Lake-Sumter State College Course Syllabus

Course Information:

Course Prefix and Number: CTS 2142

Course Title: Project Management Concepts

CRN: 10311

Credit Hours: 3

Semester: Fall 2021

Class Days, Location, Time:

Course Description: This course provides an introduction to the Project Management Body of Knowledge (PMBOK), as specified by CompTIA Project+ and the Project Management Institute. The course discusses the processes, methods, techniques and tools that organizations use to manage information systems projects. It also covers a systematic methodology for initiating, planning, executing, controlling, and closing projects.

Instructor Information:

Name: Mr. Christopher Sargent

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

Office Location: Leesburg Lake Hall Room 105

Phone: 352-323-3635

Office Hours: TBA

Vital Communication Information:

For course communications, please note that all students are required to use CANVAS INBOX. Messages become part of the course archive for auditing purposes and conform to FERPA privacy rules.

Sending a private message using the INBOX tool in Canvas is always the most secure method of contacting your Instructor. Please do not use LakeHawk email to discuss anything course-specific with your instructor.

Prerequisites/Co-requisites:

Prerequisites: C or higher in CGS1100
Co-requisites: None

Textbook & Other Course Materials:

MindTap for Information Technology Project Management, Ninth Edition, by Kathy Schwalbe.
ISBN # **978-1-337-101-41-7** Cengage Learning, Inc. (**Required**)

GanttProject Freeware (**Required**)

Supplemental Resources (**Required**):
Assigned articles, videos, and other resources located in Canvas and MindTap.

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 discussed in class and in assignment directions.

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

Course 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…

CTS2142.1- Utilize charters, budget estimates, and other tools to properly initiate projects.

CTS2142.2- Compose project management plans to guide project execution.

CTS2142.3- Measure project time and cost variations against a baseline to update the plan as needed.

CTS2142.4- Manage project stakeholders by utilizing proper identification and communication techniques.

CTS2142.5- Identify risks and quality variances to plan for project delays and cost overruns.

Course Objectives:

Objectives are defined as what the course will do and/or what the students will do as part of the course.

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:

1. Initiate projects using Project Management best-practices.

2. Plan projects using Project Management best-practices.

3. Execute projects using Project Management best-practices.

4. Monitor and Control projects using Project Management best-practices.

5. 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:

If you cheat, some or all of the following actions will be taken, depending on the severity of the infraction:

1. The first instance will result in a zero on the grade involved and may result in a failing grade for the course.
2. The second instance will result in a failing grade for the course.

A report will be forwarded to the Dean of Student Affairs for all instances of cheating. The Dean will file the report in your permanent record and/or take further disciplinary action. You will also be required to attend a seminar on Cheating and Plagiarism conducted by Student Affairs.

Warning: sharing a friend's personal computer and/or files can cause integrity violations. Sharing your files with another student will also result in the actions listed above.

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

Plagiarism:

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:

LSSC Citation Center - APA

Purdue OWL Writing Lab

APA Style

Grammarly

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 the Student Accessibility Services immediately to discuss eligibility. The Student Accessibility Services (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 Student Accessibility Services.

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 placed 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).

Withdrawal:

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:

Monday November 1, 2021 by 4:30 PM

Instructor Policies:

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:

On-campus student responsibilities:

- Be respectful of your instructor and fellow classmates at all times.

- As a courtesy, please do not talk while the instructor is talking to the class or when a student is asking a question that pertains to the class.

- Do not "surf" the Web, check email or visit social networking sites during class, unless directed to do so by your instructor.

- Turn off cell phones, pagers, and texting devices. If you are anticipating an emergency contact during class, please speak with the instructor prior to class regarding the situation.

- The use of any cell phone or texting device during an exam will be presumed as cheating (refer to the cheating policy).

Online component student responsibilities:

- Be respectful of your instructor and fellow classmates at all times.

- Read the course Announcements area daily.

- All assignments are submitted via Canvas.

- All assignments must be submitted as attachments using the Canvas Assignment tool, or as otherwise instructed.

- No other form of submission – including email in or outside of Canvas – is accepted.

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.

Assignment Overview & Grade Breakdown:

Category	Description	Percentage
Assignments	Weekly Exercises	40 %
Quizzes	Orientation Quiz Plagiarism Quiz Chapter Quizzes	25 %
Discussions	Introduce Yourself Discussion Course Discussions	20 %
Essays	Stadium Essay	5 %
Exams	Final Exam	10 %
	Total	100 %

Course Calendar:

