



South Portland, Maine 04106

Information Technology

Title: Project Management

Catalog Number: CMIT 270

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lecture

Instructor: Department Faculty

Office Hours – Location: TBA

Contact Information:

Course Syllabus

Course Description

This course gives students the real world skills necessary to guide a project from genesis to completion. They 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 production environments.

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

Prerequisites: CMIT100, CMIT105

Course Objectives / ACM Learning Outcomes

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.acmcecc.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 listen effectively to, communicate orally with, and write clearly 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:

1. Initiate a project
2. Create a project plan
3. Execute and deliver a project
4. Manage change control and communication between team members, but also with key outside personnel
5. Close a project and conduct a post-mortem analysis

Weekly Learning Objectives

Note: course schedule and course content are subject to change in accordance with industry standards

Week 1	IT Project Management overview
Week 2	Project initiation – pre-project activities
Week 3	Project validation
Week 4	
Week 5	Understanding the benefits of using a Work Breakdown Structure
Week 6	
Week 7	Understanding project tools and methods such as PERT, Gantt and CPM
Week 8	Test 1
Week9	Creating a risk management plan
Week10	Implementation of a change control and communication policy
Week 11	Understanding the impact of requirement on project flow: time, cost, quality and scope
Week 12	Creating a quality assurance methodology to match business requirements
Week 13	Calculating and analyzing Earned Value Measurement
Week 14	Defining project closure steps
Week 15	Conducting a project post mortem analysis
Week 16	Test 2

Student Evaluation and Grading

Attendance and Participation	20%
Test 1	30%
Test 2	50%

Text, Tools and / or Supplies

No book is required for this class

Attendance Policy

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

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

Expectations:

Students are expected to attend classes regularly and to engage in all classroom/lab activities. Exercises should be done during class time if possible, but extra time can be made available if a student needs it. Notebooks are necessary for notes. Please Email me if you have any problems being in attendance or if you need help or if you would like to arrange a conference.

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 PM following the last day of the class. You will receive an email to your student email 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

Per Page Costs

Each semester students receive a \$20 printing credit. The balance resets at the end of the semester and any remaining credits are removed. The cost varies depending upon page size and whether printing is done in black and white or color.

- a. There is a \$0.10 per page fee for standard 8.5" by 11" black and white documents.
- b. The reverse sides of duplex (double-sided) documents are free.
- c. There is a \$.50 per page fee for standard 8.5" by 11" color documents.

d. There is a \$.20 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) black and white documents.

e. There is a \$1.00 per page fee for 8.5" by 14" (legal) or 11" by 17" (tabloid) color documents. Duplex charges (printing on both sides of a page) work in the following fashion: One page is \$0.10, two pages are \$0.10, three pages are \$0.20, and four pages are \$0.20, etc. The flipsides are free, but another sheet of paper is \$0.10. Please be aware that a document with any color at all (when printed to a color printer) will by default be printed in color. You are responsible for setting the print job to print black and white if you do not need color. For directions, please go to the IT Help tab in My SMCC.

How does it work?

The College's pay-for-print system monitors printing on all printers (including those in general access labs, library printers, the Academic Achievement Center, Noisy Lounge and technology labs). 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.

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.

Why is SMCC charging for printing?

The pay-for-print system is an effort to control escalating printing costs. Charging for printing helps offset the increasing cost of supplies and encourages students to conserve resources. 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 email to helpdesk@smccme.edu.

Be sure to log OUT of the system when you've finished your printing, to prevent unauthorized access to your 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. To withdraw from a course, a student must complete and submit the appropriate course withdrawal form, available at the Enrollment Service Center (no phone calls, please). The designation "W" will appear on the transcript after a student has officially withdrawn. A course withdrawal is an

uncompleted course and may adversely affect financial aid eligibility. Failure to attend or ceasing to attend class does not constitute withdrawal from the course. There is no refund associated with a withdrawal.

Plagiarism Statement

Adherence to ethical academic standards is obligatory. Cheating is a serious offense, whether it consists of taking credit for work done by another person or doing work for which another person will receive credit. Taking and using the ideas or writings of another person without clearly and fully crediting the source is plagiarism and violates the academic code as well as the Student Code of Conduct. If it is suspected that a student in any course in which s/he is enrolled has knowingly committed such a violation, the faculty member should refer the matter to the College's Disciplinary Officer and appropriate action will be taken under the Student Code of Conduct. Sanctions may include suspension from the course and a failing grade in the course. Students have the right to appeal these actions to the Disciplinary Committee under the terms outlined in the Student Code of Conduct.