MLS 580: Principles of Project Management

Student Syllabus for the Master of Science in Leadership Studies Program

Course Description

This course examines project management in theory and practice and the roles and responsibilities of the project manager. The course offers a practical approach to managing projects, focusing on organizing, planning, and controlling the efforts of the project. Students will gain a strong working knowledge of the basics of project management and be able to immediately use that knowledge to effectively manage work projects. At the end of the course, students will be able to identify and manage the project scope, build a work breakdown structure, create a project plan, create the project budget, define and allocate resources, manage the project development, identify and manage risks, and understand the project procurement process. Special attention will be paid to how planning and managing a project reflects a proper Christian worldview.

Course Introduction

Project management is quickly becoming a sought-after leadership competency. Therefore, this course will endeavor to give leaders a thorough introduction to the processes involved in executing a well-crafted project. Furthermore, this course was designed to instruct non-project managers on the art and science of project management.

The course will combine classic texts in technical project management with more contemporary, practical texts geared toward unofficial project managers. Additionally, the course will highlight the major frameworks connected to the project management body of knowledge, specifically the main framework of initiating, planning, executing, monitoring, and closing the project. In addition, the course will examine the intersection of leadership principles and project management. Finally, the course will present ideas in order to integrate a Christian worldview with the discipline of project management.

The major project for this course will be the creation of a project management plan that can be implemented within a student's organization.

Course Outcomes

Upon completion of this course, the learner will be able to:

1. Defend the need for leaders to have skills and abilities in the project management body of knowledge.
2. Articulate the major components of project management and their use in the organization.

3. Design an appropriate project management plan to support successful outcomes of an organizational goal.
4. Discuss the intersection of the Biblical worldview and the leadership of projects for an organization.

Course Texts

Kogon K., Blakemore, S., & Wood, J. (2015). *Project management for the unofficial project manager*. Dallas, TX: BenBella Books.
ISBN-13: 978-1941631102
ISBN-10: 194163110X

Project Management Institute. (2013). *A guide to the project management body of knowledge (PMBOK guide)* (5th ed.). Newtown Square, PA: Project Management Institute.
ISBN-13: 978-1935589679
ISBN-10: 1935589679

Textbook Disclaimer

The textbooks for this course were chosen because their primary content directly relates to the objectives of this course. At times, there may be items or issues that are not presented from a proper Christian worldview. As such, the textbooks do not represent an endorsement by Geneva College or the relevant academic department at Geneva College.

Learning and Physical Disabilities Policy

Geneva College values diversity and inclusion and recognizes disabilities as an aspect of diversity. Our shared goal is to create learning environments that are accessible, equitable, and inclusive, ultimately leading to the success of our students in and beyond college. Therefore, Geneva College complies with the ADA as well as Section 504 of the Rehabilitation Act by affording reasonable accommodations to qualified students with disabilities. Any student with a disability who needs academic accommodations should contact Geneva's Student Success Center (SSC) to arrange a confidential appointment with the Director of the SSC before or during the first week of classes. (Some accommodations may take time to put into place, so it is advised to request this appointment as early as possible.) Legally, no retroactive accommodations can be provided. Accommodations for disabilities are available only as recommended by the SSC. Students whose accommodations are approved will be provided confidential letters which students should review and discuss with their instructors in relation to course requirements. Students who have questions about their right to benefits or have grievances under these statutes should contact the Director of the SSC. For more details, visit the [Student Success Center website](#) or call 724-847-5005.

The Grading System in the MSLS Program

Letter grades for the MSLS program are A, B, C, and F. Geneva includes pluses (+) and minuses (-) in the determination of the grade point average (GPA). Grade points are assigned for each semester hour of credit earned according to the following grading system:

Letter Grade	Percentage	GPA	Explanation
A	92.00% - 100.00%	4.0	Excellent
A-	90.00% - 91.99%	3.7	
B+	87.00% - 89.99%	3.3	
B	83.00% - 86.99%	3.0	Good
B-	80.00% - 82.99%	2.7	
C+	77.00% - 79.99%	2.3	
C	73.00% - 76.99%	2.0	Satisfactory
C-	70.00% - 72.99%	1.7	
F	< 70.00%	0.0	No Credit Given
WX, WP, WF			Withdrawal

Policy on Academic Honesty

Geneva College has adopted a campus wide policy on academic honesty; the main portions of which are summarized here. Students should become aware of the fuller policy found in Appendix A of the student handbook.

When an instructor has reason to believe that dishonest behavior has occurred, the parties involved should be confronted as soon as possible by the instructor and notification made to the Department of Professional and Online Graduate Studies (see Appendix A of the student handbook).

Sanctions may be levied on the student, which could range from an informal warning to expulsion, based on the seriousness of the student's offense (see Appendix A of the student handbook).

Students may appeal any disciplinary action by following the procedure laid out in the College's Policy on Academic Honesty (see Appendix A of the student handbook).

Students are encouraged to visit www.plagiarism.org in order to clarify what constitutes plagiarism as well as a number of other academic standards. This website also provides directives as to how to avoid committing this act and how to properly cite academic sources.

Turnitin Policy

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students must agree to the End User License Agreement (EULA) for Turnitin. Use of the Turnitin service is subject to the Usage Policy and Privacy Pledge posted on Turnitin.com. Assignments that are not submitted through Turnitin will not be graded and will not receive credit.

Participation Policy

In the online environment, **participation is marked by the completion of an *academic event* in *each session* (week) of the course.** Academic events include, but are not limited to, submission of a class assignment, participation in class discussion forum, or completion of a quiz/exam.