Week	Objectives	Material Assignments	Items Due	Notes
1 8/23-8/29	**1.1** register for MindTap **1.2** read the course syllabus **1.3** complete the Understanding Plagiarism module and quiz **1.4** complete the Introduce Yourself discussion **1.5** complete the Student Orientation quiz	• Review the Start Here module • Read the course syllabus (**1.2, 1.5**) • Review the Understanding Plagiarism module (**1.3**)	• Student Orientation Quiz (**1.2, 1.5**) • Understanding Plagiarism Quiz (**1.3**) • Introduce Yourself discussion (**1.4**)	Assignments are due Sunday night by 11:59 PM unless otherwise stated in the syllabus or Canvas.
2 8/30-9/5	**2.1** Define project management and discuss key elements of the project management framework, including project stakeholders, the project management knowledge areas, common tools and techniques, and project success **(SLO 1,2,3,4,5)** **2.2** Recall key aspects of the project management profession, including important components of its history, the role of professional organizations like the Project Management Institute (PMI), the importance of certification and ethics, and the advancement of project management software **(SLO 1,2,3,4,5)**	• Read Chapter 1 (**2.1, 2.2**) • Review the Chapter 1 slides (**2.1, 2.2**)	• Stadium Essay (**2.1**) • Chapter 1 Quiz (**2.2**)	All assigned reading and videos are in MindTap unless otherwise noted in each module. All assigned quizzes and exercises are in Canvas unless otherwise noted in each module.

Week	Objectives	Material Assignments	Items Due	Notes
3 9/6-9/12	**3.1** Design a Three Sphere Model to illustrate the business, organizational, and technological aspects of a project **(SLO 1)** **3.2** Design an Organizational Chart to illustrate the different levels of responsibility within an organization **(SLO 4)** **3.3** Discuss the role that project management plays in successful projects **(SLO 1,2,3,4,5)** **3.4** Identify how PM skills may be leveraged in everyday life **(SLO 1,2,3,4,5)** **3.5** Recall key aspects of project management in general and in the IT field, including recent trends such as globalization, outsourcing, virtual teams, and agile project management **(SLO 1,2,3,4,5)**	• Read Chapter 2 **(3.1, 3.2, 3.3, 3.4, 3.5)** • Review the Chapter 2 slides **(3.1, 3.2, 3.3, 3.4, 3.5)** • Watch the Hosted Software Model video **(3.5)**	• Three-Sphere Model Exercise **(3.1)** • Organizational Chart Exercise **(3.2)** • Chapter 2 Quiz **(3.5)** • Discussion #1 **(3.3, 3.4)**	Initial discussion posts **must** be completed by Friday night so that students may complete their peer responses over the weekend. Failure to meet this deadline will result in point loss. See the Discussion rubric for details.
4 9/13-9/19	**4.1** Develop a Project Charter to begin the project initiation process **(SLO 1)** **4.2** Develop a Kanban board to provide an overview and sequence of tasks to organize a project **(SLO 2)** **4.3** Recall key aspects of project management such as the five process groups and ten knowledge areas **(SLO 1,2,3,4,5)**	• Read Chapter 3 **(4.1, 4.2, 4.3)** • Review the Chapter 3 slides **(4.1, 4.2, 4.3)**	• Project Charter Exercise **(4.1)** • Kanban Exercise **(4.2)** • Chapter 3 Quiz **(4.3)**	

Week	Objectives	Material Assignments	Items Due	Notes
5 9/20-9/26	**5.1** Design a SWOT analysis to help identify the potential strengths, weaknesses, opportunities, and threats facing a project **(SLO 1)** **5.2** Compose a Net Present Value calculation to identify the long-term financial implications of a project **(SLO 1)** **5.3** Use a Weighted Scoring Model to evaluate multiple criteria in selecting a project **(SLO 1)** **5.4** Recall key aspects of the project integration management knowledge area **(SLO 1,2,3,4,5)**	• Read Chapter 4 **(5.1, 5.2, 5.3, 5.4)** • Review the Chapter 4 slides **(5.1, 5.2, 5.3, 5.4)** • Watch the Information System video **(5.4)** • Watch the Cloud Computing video **(5.4)** • Watch the Knowledge Management video **(5.4)** • Watch the SWOT Analysis video **(5.1)**	• SWOT Analysis exercise **(5.1)** • Net Present Value Exercise **(5.2)** • Weighted Scoring Model exercise **(5.3)** • Chapter 4 quiz **(5.4)**	
6 9/27-10/3	**6.1** Compose a Work Breakdown Structure that defines the total scope of a project **(SLO 2)** **6.2** Discuss the value of scope management via the WBS process **(SLO 2)** **6.3** Recall key aspects of the project scope management knowledge area **(SLO 2)**	• Read Chapter 5 **(6.1, 6.2, 6.3)** • Review the Chapter 5 slides **(6.1, 6.2, 6.3)** • Watch the Project Scope video **(6.2)** • Watch the Integration Testing video **(6.3)**	• Work Breakdown Structure exercise **(6.1)** • Discussion #2 **(6.2)** • Chapter 5 quiz **(6.3)**	

