



South Portland, Maine 04106

Information Technology

Title: Project Management

Catalog Number: CMIT 270-01

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lecture/Lab

Instructor: Beth Basham

Location: CSEC 017

Contact Information:

Office Hours: Appointments By Request

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Course Syllabus

Course Description

This course gives you the real world skills necessary to guide a project from beginning to end. You will learn about the different stages of a project, about the responsibilities of each project team member role, and about how to create a project methodology that matches the requirements of different project environments.

The course teaches towards the CompTIA's Project+ certification exam.

Prerequisites: CMIT100, CMIT105

Course Objectives

The Association for Computing Machinery (ACM) Committee for Computing Education in Community Colleges (CCECC), at the direction of the ACM Board, convened a task force to produce curricular guidance for associate-degree programs in Information Technology (IT). In fulfilling its charge, the CCECC identified the body of knowledge as a set of fifty student learning outcomes that constitute core IT competencies for all IT-related associate degree programs. The full list of student outcomes is available for download at <http://www.acmccecc.org/>.

An ability to demonstrate core IT competency in database and information management

17. Use data analytics to support decision making for a given scenario

An ability to read and interpret technical information, as well as effectively listen to, orally communicate with, and clearly write for a wide range of audiences

42. Use communication, negotiation and collaboration skills as a member of a diverse team
43. Describe the attitudes, knowledge and abilities associated with quality customer service
44. Produce technical documentation responsive to an identified computing scenario

After successfully completing the course, the student will be able to:

- Demonstrate the components of Traditional Project Management (5 Process Groups & 10 Knowledge Areas)
- Comprehend Project Management Lexicon and Acronyms
- Create a Project Overview Statement (POS) and Project Proposal/Charter
- Initiate a project using the best-fit project management methodology
- Understand ways to monitor and control a project plan to prevent having a distressed project
- Understand the balance of people skills and technical skills
- Understand the 5 different Project Management Life Cycles (PMLC) and each one's benefits and drawbacks
- Identify and Appreciate Traditional Project Management, Agile Project Management, & Extreme Project Management

Note: Course schedule and course content are subject to change.

Weekly Learning Objectives and Assignments

Tues, Aug 30 Introduction to Project Management Course

Assignment: Read *EPM7e*, Chapters 1 & 2
Handout on "Project Management Life Cycle Model Choice Process"
Check Blackboard for additional reading, handouts, &/or homework

Thu, Sept 01 What is a Project? What is Project Management?

Assignment: Read *EPM7e*, Chapter 3
Handout: "What are the Project and the Operation?"
Check Blackboard for additional reading, handouts, &/or homework

Tues, Sept 06 What are the Project Management Process Groups?

Quiz

Assignment: Read *EPM7e*, Chapter 4
Handout: PMBOK chart "PM Ten Knowledge Areas"
Check Blackboard for additional reading, handouts, &/or homework

Thurs, Sept 08 Project Integration Management/Project Roles and Responsibilities

Assignment: Read *EPM7e*, Chapter 4
Check Blackboard for additional reading, handouts, &/or homework

Focus on Traditional Project Management (TPM)

Tues, Sept 13 How to Scope a TPM Project

Assignment: Select your "Hypothetical" project
Check Blackboard for additional reading, handouts, &/or homework

**Thurs, Sept 15 How to Scope a TPM Project
Conducting a Conditions of Satisfaction (COS)
Collecting Requirements**

Developing a Requirement Breakdown Structure (RBS)

Assignment: Draft the COS & RBS for your project
Check Blackboard for additional reading, handouts, &/or homework

- Tues, Sept 20** **Review purpose and content of a Project Overview Statement**
Develop criteria for pre-evaluation of POS
Quiz
Assignment: Read *EPM7e*, Chapter 5, pp. 141-175
Complete first draft of POS
Check Blackboard for additional reading, handouts, &/or homework
- Thurs, Sept 22** **How to Plan a TPM Project**
Importance of planning a project
Planning & Guiding a Joint Project Planning Session (JPPS)
Class Activity: Peer Pre-evaluation of POS using criteria
Assignment: Complete POS--Due beginning of class on Sept 27
Read *EPM7e*, Chapter 5 pp. 175-215
Check Blackboard for additional reading, handouts, &/or homework
- Tues, Sept 27** **How to Plan a TPM Project (continued)** **[POS Due at the Beginning of Class]**
Estimating Time Duration
Estimating Cost
Work Breakdown Structure (WBS)
Dependencies & Constraints: Understand the importance and learn how to do the Precedence Diagram Method
Assignment: Reread pp. 210-213: Writing an Effective Project Charter/Project Proposal
Begin drafting the Project Proposal using COS, RBS, WBS, & POS
Check Blackboard for additional reading, handouts, &/or homework
- Thurs, Sept 29** **How to Plan a TPM Project (continued)**
Quiz
In-class Review Draft of Project Proposal
Assignment: Revise Project Proposal Charter (Due beginning of class on Oct 04)
Read *EPM7e*, Chapter 6 pp. 217-241
Check Blackboard for additional reading, handouts, &/or homework
- Tues, Oct 04** **How to Launch a TPM Project** **[Project Proposal Due at the Beginning of Class]**
Recruiting and Building a Project Team
Conducting a Project Kick-Off Meeting
Establishing Ground Rules
Assignment: Read *EPM7e*, Chapter 6 pp. 241-266
Check Blackboard for additional reading, handouts, &/or homework
- Thurs, Oct 06** **How to Launch a TPM Project (continued)**
Quiz
Managing Scope Changes
Managing Communications
Assignment: Homework on Determining Communication Channels **(Considered a Quiz)**
Check Blackboard for additional reading, handouts, &/or homework
- Tues, Oct 11** **How to Launch a TPM Project (continued)**
Assigning Resources
Resource Leveling Strategies
Work Packages
Assignment: Read *EPM7e*, Chapter 7

