



## Graduate Course Syllabus

### QSO 640: Project Management

Center: Online

#### Course Prerequisites

None

#### Course Description

This course includes the study of concepts, tools, and practices of project management. The course adopts a managerial process approach to project management, which consists of initiating, planning, executing, controlling, and closing the project. Major topics will include project scope, project time, project cost, project quality, project risk, project resources, project communications, and how to be an effective project manager. Cases are utilized to integrate the learning in the course and provide decision-making experience for the student.

#### Course Outcomes

- Develop project charters that illustrate the high-level scope of the project as it aligns to organizational strategic needs
- Analyze internal and external stakeholder needs for efficiently navigating organizational structures
- Determine proper approaches to defining business requirements for aligning with business strategies
- Utilize project management software for effectively developing project management plans
- Develop key project management control documents for ensuring effective management plan scope descriptions
- Evaluate agile and waterfall methods for successful project execution
- Determine approaches for project closure that inform ongoing best practices in project management planning

#### Required Materials

Using your learning resources is critical to your success in this course. Please purchase directly through the [SNHU Online Bookstore](#) rather than any other vendor. Purchasing directly from the bookstore ensures that you will obtain the correct materials and that the IT Service Desk, your advisor, and the instructor can provide you with support if you have problems.

Project Management (Custom)

MindEdge

2014

ISBN: 978-0-9770626-6-9

This course uses an interactive eLearning resource, which includes your readings, activities, just-in-time exercises, and module reviews. This eLearning resource is web-based; however, downloadable PDF documents of all learning resource content are also available. Please take the following steps to get started:

1. Ensure your browser has pop-ups enabled.
2. Visit this [Java webpage](#) to make sure your browser is using the most recent version of Java. This webpage will confirm that your Java is up to date, or it will provide a link to update your Java. If you have any problems with this process, please contact the SNHU Technology Help Desk.

### **Diversity, Equity, and Inclusion**

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

### **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. Instructors will post grades and feedback (as applicable) within seven days of an assignment’s due date, or within seven days of a late submission.

## Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	8	30	240
Journals	2	30	60
Activity	1	50	50
Short Paper	1	50	50
Final Project			
Milestone One	1	100	100
Milestone Two	1	150	150
Project Management Plan	1	350	350
			<b>Total Course Points: 1,000</b>

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

Grade	Numerical Equivalent	Points
A	93–100	4.00
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3.00
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2.00
F	0–72	0.00
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	Project Management and the Role of the Project Manager 1-1 Discussion: Selection of Stakeholders 1-2 Activity: Management Skills for Project Managers 1-3 Final Project Review
2	Project Selection and Initiation 2-1 Discussion: The Project Charter 2-2 Journal: Organizational Strategy and Project Selection
3	Project Scope, Planning, and Time Management 3-1 Discussion: Elements of Scope Statements 3-2 Final Project Milestone One: Project Initiation
4	Project Cost, Quality, and Procurement Management 4-1 Discussion: Estimating Project Cost
5	Project Human Resource, Communications, and Stakeholder Management 5-1 Discussion: Project Stakeholder Communications
6	Project Risk Management 6-1 Discussion: Risk Analysis Techniques 6-2 Final Project Milestone Two: Project Planning and Project Execution
7	Project Implementation and Execution 7-1 Optional Assignment: Opportunity for Final Project Plan Feedback 7-2 Reminder: Final Project
8	Project Monitoring and Control 8-1 Discussion: Project Closure 8-2 Short Paper: Monitoring and Controlling Projects 8-3 Reminder: Final Project
9	Project Closure and Closing Stage 9-1 Final Project: Project Management Plan
10	Project Management Course Wrap-Up and Review 10-1 Discussion: Diverse Perspectives 10-2 Journal: Project Management Software

### 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 graded assignment/discussion during the first week of class, the student is automatically dropped 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 Student Handbook

Review the [student handbook](#).

### ADA/504 Compliance Statement

In accordance with Section 504 of the Rehabilitation Act of 1973, Title III of the Americans with Disabilities Act (ADA) of 1990, and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008, Southern New Hampshire University does not discriminate on the basis of disability, including intellectual disability, in admission, treatment, or access to its programs or activities, nor does it discriminate in employment in its programs or activities.

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. A disability is a condition or impairment that impacts a “major life activity” or “major bodily function.”

- **Major life activities** include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.
- **Major bodily functions** include, but are not limited to, functions of the immune system, normal cell growth, and digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions. Disabilities include physical, medical (including pregnancy), mental health, and learning needs.

At the beginning of each term, or as soon as you become aware of a disability or accessibility concern, 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 acceptable documentation of a disability and its impact is received and an accommodation letter has been processed. If you are unsure whether your condition qualifies as a disability or accessibility concern, please contact the OAC for determination.

#### Contact Information:

Online Accessibility Center

Phone: 866-305-9430

Email: [oad@snhu.edu](mailto:oad@snhu.edu)

**For questions concerning support services, documentation guidelines, or general disability issues, please 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 and Accessibility Services](#) website.

**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 Withdrawal Policy**

Review the [full withdrawal policy](#).

**Southern New Hampshire University Policies**

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

**Student Work Samples**

For the purpose of continuous improvement of our educational training, Southern New Hampshire University may, on occasion, utilize anonymous student work samples for internal professional development and staff training. If you would like to withdraw permission for use of your work, please complete the [Student Work Sample Survey](#).