

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

Spring 2018

Instructor: Claudia Levi
Office Hours: Wed 2:30 – 5:50 & Thurs 5:30 – 5:50 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. To earn full points for individual work turned in, work must be on time, neatly and professionally written, and stapled – if multiple pages.*

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.*

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.

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:

<u>Decimal</u>	<u>%</u>	<u>Decimal</u>	<u>%</u>	<u>Decimal</u>	<u>%</u>
<u>Grade</u>		<u>Grade</u>		<u>Grade</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	0.9-0.0	No Credit
3.0	85	1.9	74		

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 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: Please do not use of cell phones or text in class. If you must grab a call, please leave the room to use your cell phone, text or even read texts.

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.

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Class	Topic Description
Week One April 5	Introduction to Project Management Concepts Reading: Begin Chapter 1 Introduction to PM Assignment: Informational Interview is assigned and due Wk3 April 19 (20 points) On-line Introductions due April 12 (10 points)
Week Two April 12	Reading: Chapter 2 Project Selection & Prioritization and Chapter 3 Organizational Capability: Structure, Culture, & Roles Quiz: Chapter 1 quiz due TODAY (20 points) Group Project I: Charter is assigned and due Wk4 April 26 (20 points)
Week Three April 19	Reading: Chapter 4: Chartering Projects Quiz: Chapter 2 quiz due TODAY (20 points) Individual Project I: Objective is assigned and due on Wk4 April 26 (20 points)
Week Four April 26	Reading: Chapter 5: Stakeholder Analysis & Communication Planning Quiz: Chapter 3 quiz due TODAY (20 points) Group Project II: Customer Requirements assigned, due Wk6 May 10 on-line (20 pts)
Week Five May 3	Reading: Chapter 6: Defining Scope and Quiz: Chapter 4 quiz due TODAY (20 points) Individual Project II: Building Lorna's doghouse, due Wk7 May 17
Week Six May 10	In Class: Constructing Lorna's Doghouse WBS Quiz: Chapter 5 quiz TODAY (20 points) Individual Project III: Individual Recommendations Wk7 May 17 Group Project III: Recommendations due Wk8 May 24 (Due Early!)
Week Seven May 17	Reading: Chapter 13: Leading and Managing Project Teams Quiz: Chapter 6 quiz due TODAY (20 points)
Week Eight May 24	Group Project IV: WBS assigned and due Wk9 June 31 (20 points) Building a WBS in class
Week Nine June 31	Group Project V: Final Project Team Pieces assigned and due Wk9 June 7 (20 points) (lead team has one extra week, until Wk11 June 13) Individual Project IV: Individual Lessons Learned due Wk10 June 7 on line (20 points)
Week Ten June 7	Super Review and Final Project Pieces Complete
Week Eleven June 14	Final Exam (25% of you final grade) due on-line Wed, June 13th at 1:30 (one day early)