
		Total Course Points:	980

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

University Grading System: Graduate

<i>Total Points: 980</i>				
Grade	Numerical Equivalent	Points	Points Equivalent	
			<i>Lower</i>	<i>Upper</i>
A	93-100	4.00	911	980
A-	90-92	3.67	882	910
B+	87-89	3.33	853	881
B	83-86	3.00	813	852
B-	80-82	2.67	784	812
C+	77-79	2.33	755	783
C	73-76	2.00	715	754
F	0-72	0.00	0	714
I	Incomplete			
IF	Incomplete/Failure*			
W	Withdrawn			

*Please refer to the [policy page](#) for information on the incomplete grade process.

Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	Starting Off on the Right Foot 1-1 Discussion: Partner Involvement 1-2 Final Project: Review Document 1-3 Final Project: Kickoff Session
2	Leadership 2-1 Discussion: Leadership in Times of Crisis 2-2 Final Project: Monitoring and Reporting Matrix 2-3 Journal: Personal Reflections
3	The Project Team 3-1 Discussion: Conflict Management 3-2 Final Project: Project Team Roles & Responsibilities 3-3 Journal: Personal Reflections
4	Administration and Motivation 4-1 Discussion: Recognition Techniques 4-2 Final Project: Monitoring and Reporting Matrix 4-3 Journal: Personal Reflections
5	Communicate, Communicate, and Communicate Some More 5-1 Discussion: Not All Media is Good Media 5-2 Final Project: Communication Plan 5-3 Journal: Personal Reflections
6	Data, Data Everywhere but What Does it Really Tell Me? 6-1 Discussion: Social Return On Investment (SROI) 6-2 Final Project: Monitoring and Reporting Matrix 6-3 Journal: Personal Reflections
7	The "Model" Project: Performance Measurement Dimensions 7-1 Discussion: Let's Talk Quality 7-2 Final Project: Performance Measures 7-3 Journal: Personal Reflections
8	Measure Twice, Cut Once 8-1 Discussion: So You Think You Can Test? 8-2 Final Project: Monitoring and Reporting Matrix 8-3 Journal: Personal Reflections

9	Measuring Performance 9-1 Discussion: How Satisfied Are You? 9-2 Final Project: Six-Month Project Report 9-3 Journal: Personal Reflections
10	In God We Trust, All Else Show Data 10-1 Discussion: Data Challenges 10-2 Final Project: Monitoring and Reporting Matrix 10-3 Final Project: Project Implementation Manual

Attendance Policy

Online students are required to submit a graded assignment/discussion during the first week of class. If a student does not submit a posting to the graded assignment/discussion during the first week of class, the student is automatically withdrawn from the course for non-participation. Review the [full attendance policy](#).

Late Assignments Policy

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Review the [full late assignment policy](#).

SNHU College of Online and Continuing Education Student Handbook

Review the [student handbook](#).

ADA/504 Compliance Statement

Southern New Hampshire University is dedicated to providing equal access to individuals with disabilities, including intellectual disabilities, in accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. The university prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities.

As soon as you become aware of a disability, we encourage you to contact the Online Accessibility Center (OAC) to discuss accommodations for which you may be qualified. Reasonable accommodations are established through an interactive process between the student and the OAC. Note that accommodations are not retroactive and that disability accommodations are not provided until an accommodation letter has been processed.

Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: oad@snhu.edu

For questions concerning support services, documentation guidelines, or general disability issues, visit the [Online Accessibility Center](#) website.

If you feel you have been denied appropriate disability-related accommodations, including appropriate auxiliary aids and services, you may file a grievance as described in the ADA/504 Grievance Policy found on the [Disability Services](#) webpage.

Academic Honesty Policy

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic honesty policy](#).

Copyright Policy

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

SNHU College of Online and Continuing Education Withdrawal Policy

Review the [full withdrawal policy](#).

Southern New Hampshire University Policies

More information about SNHU policies can be found on the [policy page](#).

Assessment Calibration and Student Work Samples

For the purpose of continuous improvement of our educational training, Southern New Hampshire University's College of Online and Continuing Education may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you have any questions or concerns, contact your advisor. If you would like to withdraw permission for use of your work, please contact the assessment calibration administrator at assessmentcalibration@snhu.edu. See [this document](#) for more information.