ITT Technical Institute

EC311

Introduction to Project Management

Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 40 (40 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisite: TB143 Introduction to Personal Computers or TB145 Introduction to Computing or TB150 Computing and Productivity Software

Course Description:

This course is an introduction to the discipline of project management. Topics include an overview of its evolution, its various processes and principles, tools and techniques and project life cycle. Students will also be introduced to a project management software.

SYLLABUS: Introduction to Project Management

Instructor: _____

Office hours: _____

Class hours: _____

Major Instructional Areas

1. Introduction to the Project Management Body of Knowledge (PMBOK) and Project Management Institute (PMI) standards
2. Project management life cycle
3. Project management knowledge areas
4. Current trends in project management
5. Project management in a global and digital environment
6. Introduction to Microsoft Project 2003

Course Objectives

After the successful completion of this course, the student will have the opportunity to:

1. Describe project management as a science and as an art.
2. Explain the significance of the Project Management Body of Knowledge (PMBOK) and the Project Management Institute (PMI) standards.
3. Describe the characteristics of the initial, intermediate and final phases of project life cycle.
4. Know and be able to explain the five Project Management Process Groups:

    4.1 Initiating Process Group
    4.2 Planning Process Group
    4.3 Executing Process Group
    4.4 Monitoring and Controlling Process Group
    4.5 Closing Process
        Group

5. Describe the processes and activities of the project management knowledge areas.
6. Establish the relationship among project life cycle, the five project management process groups, and the project management knowledge areas.
7. Compare and contrast project management and program management.
8. Describe the impact of internal and external factors such as organization, socio-cultural system, technology, economy and political environment on a project.
9. Analyze the impact of current trends such as, virtual and cross-cultural teams and technology advancement on Project Management.
10. Describe and give examples of some commonly used applications such as Microsoft Project 2003 for project planning and management.
11. Demonstrate effective and efficient use of the ITT Tech Virtual Library.

Date: 6/16/2014

Related SCANS Objectives

- Demonstrate the ability to clearly interpret and communicate information on the concepts and techniques of Project Management.
- Analyze information in new ways, using creative thinking skills.
- Assess own knowledge, skills, and abilities accurately in ways that reveal new possibilities for self-development.
- Apply decision-making skills to specify goals and constraints and find the best alternatives, while always considering risks.
- Apply a critical thinking process to identify a rule or principle underlying the relationship between two or more theories.
- Organize and maintain information to maximize the retention and expression of knowledge.
- Demonstrate the ability to obtain, evaluate, identify, and create information.

Teaching Strategies

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools in the classroom.

Course Resources

Student Textbook Package

Textbook:
- Pinto, J. K. (2010). Project Management: Achieving Competitive Advantage (2nd ed.). Upper Saddle River, NJ: Prentice Hall.
- PMI—Project Management Institute. (2013). Project Management Body of Knowledge Guide (PMBOK GUIDE) (5th ed.). Newtown Square, PA: Project Management Institute, Inc.

  Note: To access *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) (5th Ed.), log on to ITT Tech Virtual Library, and search with the keywords "A guide to the project management body of knowledge (PMBOK® guide), fifth edition".*

References and Resources

ITT Tech Virtual Library
Log on to the ITT Tech Virtual Library (http://library.itt-tech.edu/Pages/default.aspx) to access

online books, journals, and other reference resources selected to support the ITT Tech curricula.

General References
School of Study > School of Business > Professional organizations > Project Management Institute

Books
The following books are related to this course and are available through the ITT Tech Virtual Library. They are included for additional references and reading and are not required reading.

Log on to ITT Tech Virtual Library > Browse > Browse by Format > Books24x7.

Search

- Cagle, R. B. (2004). Your successful project management career. New York, NY: AMACOM.
- Kendrick, T. (2004). Project management tool kit: 100 tips and techniques for getting the job done right. New York, NY: AMACOM.
- Richman, L. L. (2002). Project management step-by-step. New York, NY: AMACOM.
- Rosen, A. (2004). Effective IT project management: Using teams to get projects completed on time and under budget. New York, NY: AMACOM.

