SYLLABUS

Course Title	Project Management
Course Number	ISM 409
Number of Credits	3
Course Dates	10/15/18 - 12/15/18
Instructor	Steven Millet
Email Address	steven.millet@doane.edu
Office Hours/Availability	Email response immediate 10 am - 12 am. M - F, Outside of these hours, and Weekends variable / Available For Office Hours Before and After Class.
Textbook Information: (e.g. title, edition, publisher, ISBN)	Project Management: Achieving Competitive Advantage, 4th Ed., By Jeffrey K. Pinto, Pearson Prentice Hall, ISBN 9780133798074.
Additional Course Materials	Flash Drive recommended for backing up class material.
Course Description	An introduction to the basic concepts of project management. Students become familiar with generally accepted project management knowledge and practice, learn all aspects of the processes of project management, and develop an understanding of the relationship of project management to other management disciplines.

Program Outcomes	a. Develop analytical and critical thinking skills to gather and analyze information, to identify and solve problems, to determine potential outcome alternatives, and to make appropriate decisions b. Recognize ethical issues involved in information technology and its management c. Understand information science and technology concepts and processes, their relationships to each other, and their relationships to existing and emerging computing technologies d. Develop the confidence and the skill to learn independently and apply existing and emerging computing technologies and processes e. Develop the confidence and the skill to solve an unknown problem and to efficiently research, learn, and apply a previously unknown topic or skill to a novel problem- solving situation
Course Learning Outcomes/Objectives	● Understand what the field of Project Management involves, along with an understanding of why it is important through a review of the important issues outlined by the PMbok. ● Be familiar with the role a Project Manager plays in the Project Management process, and the tasks required for the successful completion of a project; supported by a required applied project management term project. ● Have a general understanding of the skill set involved in the successful completion of a project (i.e. Diagrams, Critical Path, Cost Benefit Analysis, Methodology Selection, Team Building, Resource Management, Risk Management, Project Evaluation, and Project Closeout) supported by in class video presentations. ● Understand the importance of Team Management issues including role assignments, team management structure and conflict resolution as outlined in assigned case study exercises. ● Be familiar with the application of Microsoft Project as a tool in the Project Management process through applied lab exercises.
Technology Requirements	https://www.doane.edu/faq/minimum-computer-requirements

Course Schedule

Week or Module	Topic	Content	Assessments Matched to Learning Outcomes	Due Date & Time
1	What is Project Management?	Lecture Overview	Class Project Description	.
2	Why Project Management? / Organizational Context	Chapters 1 and 2	Class Project Selection	Week 3 by 6 pm
3	Project Selection / Leadership / Scope Management	Chapters 3, 4 and 5	Begin Project Profile Design	Week 8 by 6 pm
4	Exam #1			
5	Project Team Building	Chapter 6		
6	Risk Management / Cost Estimation / Scheduling	Chapters 7 - 11		
7	Resource Management / Project Evaluation / Project Closeout	Chapters 12 - 14		
8	Exam #2 / Project Presentations		Presentations During Class Time	

Grading Assessments

Type of Assessment	Assignments	Grade Percentage
Participation, course lab assignments and activities	Weekly	30
Exams	2	50
Project Plan and Class Presentation	1	20

Grade Scale

A+ = 97-100%   A = 94-96%   A- = 90-93%   B+ = 87-89%   B = 84-86%   B- = 80-83%
C+ = 77-79%   C = 74-76%   C- = 70-73%   D+ = 67-69%   D = 64-66%   D- = 60-63%
F= 59% or below

Participation Policy	A student is expected to be prompt and regularly attend on-ground classes in their entirety. Regular engagement is expected for on-line courses. Participation in class discussions is an integral part of your grade.
Study Time	Expectation of the amount of time the course requires students to spend preparing and completing assignments. Typically, students could expect to spend approximately 12 hours a week preparing for and actively participating in this 8-week 3 credit hour course. This actual time for study varies depending on students' backgrounds.
Late Work	Late work will be accepted, if for an excused reason with no reduction in grade)
Submitting Assignments	Assignments submitted during class time.
Communication Policy including Assignment Feedback	Emails will be responded to by the end of the day M - F. Assignments will be returned the week following their due date. Assignments will be returned one week after they are submitted for grading.

Academic Integrity Policy	New Academic Integrity Policy to be released AUTM 2018
Academic Support	Please contact academicsupport@doane.edu https://www.doane.edu/graduate-and-adult/academic-support
Disability Services	https://www.doane.edu/disability-services Doane University supports reasonable accommodations to allow participation by individuals with disabilities. Any request for accommodation must be initiated by the student as soon as possible. Each student receiving accommodations is responsible for his or her educational and personal needs while enrolled at Doane University. Please contact Chris Brady at chris.brady@doane.edu or 402-467-9031 for assistance.
Military Services	https://www.doane.edu/graduate-and-adult/military
Anti-Harassment Policy	http://catalog.doane.edu/content.php?catoid=5&navoid=452
Grade Appeal Process	http://catalog.doane.edu/content.php?catoid=5&navoid=238
Credit Hour Definition	Doane University follows the federal guideline defining a credit hour as one hour (50 minutes) of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks (one semester), or the equivalent amount of work over a different time period (e.g., an 8-week term). This definition applies to courses regardless of delivery format, and thus includes in-person, online, and hybrid courses (combination of in-person and online). It also applies to internship, laboratory, performance, practicum, research, student teaching, and studio courses, among other contexts.
Syllabus Changes	Circumstances may occur which require adjustments to the syllabus. Changes will be made public at the earliest possible time*.*