



South Portland, Maine 04106

Computer and Information Science

Title: Project Management

Catalog Number: CMIT 270

Credit Hours: 3

Total Contact Hours: 45

Lecture (or Lab): Lecture AND Lab

Instructor: Glenn W. Hussey

Office Hours – Location: By Appointment

Contact Information:

ghussey@smcme.edu

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.

Prerequisite(s) CMIT 100, CMIT 105

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.acmccecc.org/>.

An ability to demonstrate core IT competency in networking and convergence

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

Topical Outline of Instruction

Week	Class Topics and Assignments
1	Introductions Syllabus & Schedule Textbook Review Discussion: Blackboard Overview Assignment: Login to Blackboard Complete Blackboard Orientation Complete Syllabus Quiz Introductions
	Lecture: CompTIA Certifications & Project+ Assignment: Read Chapter 1 Resolve Blackboard issues Week 1 Review Questions
2	Lecture: Initiating the Project Discussion: Defining the Project Discussion: Understanding Organizational Structures Discussion: Validating the Project
	Lecture: Initiating the Project (Continued) Discussion: Project Selection Discussion: Understanding Project Management Knowledge Areas Discussion: Understanding the Role of Project Manager Lab: Assignment: Read Chapter 2 Week 2 Review Questions
3	Lecture: Project Team Roles and Responsibilities Discussion: Stakeholder Roles and Responsibilities Lab:
	Lecture: Project Team Roles and Responsibilities (Continued) Discussion: Receiving a Project Request Lab: Assignment: Read Chapter 3 Week 3 Review Questions

4	<p>Quiz 1 - Chapters 1 & 2 Lecture: Creating the Project Charter Discussion: Project Process Groups Lab:</p> <hr/> <p>Lecture: Creating the Project Charter (Continued) Discussion: Creating the Project Charter and Holding the Kick-Off Meeting Lab: Assignment: Read Chapter 4 Week 4 Review Questions</p>
5	<p>Lecture: Creating the Work Breakdown Structure Discussion: Documenting the Scope Management Discussion: Writing the Scope Statement</p> <hr/> <p>Lecture: Creating the Work Breakdown Structure (Continued) Discussion: Constraints and Influences Lab: Assignment: Read Chapter 5 Week 5 Review Questions</p>
6	<p>Lecture: Creating the Work Breakdown Structure (Continued) Discussion: Documenting the Requirements Discussion: Creating the Work Breakdown Structure (WBS) Lab:</p> <hr/> <p>Lecture: Creating the Project Schedule Discussion: Schedule Planning Discussion: Assigning Resources Lab: Assignment: Week 6 Review Questions</p>
7	<p>Lecture: Creating the Project Schedule (Continued) Discussion: Determining Task Durations Lab:</p> <hr/> <p>Lecture: Creating the Project Schedule (Continued) Discussion: Creating the Project Schedule Lab: Assignment: Read Chapter 6 Week 7 Review Questions</p>
8	<p>Quiz 2 – Chapters 3, 4 & 5 Lecture: Resource Planning and Management Discussion: Determining Resource Needs Discussion: Personnel Management</p> <hr/> <p>Lecture: Resource Planning and Management (Continued) Discussion: Conflict Management Discussion: Project Kick-Off Lab: Assignment: Read Chapter 7 Week 8 Review Questions</p>

9	<p>Mid-Term Exam Lecture: Defining the Project Budget and Risk Plans Discussion: Estimating Costs</p> <hr/> <p>Lecture: Defining the Project Budget and Risk Plans (Continued) Discussion: Creating the Project Budget Lab: Assignment: Week 9 Review Questions</p>
10	<p>Lecture: Defining the Project Budget and Risk Plans (Continued) Discussion: Expenditure Tracking and Reporting Lab:</p> <hr/> <p>Lecture: Defining the Project Budget and Risk Plans (Continued) Discussion: Risk Planning Discussion: Risk Analysis Discussion: Risk Monitoring Lab: Assignment: Read Chapter 8 Week 10 Review Questions</p>
11	<p>Lecture: Communicating the Plan Discussion: Communications Planning Lab:</p> <hr/> <p>Lecture: Communicating the Plan (Continued) Discussion: Methods of Communicating Lab: Assignment: Week 11 Review Questions</p>
12	<p>Quiz 3 – Chapters 6 & 7 Lecture: Communicating the Plan (Continued) Discussion: Managing Stakeholder Expectations Lab:</p> <hr/> <p>Lecture: Communicating the Plan (Continued) Discussion: Factors that Influence Communications Discussion: Communication Triggers Lab: Assignment: Read Chapter 9 Week 12 Review Questions</p>
13	<p>Lecture: Processing Change Requests and Procurement Documents Discussion: Project Management Plan Review Discussion: Implementing Change Control Systems</p> <hr/> <p>Lecture: Processing Change Requests and Procurement Documents (Continued) Discussion: Types of Organizational Change Discussion: Procurement Planning Lab:</p>

	Assignment: Read Chapter 10 Week 13 Review Questions
14	Lecture: Processing Change Requests and Procurement Documents (Continued) Discussion: Agile Project Management Lab: Lecture: Project Tools and Documentation Discussion: Project Management Tools Discussion: Knowledge Management Tools Discussion: Using Performance Measures Discussion: Project Ending Discussion: Steps in Closing Out a Project Assignment: Week 14 Review Questions
15	Quiz 4 – Chapters 8, 9 & 10 Project Week Project Assigned Project Due
16	Review for Final Open Discussion Final Exam

Course Requirements

Students will have 4 quizzes per semester, an assignment and review questions due each week, a midterm exam, a final project, and a final exam.

All assignments are due by the end of the academic week (Saturday at 11:59PM).

***** **No late assignments will be accepted** *****

Student Evaluation and Grading

Attendance and Participation	10%
Review Questions	10%
Weekly Assignments	15%
Quizzes	15%
Project	20%
Mid-term Exam	15%
Final Exam	15%

Text, Tools and / or Supplies

CompTIA Project+ Study Guide Exam PK0-004 Second Edition, ISBN-13: 978-1-119-28052-1

Attendance Policy

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

- Three absences throughout the semester = -10 points
- Two or more consecutive absences throughout the semester = Academic Failure
- Four absences throughout the semester = Academic Failure

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.

For Classes with any Face- to -Face Component

While the syllabus represents current plans, there may be changes during the semester in response to the on-going Covid-19 pandemic. Depending on the progression of the virus, it is possible that the College may have to suspend face-to-face instruction for part of the semester. If we must stop face to face instruction anytime during the semester, your instructor will contact you via your SMCC email or the Brightspace course homepage to discuss next steps for the course.

ADA 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.

The Learning Commons:

The library, tutoring and writing centers, and reference/research assistance (typically located on the second floor of South Portland's Campus Center and in the Midcoast's LL Bean Learning Commons and Health Science Center) will be fully available online during the fall 2020 semester.

Here you can find free academic support through individually scheduled and drop in, online tutoring. You can also find information literacy/research librarians, and professional academic strategy/planning mentoring online. While the physical space of the Learning Commons will not be available at this time, we can also work with you to set up zoom classrooms for small group study. Services are offered by appointment or as drop-in assistance.

To access services:

- Visit My Learning in My Maine Guide or
- Select the “tutoring needed” button if it appears inside your Brightspace course.

Whether On Site or Online, students have consistently reported that the Learning Commons is a friendly, risk-free, and helpful place to seek academic support. It has also been shown that those who make use of the Learning Commons do better in a course than those who do not. We strongly encourage you to take advantage of this valuable and enjoyable resource.

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