Websites

- http://www.projectmanagement.com/

All links to Web references outside of the virtual library are always subject to change without prior notice.

Evaluation & Grading

Course Requirements

1. **Attendance and Participation**
   Regular attendance and participation are essential for satisfactory progress in this course.

2. **Completed Assignments**
   Each student is responsible for completing all assignments on time.

3. **Team Participation (if applicable)**
   Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by all members of their respective teams.

Evaluation Criteria Table

The final grade will be based on the following weighted categories:

Categories	Weights (%)
Discussion	22%
Writing assessments	45%
Project Initiation	1%
Project Submission 3.5 x 6 submissions	21%

Project Presentation	3%
Final Exam	8%
Total	100%

Grade Conversion Table

Final grades will be calculated from the percentages earned in class as follows:

A	90–100%	4.0
B+	85–89%	3.5
B	80–84%	3.0
C+	75–79%	2.5
C	70–74%	2.0
D+	65–69%	1.5
D	60–64%	1.0
F	< 60%	0.0

Course Outline

Note to the Student:

a. The numbers included in "Activities" column denote the unit number and lesson number in which the activity is assigned. For example, 1-1 in the second row indicates one discussion and one project.

b. Multiple activities of the same type are included in the same unit. For example, Unit 1 has two writing assessments called 1-1a and 1-1b, respectively.

c. The textbook being referred to in the following table is:

Pinto, Jeffrey. *Project Management: Achieving Competitive Advantage*. 2/e Upper Saddle
River, NJ: Prentice Hall.

d. Readings:
- For all units, except Unit 1, it is recommended that you complete the readings before attending the class.
- **Unit 1**: Since all the concepts will be covered in the class, the specified readings are **merely for reference**. However, students who miss the first class will need to review the reference material for Unit 1.

					Activities					
Unit	L s n	Lesson Title	Content Topics	Reading (Pages from the textbook)	Writing Assess ment	Qui z	Discu s sion	Proje ct Initiat io n	Projec t Submi ssion	Proje ct Prese ntatio n

Unit	Lsn	Lesson Title	Content Topics	Reading (Pages from the textbook)	Activities					
					Writing Assessment	Quiz	Discussion	Project Initiation	Project Submission	Project Presentation
1	1	Introduction Why Project Management?	A. What is a Project? B. Why are Projects Important? C. Project Life Cycles D. Determinants of Project Success E. Developing Project Management Maturity F. Project Elements and Text Organization	**(For Reference only)** Chapter 1, pages 1-25.	1-1a 1-1b (1-1 b is due in Unit 2.)					
	4	Leadership and the Project Manager	A. Leaders Vs. Managers B. How the Project Manager Leads C. Traits of Effective Project Leaders D. Project Champions E. The New Project Leadership F. Project Management Professionalism	**(For Reference only)** Chapter 4, pages 106-125.			1-1	1-1		
2		ITT Tech Virtual Library	A. Introduction to Project Management Institute B. Role of Project Management Institute C. Evolution of PMBOK D. Purpose and Significance of PMBOK E. The PMI Approach	ITT Tech Virtual Library> **School of Study >** School of Business>Professional organizations> Project Management Institute.	2-1					
	2	The Organizational Context	A. Projects and Organizational Strategy B. Stakeholder Management C. Organizational Structure D. Forms of Organization Structure E. Project Management Offices F. Organizational Culture	Chapter 2, pages 31-60.	2-1b				2-1	

Unit	L s n	Lesson Title	Content Topics	Reading (Pages from the textbook)	Activities					
					Writing Assessment	Qui z	Discu s sion	Proje ct Initiat io n	Projec t Submi ssion	Proje ct Prese ntatio n
3	-	ITT Tech Virtual Library	A. Integration Management	PMBOK (Read Project Integration Manageme nt knowledge area.)			3-1			

