

Syllabus

PROJ-610: Introduction to Project Management

Course Description

This course introduces the principles of project management. It examines the broad field of project management and the relationships between project management knowledge areas, process groups, and component processes. There is a focus on developing competencies and personal behaviors, which increases the likelihood of delivering projects that meet stakeholders' requirements. Identifying various project stakeholders and defining the business problem or opportunity are key aspects in the evaluation and prioritization phases of initiating a project amidst changing business conditions. Students will learn the process of properly initiating a project with elements as appropriate: internal (project charter, kickoff meeting) and external (turnover meeting, contracts, and agreements).

Credit Hours: 3

Prerequisite Courses: MGMT-501 Foundations of Graduate Business, COMM-515 Decision-Making and Essential Business Communication, FINC-525 Accounting and Finance for Managers, MKTG-530 Marketing Management, ECON-511 Business Economics, MGMT-528 Global Management, MGMT-522 Business Strategy and Policy

Course Outcomes

Upon successful completion of this course, you should be able to:

1. Demonstrate an understanding of the broad field of project management (project vs. product, portfolio management, project management organizations).
2. Explain the relationships between project management knowledge areas, process groups, and component processes (lean, six sigma, stage gate, waterfall, agile, design/build).
3. Examine the competencies (accidental project manager, hard/soft skills) and personal behaviors needed to increase the likelihood of delivering projects that meet multiple stakeholders' requirements.
4. Identify various project stakeholders (team, sponsor, manager, client, contractors) whose interests may be positively or negatively affected by the performance or completion of the project.
5. Assess multiple criteria in the evaluation and prioritization of project selection (expected benefits, triple constraints, and Quadrant Four thinking).
6. Select the appropriate project elements required to initiate a project: internal (project charter, kickoff meeting) and external (turnover meeting, contracts and agreements).

Course Textbooks

Project Management Institute. (2017). *A guide to the project management body of knowledge (PMBOK® Guide)* (6th ed.). Newtown Square, PA: Author.

Please note: If you receive your course materials from Tree of Life, you will receive an email from Tree of Life giving you details on how to access the textbook in an eText format.

Tree of Life will also set up your PMI student membership as well as the PM FASTrack Cloud Online Exam Simulator for the PMP Exam - 12 Month Student License. Watch your IWU student email for details directly from PMI.

Course Technology

- Computer: Laptop or desktop
- PM FASTrack Cloud Online Exam Simulator for the PMP Exam - 12 Month Student License
- PMI Student Membership
- Sound: Working sound and speakers or headphones are required. Some optional assignment opportunities require a microphone and/or camera.
- Internet Connection: High-speed Internet connection, such as DSL or a cable modem, is required. Your Internet connection is critical for viewing online videos and accessing websites linked in Brightspace.
- Chrome is the recommended web browser for viewing all online courses in Brightspace. Other acceptable Internet browsers include Firefox or Safari. All may be downloaded for free from the Internet.
- Microsoft Office and PowerPoint are not required but students are required to have access to some version of a word processor and presentation software. Google Docs or Slides may be used; students can download files created online and submit them via the Brightspace dropbox.

Grading Scale

Grade	Quality Points Per Credit	Percentage
A	4.0	95%–100%
A-	3.7	92%–94.9%
B+	3.3	89%–91.9%
B	3.0	85%–88.9%

B-	2.7	82%–84.9%
C+	2.3	79%–81.9%
C	2.0	75%–78.9%
C-	1.7	72%–74.9%
D+	1.3	69%–71.9%
D	1.0	65%–68.9%
F	0.0	0%–64.9%

Grading Policies

Your grading policy for your course is dependent on your school and program. Your grading policies can be found in the [IWU Catalog](#).

Letter Grade Equivalencies

NOTE: In graduate-level courses, a grade of C- or below will require the course to be repeated.

Grade	Description of Work
A	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
B	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and awarded to those who submit assignments of quality less than the exemplary work described above.
C	Quality and quantity of work in and out of class are average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.

D	Quality and quantity of work are below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below-acceptable levels.
F	Quality and quantity of work are unacceptable and do not qualify the student to progress to a more advanced level of work.

