

Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix/Number: MNA 4037

Course Title: Introduction to Project Management

CRN: 30181

Credit Hours: 3

Semester: Summer 2021 B7 Semester

Class Days, Location, Time: Fully-Online in Canvas

Course Description: An introduction to project management theory and practice, outlined by the Project Management Institute's Body of Knowledge (PMBOK), in preparation for the Project Management Professional (PMP) or Certified Associate in Project Management (CAPM) certifications. The course presents an overview of concepts in project management and core processes such as project initiation, project planning, project execution, project monitoring and controlling, and project closeout.

Instructor Information:

Name: Dr. Christopher Sargent

E-Mail: Canvas Inbox (See Vital Communication Information below)

Office Location: Leesburg Campus, Lake Hall Room 105

Phone: 352-323-3635

Virtual Office Hours: Wednesdays 1:00pm – 5:00pm**

**Your instructor will actively monitor Canvas Inbox during the times posted above and will respond quickly. If a student wishes to meet via Zoom or phone, they must make the request via Canvas Inbox at least 24 hours in advance. Zoom / phone requests will be scheduled Monday – Friday between 9:00 AM and 7:00 PM only, as my schedule permits. No weekend, holiday, or immediately on-demand Zoom / phone meetings will be scheduled.

Vital Communication Information:

All students are required to use Canvas Inbox to contact the instructor regarding anything course-related. Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor.

Please remember that any phone contact with your Instructor should be of a professional nature. Please always leave a clear, concise, but detailed message with your contact and class information. Always follow up a phone call with a written account via Canvas Inbox.

Prerequisites/Co-requisites:

Prerequisites: C or higher in MAN 3240

Co-requisites: None

Textbook & Other Course Materials:

An Introduction to Project Management, Sixth Edition: With a Brief Guide to Microsoft Project 2016 by Kathy Schwalbe. ISBN # 978-1-544-70189-9

[GanttProject](https://www.ganttproject.biz/download) Freeware <https://www.ganttproject.biz/download> (**Required**)

Supplemental Resources (**Optional**):

Assigned articles, videos, and other resources located in Canvas.

Technology Requirements:

Canvas is a required component of this course. Students unfamiliar with Canvas are expected to complete the Canvas Orientation within the first week of classes.

Major writing assignments need to be created and saved in a file format that is compatible with Microsoft Word. If using a word processing program other than Word, it is the student's responsibility to adhere to all formatting and submission requirement. Please ask for help if you are unsure how to save a file in a Word-compatible format. Other required file formats will be specified in assignment instructions on a case-by-case basis. Students will also be required to use the Illustrations tools in Word and PowerPoint, and they must have an intermediate knowledge of how to compose formulas and functions in Excel.

See the [LSSC student Technology Help Desk website](#) for more information on how to obtain Microsoft Office 365 as an LSSC student.

Student Learning Outcomes:

The following outcomes will be assessed in this course. An "outcome" is defined as something students take with them beyond this course.

After successful completion of this course, the student will:

MNA4037.1 Plan projects by developing schedules and budgets.

MNA4037.2 Create project management plans for ensuring the project is executed properly.

MNA4037.3 Monitor the project, accounting for changes and risk, and updates the plan accordingly.

MNA4037.4 Close out the project by compiling lessons-learned for later reference.

These student learning outcomes support the Program SLOs:

PSLO1: Assess one's personal management and leadership styles and formulate an ongoing developmental plan to build on strengths and address any weaknesses.

PSLO2: Identify the concepts, tools and techniques for effectively managing and leading an organization and apply them in an appropriate, integrated manner.

PSLO3: Employ relevant technological tools and demonstrate the ability to critically evaluate resources when researching issues and formulating viable alternatives.

PSLO4: Exhibit context-appropriate management and leadership and when needed, serve as a change agent within one's organization and community.

PSLO5: Use critical thinking and apply personal and professional ethics when making managerial decisions.

Updated 06/18/2021

PSLO6: Demonstrate diversity and global awareness and explain how these impact individuals, groups, organizations and communities.