Check Blackboard for additional reading, handouts, &/or homework

Thurs, Oct 13 **How to Monitor and Control a TPM Project**
Reports
Reporting Tools
Escalation Strategy

Assignment: Reread *EPM7e*, Chapter 7 pp. 282-290
Check Blackboard for additional reading, handouts, &/or homework

Tues, Oct 18 **How to Monitor and Control a TPM Project (continued)**
Earned Value Analysis (EVA)

Assignment: Check Blackboard for additional reading, handouts, &/or homework
Homework: EVM Problems (**Considered a Quiz**)

Thurs, Oct 20 **How to Monitor and Control a TPM Project (continued)**
Quiz

Assignment: Reread *EPM7e*, Chapter 8
Check Blackboard for additional reading, handouts, &/or homework

Tues, Oct 25 **How to Close a TPM Project**
Review for Mid-Term Exam

Assignment: Study for Mid-Term Exam

Thurs, Oct 27 **Mid-Term Exam**

Assignment: Read *EPM7e*, Chapter 9

TRANSITIONING INTO OTHER PM METHODOLOGIES

Tues, Nov 01 **Complexity and Uncertainty in the PM Landscape**

Assignment: Read *EPM7e*, Chapter 10
Check Blackboard for additional reading, handouts, &/or homework

Thurs, Nov 03 **What is Agile Project Management**

Assignment: Find scholarly article that explains the methodology of Agile Project Management. Prepare a PechaKucha presentation summarizing the article, why you chose it, and what you think class colleagues need to know from it. Research online for the format that makes for a PechaKucha presentation (20 slides shown for 20 seconds each for a total of a 6 minute-40 second presentation).
Check Blackboard for additional reading, handouts, &/or homework

Tues, Nov 08 **No Formal Class—Work on Presentations**

Assignment: Prepare PechaKucha presentation on Agile Project Management

Thurs, Nov 10 **AGILE PM Presentations**

Assignment: Find two articles, one each, on two Agile iterative approaches: DSDM & Scrum. Write a one-page summary of each article. Choose one and prepare a PechaKucha presentation summarizing the article, why you chose it, and what you think class colleagues need to know from it. Remember that a PechaKucha presentation contains 20 slides shown for 20 seconds each for a total of a 6 minute-40 second presentation.

Tues, Nov 15 **Presentations on DSDM & Scrum**

Quiz
Assignment: Read *EPM7e*, pp. 403-422

Thurs, Nov 17 APF Model
Quiz

Assignment: Read *EPM7e*, Chapter 11

Tues, Nov 22 What is Extreme Project Management

Assignment: Find scholarly article that explains the methodology of Extreme Project Management. Write a one-page summary summarizing the article, explaining why you chose it, and what you think class colleagues need to know from it. Due Tues, Nov 29

Thurs, Nov 24 Thanksgiving Holiday—NO CLASS

Tues, Nov 29 Review Extreme & Emertxe PM [Extreme PM summary due at beginning of class]
INSPIRE Approach

Assignment: Read *EPM7e*, pp. 422-438

Thurs, Dec 01 In-class Group Work on INSPIRE

Quiz

Group Project on INSPIRE Approach: Class members will be placed into two groups to group write an informal report (no more than 3 pages) on the following: Choosing either Traditional (linear or incremental) or Agile (iterative or adaptive) Project Management Model, compare and contrast it to INSPIRE model. More specific guidelines will be discussed in class.