If no academic event is completed within the first session (Week 1) of a course, the student will be administratively withdrawn from the course. Beyond the first session, if no academic event is completed for a class session, the student will be considered as having not participated in that week of class, which in some cases may result in zeros on the missed assignments and a half-letter grade deduction from the student's final course grade.

If a student does not complete an academic event for two consecutive sessions, the student will either be administratively withdrawn from the course or will receive a final course grade of F, depending on how much of the course has transpired at the time of the second week of nonparticipation. For more details, please review Geneva's Student Handbook (Undergraduate and Graduate).

Course Evaluation

Criteria	Points Breakdown	Points
Discussion Forums (8)	30 points each	240 points
Project Management Plan Parts 1-6	60 points each	360 points
Quizzes (4)	Quiz 1 = 26 points Quiz 2 = 28 points Quiz 3 = 25 points Quiz 4 = 27 points	106 points
Final Project Management Plan	One Submission	205 points
Total		911 points

Assignment Descriptions

Discussion Forums

Class participation is monitored by postings and responses in the discussion forum. Typically, class participation is composed of two parts:

a. Part 1 – Requires you to go to your discussion forum and post a response to a question or prompt that is written in your syllabus by Wednesday at 11:55 pm (EST) of your scheduled session week. Your instructor will generally respond to your post within 24 hours. Depending on the nature of the assignment, the instructor may have a follow up question for you, ask you for clarification or further details, or direct your conversation to someone else for rebuttal.

b. Part 2 – Respond back to your instructor's post. In addition, post a response to at least two of your fellow classmates' postings, using 1 or 2 paragraphs. Your response should further the discussion (e.g., ask a question, provide further information or examples, or introduce a different opinion). In particular, one response to a classmate MUST be in the form of a question that seeks to further the conversation. Your question must be posed by 11:55 pm (EST) Friday of the scheduled session week so that your classmate has adequate time to answer it.

Likewise, if a question is posed to you by Friday night, you are also required to answer it.

Part 2 of these online activities (response to instructor, response to classmates' questions of you, and responses to your classmates) must be completed by 11:55 pm (EST) Saturday of each session.

NOTE: How to earn full credit in graduate-level discussion forums:
1. Become familiar with the discussion forum rubric, which is available to you in all of your Moodle classroom discussion forums.
2. Be thoughtful in your responses and incorporate examples from your personal and professional experiences and references to the course material (e.g., readings, lecture, videos, audio clips, scripture, etc.) when appropriate. Remember to cite all sources and references according to proper APA style.
3. Incorporate outside, individually sought research in all initial discussion forum postings. These outside sources' content should relate to the discussion prompts and the week's course materials. The source(s) that you select can either provide further support for or a different opinion on the week's course materials. Furthermore, the source(s) must reinforce and add clarity to the points you are making in your initial discussion forum posting.
4. Do MORE THAN THE MINIMUM. Responding to the discussion contributions of 2 peers is REQUIRED as the minimum in all discussion forums. Doing the minimum does NOT guarantee full credit. In order to earn full credit, you will have to do MORE than the minimum 2 responses to classmates' posts (see the rubric for more detail).

Your posting and responses will be graded by your instructor. For a detailed discussion of your responsibility in discussion forum postings, please see the "Guidelines for Graduate Students in Online Discussions" document in your Moodle orientation course.

Quizzes

During this course, there will be four quizzes that cover essential vocabulary used in the field of project management. These quizzes will include multiple choice questions.

- Session 2 – Students will take an online quiz on the vocabulary words as assigned.
- Session 3 – Students will take an online quiz on the vocabulary words as assigned.
- Session 4 – Students will take an online quiz on the vocabulary words as assigned.
- Session 5 – Students will take an online quiz on the vocabulary words as assigned.

Students will be allowed to consult their texts and notes when taking online quizzes. However, quizzes will be timed, and students will need to have a working knowledge of the material before taking the quiz. There will simply not be enough time to "look up" every answer in your texts and materials.

If a student does not take a quiz by Saturday at 11:55 pm (EST) of the designated session week, they will not have an opportunity to make it up.

Project Management Plan

In this course, students will design a project management plan for an organization. Ideally, this plan should be created for a real organization that the student is a part of or is familiar with (e.g., place of work, non-profit organization, community organization, church, club, etc.). Utilizing models identified in the course texts, students will complete this project in several parts, representing each part of a project management plan. These components will be submitted to the instructor for a grade and feedback, allowing the instructor to help guide the student to the completed project.

The Final Project Management Plan should include a cover sheet, table of contents, and reference page and adhere to typical APA style and formatting (double spacing, proper APA citations, etc.).

Professional Skills in Your Online Courses

All courses in your Geneva College Online program will provide you with an opportunity to develop valuable skills that can positively influence your professional and career development. Each course at Geneva provides numerous opportunities to develop skills employers desire in their employees and job candidates in areas including, but not limited to, written communication, research, critical thinking, and

decision-making. However, targeted skill sets are also developed through the learning in particular courses.

After successful completion of this course, you will be able to add these particular skills to your bank of professional assets:
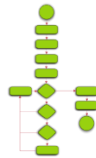
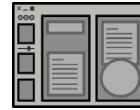| **Collaboration Skills**	**Categorizing/ Classifying Skills**	**Planning Skills**	**Design Skills**	**Consultation Skills**
Skillful in collaborating with others to identify problems, provide advice, and develop agreeable solutions	Skillful in compiling, organizing, and using data to enhance planning and effectiveness	Skillful in creating a strategic vision and motivating others to achieve excellence in performance	Creation of a plan or convention for the construction of an object, system, or measurable human interaction	Skillful in seeking outside opinions and thoughts to synthesize into one's desired course of action