PSLO7: Communicate effectively, in oral and written forms, and exhibit active listening skills.

PSLO8: Analyze the various legal and social issues which impact an organization and formulate socially responsible approaches that balance the concerns of stakeholders.

Course Objectives:

This course requires students to work individually as well as collaboratively in creating original assignments based on course materials as well as outside resources. By the end of this course, students will have gained knowledge and competency to do the following:

- Initiate projects using Project Management best-practices.
- Plan projects using Project Management best-practices.
- Execute projects using Project Management best-practices.
- Monitor and Control projects using Project Management best-practices.
- Close projects using Project Management best-practices.

Institutional Policies & Procedures:

Academic Integrity:

The successful functioning of the academic community demands honesty, which is the basis of respect for both ideas and persons. In the academic community, there is an ongoing assumption of academic integrity at all levels. There is the expectation that work will be independently thoughtful and responsible as to its sources of information and inspiration. Honesty is an appropriate consideration in other ways as well, including but not limited to the responsible use of library resources, responsible conduct in examinations, and the responsible use of the Internet. (See [college catalog](#) for complete statement.

Cheating is a violation of the Academic Integrity policy of Lake-Sumter State College. Cheating includes any attempt to deceive or mislead the instructor in arriving at an accurate and fair grade assessment. Plagiarism is a form of cheating wherein ideas or the work of another is presented as one's own. Copying the work of someone else, using resources when prohibited, giving unauthorized assistance to another student, or using one's own previously graded work without the express permission of the instructor constitutes cheating.

Cheating will result in the following measures:

1. The first instance of cheating will result in a zero on the assignment for all involved parties and may result in failure of the course for the most egregious violations, to be determined by the instructor. An incident report will be filed with Student Affairs, and the student will be required to complete an online course on plagiarism conducted by Student Affairs.
2. The second instance of cheating will result in a failing grade for the course. A report of the incident will be submitted to Student Affairs. They may file the report in your permanent record and/or take further disciplinary action.

Refer to the College catalog for the full statement on Academic Integrity.

APA formatted citations and reference pages are required for all work that contains research materials outside of the student's own work. This includes, but is not limited to, team projects, exercises, discussions, and research papers. For APA formatting guidelines, please check out the LSSC Library. Other resources include the following sites:

www.noodletools.com

<https://owl.english.purdue.edu/owl/resource/560/01/>

When writing any assignment, it must be in your own words. Be sure to paraphrase properly, and if you must use quotes, be sure to cite them properly.

When grading student assignments, I will randomly check sources. Any materials not properly cited or that appear to be plagiarized will be subject to the Cheating policy shown above.

Important Information for Students with Disabilities:

Any student with a documented disability who requires assistance or academic accommodations should contact Student Accessibility Services (SAS) immediately to discuss eligibility. SAS is located on the Leesburg Campus, but arrangements can be made to meet with a student on any campus. An appointment can be made by calling 352-365-3589 and specific information about SAS and potential services can be found at the [Student Accessibility Services website](#).

Privacy Policy (FERPA):

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part99) is a Federal law that protects the privacy of a student's education records. In order for your information to be released, a form must be signed and in your records located in the Admissions/Registrar's Office.

Zero-Tolerance for Violence Statement:

Lake-Sumter State College has a policy of zero tolerance for violence as stated in College Board Rule 2.17. Appropriate disciplinary action will be taken in accordance with Board Rule 2.17.

LSSC Safety Statement:

Lake-Sumter State College values the safety of all campus community members. **If you have an emergency, dial 911.** Otherwise, to report a concern, suspicious activity, or to request a courtesy escort, call Campus Safety:

(352)516-3795 Leesburg
(352) 536-2143 South Lake
(352)303-7296 Sumter

LSSC also has a free safety app, **Lake-Sumter Safe** that is available for download. You will receive important emergency alerts and safety messages regarding campus safety via LSSC Alert. You are opted into this system when you become an LSSC student. For more information regarding safety and to view available resources, visit <https://www.lssc.edu/safety/>.