Course Workshop Summary

Workshop	Discussion	Assignment	Total Points per Workshop
Workshop One	2/40	3/120	160
Workshop Two	2/40	3/120	160
Workshop Three	2/40	3/120	160
Workshop Four	2/40	3/120	160
Workshop Five	2/40	3/120	160
Workshop Six	2/40	3/160	200
End of Course Survey	-	-	10 Extra Credit
TOTAL	240	760	1000

Course Assignments

Workshop One Outline

Title	Due Dates	Time	Points
1.1 Discussion: Value of Planning	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	1 hour	20

1.2 Discussion: Value of Project Management	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20
1.3 Assignment: Project Experience	Due by the end of the workshop.	4 hours	50
1.4 Assignment: Integrative Project - Project Proposal	Due by the end of the workshop.	5 hours	50
1.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20
Totals		15 hours*	160

*These times are only estimates. Actual assignment completion times will vary.

Workshop Two Outline

Title	Due Dates	Time	Points
2.1 Discussion: Deliverables	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	1 hour	20
2.2 Discussion: Process Groups and Knowledge Areas	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20
2.3 Assignment: Case Study - Agile Project Management	Due by the end of the workshop.	4 hours	50
2.4 Assignment: Integrative Project - Identify Context	Due by the end of the workshop.	5 hours	50

2.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20
Totals		15 hours*	160

* These times are only estimates. Actual assignment completion times will vary.

Workshop Three Outline

Title	Due Dates	Time	Points
3.1 Discussion: Roles/Skills	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	1 hour	20
3.2 Discussion: PM Competencies	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20
3.2A Exercise: Survey - What Are the Most Important Skills for Project Managers?	Due by the end of the workshop.	0 hour	0
3.3 Assignment: Case Study - Organizational Structure and Culture	Due by the end of the workshop.	4 hours	50
3.4 Assignment: Integrative Project - Project Success Factors and the PM Role	Due by the end of the workshop.	5 hours	50
3.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20
Totals		15 hours*	160

* These times are only estimates. Actual assignment completion times will vary.

Workshop Four Outline

Title	Due Dates	Time	Points
4.1 Discussion: Stakeholders	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	1 hour	20
4.2 Discussion: Stakeholder Roles	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20
4.3 Assignment: Case Study - Stakeholder Analysis	Due by the end of the workshop.	4 hours	50
4.4 Assignment: Integrative Project - Stakeholder Register	Due by the end of the workshop.	5 hours	50
4.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20
Totals		15 hours*	160

* These times are only estimates. Actual assignment completion times will vary.

Workshop Five Outline

Title	Due Dates	Time	Points
5.1 Discussion: Making Choices	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	1 hour	20
5.2 Discussion: Project Selection Methods	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20

5.3 Assignment: Case Study - Project Selection and Prioritization	Due by the end of the workshop.	4 hours	50
5.4 Assignment: Integrative Project - Project Priorities	Due by the end of the workshop.	5 hours	50
5.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20
Totals		15 hours*	160

* These times are only estimates. Actual assignment completion times will vary.

Workshop Six Outline

Title	Due Dates	Time	Points
6.1 Discussion: Charters	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	1 hour	20
6.2 Discussion: Kickoff Meeting	Initial post due by the end of the third day of the workshop; two responses due by the end of the workshop.	2 hours	20
6.3 Assignment: Case Study - Project Charter Development	Due by the end of the workshop.	4 hours	50
6.4 Assignment: Integrative Project - Project Charter	Due by the end of the workshop.	5 hours	90
6.5 Assignment: PMP Test Prep	Due by the end of the workshop.	3 hours	20

End of Course Survey	Due by the end of the workshop.	-	10 Extra Credit
Totals		15 hours*	200

* These times are only estimates. Actual assignment completion times will vary.

Course Development Resources

Bible (English Standard Version is used for all scripture quotations in this course unless otherwise specified.)

Project Management: Achieving Competitive Advantage

PMBOK® Guide

PMI Documents on Ethics: Code of Ethics & Professional Conduct and Ethical Decision-Making Framework

Project Management Institute (PMI) Student Membership: Your student membership in PMI brings a complimentary digital copy of *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*, access to a wealth of exclusive resources and connections on [ProjectManagement.com](https://www.pmi.org), and opportunities to network, volunteer, and get advice from local PMI chapter members. See the [Project Management Institute website](https://www.pmi.org) for more information and access to additional resources.

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Download and review the [PROJ-610 Credits page.pdf](#).

Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business	View School/Division Expectations, Policies, and Student Information
Division of Liberal Arts	
School of Services and Leadership	
School of Educational Leadership	View School/Division Expectations, Policies, and Student Information
Wesley Seminary @ IWU	View School/Division Expectations, Policies, and Student Information
Nursing – Undergraduate	View School/Division Expectations, Policies, and Student Information
Nursing – Graduate	View School/Division Expectations, Policies, and Student Information

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