Tues, Dec 06 Catch-up Day & Work on Group Report (Due Dec 08)

Thurs, Dec 08 Catch-up Day
Group Report Due

Tues, Dec 13 Review for Final Exam

Assignment: Study for Final Exam

Thurs, Dec 15 Final Exam

Course Requirements

Students are expected to attend classes regularly and to engage in all course activities. Exercises, quizzes, and Blackboard assignments are an important piece of learning and expected to be completed on time. Quizzes may not be made up unless student has an excused absence. Major writing tasks include: Project Overview Statement (POS) and Project Proposal/Charter. There will be a Mid-Term and Final Exam. Extra time can be made available if a student needs it; please let me know if needed. Notebooks are necessary for students to take notes. Please email me if you have any problems being in attendance, if you need help with any course assignment, or if you would like to arrange a conference.

Student Evaluation and Grading

Attendance and Participation	15%
Project Overview Statement	15%
Project Proposal/Charter	15%
PechaKucha Presentations	10%
Quizzes & Blackboard Assignments	20%
Mid-Term Exam	15%
Final Exam	10%

Required Text, Tools and/or Supplies

- *Effective Project Management: Traditional, Agile, Extreme* 7th Edition (2014). Author: Robert K. Wysocki
- Ability to use Blackboard as Needed for Course Assignments

Attendance Policy

Please Note: Regular and prompt attendance is required. Excessive lateness and absences will affect the final course grade.

1. More than three unexcused absences throughout the semester = -10 points
2. Three or more consecutive absences throughout the semester = Academic Failure
3. Six absences throughout the semester = Academic Failure
4. Two lates = 1 absence

End-of-Course Evaluation

Students complete evaluations for each course attended at SMCC. Evaluations are submitted online and can be accessed through the student portal. Students can access the course evaluations beginning one week before the end of classes. The deadline for submission of evaluations occurs Monday at 5 p.m. following the last day of the class. You will receive an e-mail to your student e-mail account when course evaluations are available.

ADA Syllabus Statement

Southern Maine Community College is an equal opportunity/affirmative action institution and employer. For more information, please call (207) 741-5798. If you have a disabling condition and wish to request accommodations in order to have reasonable access to the programs and services offered by SMCC, you must register with the Disability Services Coordinator, Sandra Lynham, who can be reached at 741-5923. Further information about services for students with disabilities and the accommodation process is available upon request at this number. Course policies about online testing are modified to suit each individual's accommodations.

SMCC Pay-for-Print Policy

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, Tutoring Services, Campus Center Lounge and technology labs). Be sure to log OUT of the system when you've finished your printing, to prevent

unauthorized access to your account. Students can check the number of pages they have printed by using the Printing Balance tool available on SMCC computers (located in the lower right corner of the screen, near the clock). Departments with work study students who need to print documents for the department should contact the Help Desk at 741-5696 to have a special account set up. To find ways to reduce your printing charges, please go to the IT Help tab on My SMCC. If you have questions about the pay-for-printing policy or your printing charges, please contact the Help Desk at 741-5696 or send an e-mail to helpdesk@smccme.edu.

Refunds

Print jobs are eligible for a refund in the event of mechanical or electronic error on the part of the printer, print server, or software used to submit the job. Jobs are not eligible for a refund in cases where the job was not set up correctly, was submitted multiple times, or the student is not satisfied with the result. To request a refund, please bring the offending print to the IT Department in the basement of the Ross Technology Center. Refunds will be granted in the form of a credit to the student's account.

Add-Drop Policy

Students who drop a course during the one-week "add/drop" period in the fall and spring semesters and the first three days of summer sessions receive a 100% refund of the tuition and associated fees for that course. Please note any course that meets for less than the traditional semester length, i.e., 15 weeks, has a pro-rated add/drop period. There is no refund for non-attendance.

Withdrawal Policy

A student may withdraw from a course only during the semester in which s/he is registered for that course. The withdrawal period is the second through twelfth week of the Fall and Spring semesters and the second through ninth week of twelve-week Summer courses. This period is pro-rated for shorter-length courses (usually 75 percent of course meeting times; please check with the Registration Office. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Registration Office. This process must be completed either in person or by using SMCC e-mail accounts.

Plagiarism Statement

If an instructor suspects that a student has knowingly committed a violation defined in the Maine Community College System Policy on Student Grade Appeals and Academic Misconduct, the instructor has the authority to review the alleged misconduct and determine the grade that the student should receive for the assignment and the course. The instructor may assign a failing grade for the assignment or course and may require the student to complete additional work for the course. The instructor may consult with the department chair and/or the College's chief academic officer prior to making such decisions. If a student seeks to challenge an instructor's determination, the student should submit a grade appeal. Grade appeal forms are available in the Advising Office on the South Portland Campus or in the administrative offices in the Learning Commons on the Midcoast Campus. An instructor may also refer the matter to the College's disciplinary officer for review under the procedures of the MCCS Student Code of Conduct