Attendance/Withdrawal Policies:

Initial Attendance:

Initial attendance will be entered at the end of the second week of the semester/mini-mester. A student who has not met initial attendance requirements will be marked as "not-attending" and administratively withdrawn from the class. The withdrawn student is still financially responsible for the class (see the [college catalog](#) for more details).

Institutional Information:

Once the Add/Drop period passes, students deciding to discontinue class attendance and/or online participation have the responsibility for formal withdrawal by the withdrawal deadline.

Withdrawal Deadline:

Thursday, July 29, 2021 by 4:30 pm.

Instructor Policies:

It is the student's responsibility to have an alternative plan if their main computer system fails or encounters any technical issue that prevents the completion of required assignments by the specified due date (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.). Computer hardware, software problems are not acceptable excuses for incomplete or late assignments.

Software and/or printer problems are not acceptable excuses for incomplete or late assignments. **Late assignments are not accepted.**

Late Work/Extensions:

Homework: All homework items must be completed and properly submitted by the published due dates and times posted on the Course Calendar. **All late or incomplete homework will receive a zero (0).**

- Work schedules and “I forgot” are not valid excuses for late work.
- Do not wait until the last minute to complete assignments. Starting early will allow students to get timely assistance from their instructor and still meet deadlines.
- It is the student's responsibility to have an alternate plan if their main computer system fails (i.e. – complete work on-site at a campus library or learning center, have a secondary computer available, etc.).
- Computer hardware, software and/or Internet problems are not acceptable excuses for incomplete assignments.
- Completing homework assignments in a timely manner is an important part of the learning process. Students are expected to complete and submit all assignments by the due date and time listed on the course calendar.
- Instructors are not required to accept nor grade any assignment submitted late. Extensions are not possible.

Tests/Quizzes/Exams: There is no make up for quizzes, exams, or tests, except under documented circumstances such as hospital stay, doctor's excuse, police report, or military assignment.

- Students are expected to contact their instructor prior to any test/exam/quiz due date if they cannot meet the deadline. **Each situation will be analyzed on a case-by-case basis by your instructor.**
- Instructors are not required to accept nor grade any quiz, test, or exam submitted late or incomplete.
- Failure to submit timed tests/exams/quizzes before the timer runs out will result in a failing grade for that assessment and no extension or late submission will be possible.
- Failure to attach files before submitting an assessment will result in a zero for that assignment and no redo will be allowed.

Classroom Etiquette:

Taking an online course or using Canvas for the course and corresponding via the World Wide Web presents communicators with the task of overcoming the lack of non-verbal in communication. When taking a course online, or using Canvas for the course, it is important to remember several points of etiquette that will smooth communication between the students and their instructors.

1. **Avoid language that may come across as strong or offensive.** Language can be easily misinterpreted in written communication. If a point must be stressed, review the statement to make sure that an outsider reading it would not be offended, then post the statement. Humor and sarcasm may easily be misinterpreted as well, so try to be as matter-of-fact and professional as possible.
2. **Keep writing to a point and stay on topic.** Online courses require a lot of reading. When writing, keep sentences poignant and brief so that readers do not get lost in wordy paragraphs and miss the point of the statement. Also, do not introduce new topics; it may just confuse the readers.
3. **Read first, write later.** It is important to read all posts or comments of students and instructors within the course discussion before personally commenting to prevent repeating commentary or asking questions that have already been answered.
4. **Review, review, then send.** There's no taking back a comment that has already been sent, so it is important to double-check all writing to make sure that it clearly conveys the exact intended message.
5. **An online classroom is still a classroom.** Though the courses may be online, appropriate classroom behavior is still mandatory. Respect for fellow classmates and the instructors is as important as ever.
6. **The language of the Internet.** Though still a fairly young type of communication, certain aspects of this form of communication are becoming conventional. For example, do not write using all capital letters, because it will appear as shouting. Also, the use of emoticons can be helpful when used to convey nonverbal feelings (example: :-) or :-(), but avoid overusing them.
7. **Consider the privacy of others.** Ask permission prior to giving out a classmate's email address or other information.
8. **If possible, keep attachments small.** If it is necessary to send pictures, change the size to an acceptable 100k.
9. **No inappropriate material.** Do not forward virus warnings, chain letters, jokes, etc. to classmates or instructors. The sharing of pornographic material is forbidden.