Unit	Lsn	Lesson Title	Content Topics	Reading (Pages from the textbook)	Activities					
					Writing Assessment	Quiz	Discussion	Project Initiation	Project Submission	Project Presentation
		Project Selection and Portfolio Management	A. Project Selection B. Approaches to Project Screening and Selection C. Financial Models D. Project Profile E. Project Portfolio Management	Chapter 3, pages 70-95.						
	5	Scope Management	A. The Scope Statement B. Work Authorization C. Scope Reporting D. Control Systems E. Project Closeout	Chapter 5, pages 133-156.	3-1					
4	-	ITT Tech Virtual Library	A. Project-Related Communication B. The Communication Plan C. Roadblocks to Effective Communication	PMBOK (Read Project Communication Management knowledge area.)	4-1					
	7	Risk Management	A. Risk Management: A Four-Stage Process B. Project Risk Management – An Integrated Approach	Chapter 7, pages 199-226.	4-1b				4-1	
5	8	Cost Estimation and Budgeting	A. Cost Management B. Cost Estimation C. Creating A Budget D. Developing Budget Contingencies	Chapter 8, pages 227-239.	5-1		5-1			
6	9	Project Scheduling Networks, Estimation of Duration and Critical Path	A. Project Scheduling B. Key Scheduling Terminology C. Developing a Network D. Duration Estimation E. Constructing the Critical Path	Chapter 9, pages 259-283.	6-1					

Unit	Lsn	Lesson Title	Content Topics	Reading (Pages from the textbook)	Activities					
					Writing			Projec Initiatio n	Projec t Submi ssion	Proje ct Prese ntatio n
					Assess ment	Qui z	Discus sion			
	10	Project Scheduli ng Lagging, Crashing, and Activity Networks	A. Lags In Precedence Relationships B. Gantt Charts C. Crashing Projects D. Activity on Arrow Networks E. Controversies in the Use of Networks	Chapter 10, pages 289–311.	6-1b					
	11	Critical Chain Project Scheduli ng	A. The Theory of Constraints and Critical Chain Project Scheduling B. CCPM and the Causes of Project Delay C. How Project Teams Waste the Extra Safety they Acquire D. The Critical Chain Solution to Project Scheduling E. Critical Chain Solutions to Resource Conflicts F. Critical Chain Project Portfolio Management G. Reactions to CCPM	Chapter 11, pages 322–344.					6-1	
7	12	Resource Manage ment	A. The Basics of Resource Constraints B. Resource Loading C. Constrained Projects D. Resource Leveling Projects E. Managing Resources in Multi-Project Environments F. Building the Project Team	Chapter 12, pages 352-372 and Chapter 6, pages 168-170.	7-1		7-1			

| 8 | 1 3 | Project Evaluation and Control | A. Control Cycles - A General Model
B. Monitoring Project Performance
C. Earned Value Management
D. Issues in the Effective Use of Earned Value Analysis
E. Human Factors in Project Evaluation and Control
F. Selecting the Right Evaluation and Control Mechanisms | Chapter 13, pages 379-402. | | 8-1 | | 8-1 | | 8-1 | |

Unit	Lsn	Lesson Title	Content Topics	Reading (Pages from the textbook)	Activ					
					Writi Assess ment	Quiz	Discus sion	Project Initiatio n	Project Submi ssion	Proje ct Prese ntatio n
9	14	Project Closeout and Termination	A. Types of Project Termination B. Natural Termination – The Closeout Process C. Early Termination For Projects	Chapter 14, pages 411–433.	9-		9-1		9-1	
10	2, 6	Trends in Project Management	A. Managing IT projects through a Project Management Office (PMO) B. Virtual Teams C. Cross-Cultural Teams D. Communications Technology Advances E. Advancements in Project Management Applications	Chapter 2: pages 51–54 and Chapter 6, pages 180–182.	10-1		10-1		10-1	
11			Final Exam Project Presentation		11-1					11-1

Intent/Interface

This course is an introduction to the professional discipline of project management. It is included in several programs taught by ITT Technical Institutes. Some of the students taking this course will go on to take several other project management courses while for others this may serve as their only exposure to this body of knowledge. Students will be made aware of the Project Management Body of Knowledge including the processes and the skills required of a project manager. The course explores both technical and managerial challenges in managing multifaceted projects. The course also blends the theory and practice of project management.