COURSE OUTLINE

IST 259  Project Management  3

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>2</td>
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<tr>
<td>Lecture</td>
<td>Laboratory Work Hours</td>
<td>Clinical or Studio Hours</td>
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Not Applicable

Performance on an Examination/Demonstration
(Placement Score (if applicable); minimum CLEP score)

Not Applicable

Alternate Delivery Methods
(Online, Telecourse [give title of videos])

Required Materials:
Project Management: A Managerial Approach, 7th Edition
Jack R. Meredith, Samuel J. Mantel, Jr.
ISBN 978-0-470-22621-6

Flash drive

Catalog Description:
Project Management teaches student how to select, initiate, operate, and control all types of projects; student will also learn how to manage risks and uncertainties. This course equips student with the quantitative skills, knowledge of organizational issues, and insights into human behavior that students need to do project management effectively.

Prerequisites: IST 209
Corequisites: none

Last Revised: 01/31/13

Course Coordinator (name, email, phone extension):
Assistant Professor Queen E. Okike
okikeq@mccc.edu
Extension 3464

Available Resources: (Identify library resources relevant to the course, including books, videos, journals, electronic databases, recommended websites.)

Learning Center Resources: (Are there tutors for the discipline? Study groups?)
Course Goals
The student will be able to:

- Describe how projects are selected for implementation; the role of project manager; the various ways project can be organized; and special requirements for managing a cross-cultural project.

- Explain project budgeting, scheduling, resource allocation, monitoring/information systems, and controlling.

- Explain project implementation and project termination.

- Discuss two important aspects of projects that usually occur very early in project life cycle—creativity/idea generation and technological forecasting.

- Explain risk management and its component part, risk identification, risk assessment, risk qualification, risk monitoring and control.

COURSE CONTENT

Unit I

Learning Objectives:
Projects in Contemporary Organizations
Strategic management and project selection

The student will be able to:

- Define project and project management
- Identify Project Life Cycle
- Explain project management maturity
- Explain project selection criteria of choice
- Identify the native of project models
- Explain analysis under uncertainty and the management of risks
- Comment on information base for selection
- Explain project portfolio process and write proposal

Unit II

Learning Objectives:
The Project Manager
Project organizations

The student will be able to:

- Explain project management and project manager
- Identify special demands on the project manager
- Explain how to select a project manager
- Identify problem of cultural difference
- Explain multi-cultural communications and managerial behavior
- Identify the project as part of the functional organization
- Explain matrix organizational systems
- Explain Choosing organizational form
- Explain two special cases; risk management and the project office
- Human factors and the project team
Unit III

Learning Objectives:
Project planning
The student will be able to:
- Explain Initial project coordination
- Explain Systems integration
- Explain sorting out the project
- Explain the work structure and linear responsibility charts
- Explain coordination through integration management

Unit IV

Learning Objectives:
Conflict and Negotiation
Budgeting and cost estimation
The student will be able to:
- Explain the nature of negotiation
- Explain partnering, chartering and change
- Explain conflict and the project life cycle
- Identify some requirement and principles of negotiation
- Identify in negotiation in action---the quad sensor project
- Estimate project budgets
- Explain process of cost estimation

Unit V

Learning Objectives:
Scheduling and Resource allocation
The student will be able to:
- Explain network techniques: PERT and CPM
- Create risk analysis using simulation.
- Explain Critical Path method----crashing a project
- Explain resource loading and resource leveling
- Explain constrained resource scheduling
- Explain multi project scheduling and allocation
- Explain Goldratt’s Critical Chain

Unit VI

Learning Objectives:
Monitoring and information systems
The student will be able to:
- Explain planning monitoring controlling cycle
- Explain information needs and reporting process
- Apply earned values analysis
- Apply computerized PMIS (Project Management Information Systems)
Unit VII
Learning Objectives:
Project control

The student will be able to:
- Explain the fundamental purpose of control
- Identify three types of control process
- Review the comments on the design of control systems
- Explain control as a function of management
- Explain balance in the control system
- Explain control of creative activities
- Explain control of change and scope creep

Unit VIII
Learning Objectives:
Project auditing

The student will be able to:
- Explain purpose of evaluation—Goal of the system
- Explain the project audit
- Explain construction and the use of the audit report
- Explain the project audit life cycle
- Prepare sites and create conversion sites
- Identify some essentials of an audit/evaluation
- Explain Measurement

Unit IX
Learning Objectives:
Project Termination

The student will be able to:
- Identify varieties of project termination
- Identify when to terminate a project
- Explain the termination process
- Write final report – a project history

Evaluation of Student Learning

Weekly class attendance and participation 10%
Average of weekly homework and laboratory assignments 50%
Three Units of Tests/ projects:
- Units I, II, III 10%
- Units IV, V, VI 15%
- Units VII, VIII, IX 15%

Total 100%
Grade Policy

<table>
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<tr>
<th>Grade</th>
<th>Definition</th>
<th>Nominal %</th>
<th>QPA quality point value</th>
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<td>B+</td>
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<td>87-89</td>
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<tr>
<td>B</td>
<td>Above Average Achievement</td>
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<tr>
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<tr>
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<td>77-79</td>
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<tr>
<td>I</td>
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Audit:
If you audit the course, you will receive an “X” grade—this cannot be changed to a letter grade at a later date.

Withdrawal Course Requirements:
To receive a W grade for any course, a student must consult with the course instructor or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed by submitting a withdrawal form to the Office of Student Records. Withdrawal after this point results in a grade other than W (usually F). At any time before two-thirds of the course has been completed, the instructor may also withdraw with a W grade any student who has been absent excessively. A student thus withdrawn will not be entitled to any refund of tuition or fees. The student may appeal this action.

Attendance Policy
Mercer County Community College does not have a “cut system.” Students are expected to attend all classes of every course on their schedules. Only illness or serious personal matters may be considered adequate reasons for absence. It is the prerogative of the instructor to excuse absences for valid reasons, provided the student will be able to fulfill all course requirements.
Student performance in classes is formally verified at each class meeting. If a student's attendance has been infrequent or performance unsatisfactory, he or she may receive notification in the mail. At any time, the instructor may withdraw the student from class for insufficient attendance.

**Classroom Conduct Statement**

It is the student's responsibility to attend all classes. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.

**Academic Integrity Statement**

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. *(See Student Handbook.)* Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.