Grading Information:

Grading Scale: 90-100% A, 80-89% B, 70-79% C, 60-69% D, 59% and below F

Methods of Evaluation:

Each assignment will be graded electronically using a rubric provided when the assignment is given. Your work will be judged against accepted academic standards for writing and documentation. Your course grade will be calculated using a weighted system as explained below.

Assignment Overview & Grade Breakdown:

Category	Description	Weight
Final Exam	Cumulative Final Exam x 1	10%
Deliverables	Weekly Deliverables x 10	30%
Quizzes	Weekly Quizzes x 10	20%
Discussions	Discussions x 5	20%
Plagiarism Module	Understanding Plagiarism Quiz x 1	10%
Essay	Crowd Pleasers Essay x 1	10%
	Total	100%

Course Calendar:

****Please note: All exercises and exams are due by Sunday at 11:59PM unless otherwise noted in the calendar below. ****

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
1	6/28	7/4	Chapter 1 An Introduction to Project, Program, and Portfolio Management Chapter 2 Project, Program, and Portfolio Selection Understanding Plagiarism module	<ul style="list-style-type: none">• Introduce Yourself Discussion• Student Orientation Quiz• Understanding Plagiarism Quiz• Chapter 1 Quiz• Chapter 2 Quiz
2	7/5	7/11	Chapter 3 Initiating Projects Chapter 4 Project Integration and Scope Management	<ul style="list-style-type: none">• Kanban deliverable• Work Breakdown Structure deliverable• Chapter 3 Quiz• Chapter 4 Quiz• Discussion #1 – Our New Reality
3	7/12	7/18	Chapter 5 Project Time and Cost Management	<ul style="list-style-type: none">• Budget deliverable• Gantt Chart deliverable• Network Diagram deliverable• Chapter 5 Quiz• Discussion #2 – The Marshmallow Problem

Week	Begins	Ends	Objectives & Reading Assignments	Items Due
4	7/19	7/25	Chapter 6 Project Quality, Resource, Communications and Stakeholder Management, Project Risk and Procurement Management	<ul style="list-style-type: none"> • Probability/Impact Matrix deliverable • Make or Buy Analysis deliverable • Chapter 6 Quiz • Discussion #3 – Drive
5	7/26	8/1	Chapter 7 Executing Projects Chapter 8 Monitoring and Controlling Projects	<ul style="list-style-type: none"> • Ishikawa deliverable • Earned Value Management deliverable • Personality Types deliverable • Chapter 7 Quiz • Chapter 8 Quiz
6	8/2	8/8	Chapter 9 Closing Projects Chapter 10 Best Practices in Project Management Evaluation of a real project: Crowd Pleasers Article	<ul style="list-style-type: none"> • Essay Assignment – Crowd Pleasers • Chapter 9 Quiz • Chapter 10 Quiz • Discussion #4 - Reflection
7	8/9	8/12	Final Exam	<ul style="list-style-type: none"> • Final Exam due by 11:59 PM on Wednesday 8/11

Basic Needs Statement:

Any student who faces challenges securing basic needs such as food or housing and believes this may affect their performance in the course is encouraged to contact a campus dean at deanofstudents@lssc.edu. The deans will then be able to share any resources at their disposal.

Syllabus Disclaimer:

Information contained in this syllabus is, to the best knowledge of this instructor, considered correct and complete when distributed to the student. The instructor reserves the right, acting within policies and procedures of Lake-Sumter State College, to make necessary changes in course content or instructional techniques with notification to the students.