Week	Objectives	Material Assignments	Items Due	Notes
7 **10/4-10/10**	**7.1** Illustrate effective project schedule management by developing a Gantt Chart **(SLO 2)** **7.2** Compose a Network Diagram to properly sequence project activities and determine the critical path of a project **(SLO 2)** **7.3** Utilize the Program Evaluation and Review Technique (PERT) to accurately determine task durations **(SLO 2)** **7.4** Recall key aspects of the project schedule management knowledge area **(SLO 2)**	• Read Chapter 6 **(7.1, 7.2, 7.3, 7.4)** • Review the Chapter 6 slides **(7.1, 7.2, 7.3, 7.4)**	• Network Diagram exercise **(7.2)** • Gantt Chart Exercise **(7.1)** • PERT Exercise **(7.3)** • Chapter 6 quiz **(7.4)**	
8 **10/11-10/17**	**8.1** Demonstrate the use of Earned Value Management by completing an EVM worksheet **(SLO 3)** **8.2** Demonstrate how spreadsheet software can assist in project cost management by developing a project budget **(SLO 1,2)** **8.3** Recall key aspects of the project cost management knowledge area **(SLO 1,2,3)**	• Read Chapter 7 **(8.1, 8.2, 8.3)** • Review the Chapter 7 slides **(8.1, 8.2, 8.3)** • Watch the Expert Systems video **(8.3)**	• Budget exercise **(8.2)** • Earned Value Management exercise **(8.1)** • Chapter 7 quiz **(8.3)**	

Week	Objectives	Material Assignments	Items Due	Notes
9 10/18-10/24	**9.1** Develop a Cause-and-Effect diagram, also called an Ishikawa or Fishbone diagram, to demonstrate its application in solving quality issues **(SLO 5)** **9.2** Create a Flowchart that helps identify problems in a process and leads to a resolution **(SLO 5)** **9.3** Discuss the Seven Basic Tools of Quality and identify where they may be employed in an IT project **(SLO 5)** **9.4** Recall key aspects of the project quality management knowledge area **(SLO 5)**	• Read Chapter 8 **(9.1, 9.2, 9.3, 9.4)** • Review the Chapter 8 slides **(9.1, 9.2, 9.3, 9.4)** • Watch the Artificial Intelligence video **(9.4)** • Watch the User Acceptance Testing video **(9.4)**	• Ishikawa exercise **(9.1)** • Flowchart exercise **(9.2)** • Chapter 8 Quiz **(9.4)** • Discussion #3 **(9.3)**	
10 10/25-10/31	**10.1** Interpret personality typing tool results to effectively manage people by applying the theories of motivation, influence, and power **(SLO 4)** **10.2** Recall key aspects of the project resource management knowledge area **(SLO 4)**	• Read Chapter 9 **(10.1, 10.2)** • Review the Chapter 9 slides **(10.1, 10.2)**	• Personality Types exercise **(10.1)** • Chapter 9 Quiz **(10.2)**	
11 11/1-11/7	**11.1** Employ a formula to determine how many communications channels exist within an organization **(SLO 4)** **11.2** Recall key aspects of the project communications management knowledge area **(SLO 4)**	• Read Chapter 10 **(11.1, 11.2)** • Review the Chapter 10 slides **(11.1, 11.2)** • Watch the Information video **(11.2)**	• Communications exercise **(11.1)** • Chapter 10 quiz **(11.2)**	

Week	Objectives	Material Assignments	Items Due	Notes
12 11/8-11/14	**12.1** Create a probability/impact matrix which identifies different risks and their potential impact on a project **(SLO 5)** **12.2** Recall key aspects of the project risk management knowledge area **(SLO 5)**	• Read Chapter 11 **(12.1, 12.2)** • Review the Chapter 11 slides **(12.1, 12.2)**	• Probability/Impact Matrix exercise **(12.1)** • Chapter 11 Quiz **(12.2)**	
13 11/15-11/21	**13.1** Create a make-or-buy analysis to calculate the most cost-effective solution for satisfying a project need **(SLO 2)** **13.2** Recall key aspects of the project procurement management knowledge area **(SLO 2)**	• Read Chapter 12 **(13.1, 13.2)** • Review the Chapter 12 slides **(13.1, 13.2)**	• Make or Buy Analysis exercise **(13.1)** • Chapter 12 Quiz **(13.2)**	
Thanksgiving Week 11/22-11/28	TBA	• No Readings Assigned	• No assignments due	
14 11/29-12/5	**14.1** Discuss the importance of project management skills for individuals and organizations **(SLO 1,2,3,4,5)** **14.2** Recall key aspects of the project stakeholder management knowledge area **(SLO 4)**	• Read Chapter 13 **(14.1, 14.2)** • Review the Chapter 13 slides **(14.1, 14.2)**	• Chapter 13 Quiz **(14.2)** • Discussion #4 **(14.1)**	
15 Finals Week 12/6-12/11	**15.1** Recall key aspects of project management **(SLO 1,2,3,4,5)**	• Review all assigned reading **(15.1)** • Review all course slides **(15.1)**	• Final Exam **(15.1)**	Exam must be completed by Wednesday 12/8

Updated 08/02/2021

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.