

MNGT475: Project Management Fundamentals

College of Graduate and Continuing Studies, Norwich University

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Course Focus

This course focuses on the fundamentals of project management and practices. The course will explore the key elements of project management from the project management framework, the project life cycle, project process and key project management knowledge areas. The companion course, MNGT476, will build upon this foundation to hone skills in key project management principles and techniques, as well as cover the remaining knowledge areas in the PMBOK that were not addressed in MNGT475.

Major Course Goals

With the drive toward increased productivity in organizations, more work is being accomplished through a project structure and methodologies. A project structure allows the necessary resources to be applied for the duration of the job, then to be easily moved to another job within the same organization as soon as the project is completed. Permanent middle management is disappearing and is being replaced by project managers on an as-needed basis. Therefore, project management is quickly emerging as an essential management competency for any company that requires flexibility, accountability, and speed. Given these changing factors the goals for this course are:

1. Gain a basic understanding of the role and responsibilities of a project manager.
2. Develop an understanding of good project management practices.
3. Recognize the fundamental elements of project management.
4. Understand the key process and knowledge areas related to project management and the activities associated with these areas.
5. Gain an understanding of project management tools and techniques.
6. Develop project management assessment capabilities.

Student Learning Outcomes

1. Apply the concepts, techniques, and decision tools available to project managers.
2. Extend your understanding of work breakdown structures and networks to planning, scheduling, controlling projects, spot potential conflicts and problems that can occur on projects.
3. Identify appropriate behaviors for successfully managing a project.
4. Recognize the importance of a project management information system for managing projects.

Grades

Graded Assessment Types	Number of Events	Points Per Activity	Total Points	Percentage of Final Grade
Discussions	8	35	280	28%
Assignments	4	75	300	30%
Course Project	4	45	180	18%

Knowledge Checks	7	20	140	14%
Final Exam	1	100	100	10%
Totals			1000	100%

Letter grades for the course will be based on the following grading scale.

Letter Grade	Percentage	Grade Point
A	93-100%	4.0
A -	90-92.9%	3.7
B +	87-89.9%	3.3
B	83-86.9%	3.0
B -	80-82.9%	2.7
C +	77-79.9%	2.3
C	75-76.9%	2.0
C -	73-74.9%	1.7
D +	70-72.9%	1.3
D	67-69.9%	1.0
D-	63-66.9%	0.7
F	0-62.9%	0.0

For complete information on the Grading Policy, please refer to the [CGCS Online Catalog](#).

[Presentations and Weekly Overviews](#)

The presentations and weekly overviews for this course will incorporate the applicable information to address each learning objective.

Weekly presentations will provide the contextual framework for each week's work. All presentations have been recorded for the students to listen to from the classroom.

[Assignments & Discussions](#)

The items that will be used to assess your learning progress are directly related to course goals and learning outcomes. These assessments will be a combination of written assignments, discussion activities, weekly multiple-choice knowledge checks and a final comprehensive multiple-choice exam.

Project management involves a combination of quantitative technical skills and interpersonal leadership, management and communication skills. The written exercises in this course are intended to develop both skill sets. The exercises and exams address both quantitative and qualitative areas and evaluate the student's mastery of these skills.

Important note: Students are required to use American Psychological Association (APA) style for written assignments and discussion posts. For more information on APA style please refer to the [Grading Guidelines and](#)

[Rubrics](#) link located in the top section of the course.

Course Project

Throughout the courses MNGT475 and MNGT476, you will complete a series of milestones for your course project. The course project will give you a real-world application and hands on approach with all the steps of a project and apply the project management concepts you learn in MNGT475 and MNGT476 to a project from start to completion.

Starting in Week 2 of MNGT475, you will create and manage a project. The management of your project will encompass a series of inputs and outputs. Be sure to follow the parameters that are detailed in the first milestone.

The milestones will continue throughout both courses and will be introduced as we progress. These milestones will be submitted during the week they are introduced for a grade and feedback. At the conclusion of MNGT476, you will compile the different milestones into a final course project showcasing your learning.

Grading Guidelines and Rubrics

The grading rubrics will detail how points for each assignment and discussion will be earned.

This course has unique grading rubrics for discussions and assignments - it does not use the rubrics that are found on the [Grading Guidelines and Rubrics](#) page.

Assignment Rubric

Criteria	Percent of Grade
Excellence points for content means your assignment is well thought out and demonstrates an in-depth exploration of what has been assigned	40%
Completeness points for thorough contribution, following all directions, addressing all parts, etc.	40%
Technical points for style, length, spelling, grammar, citations, etc.	20%

Discussion Rubric

Discussions are assignments where you are asked to actively participate in an online discussion with your classmates and instructor. Discussion assignments consist of a main post and at least 2 response posts. Note the following:

- **Main post** - You are responsible for submitting your main post by 11:59 p.m. on Wednesday. Your main post is worth 21 points.
- **Response post** - You are responsible to respond in a thoughtful and engaging way to at least 2 other posts. Each of your 2 responses is worth 7 points for a total of 14 points. You are encouraged to respond to more than 2 other posts.

Your instructor will identify your best posts for the purposes of grading.

***Quality:** Discussion posts may lose points for any of the following reasons: grammar, spelling, organization, citation.

Note: Discussions posts are only accepted during the week in which it is active.

Main Post (21 points possible)	Grade	Response Posts (14 points possible)	Grade
Superior: Informed, organized, insightful. Shows mastery of research/course material applied to main post discussion questions.	A	Superior: Adds significant value by contributing additional information, insight, or alternate point of view related to the discussion topic in the interactive post.	A
Above Average: Informed, organized. Shows understanding of research/course material applied to main post discussion questions.	B	Above Average: Presents an informed perspective related to the discussion topic in the interactive post.	B
Average: Addresses most of the main post discussion questions with some material underdeveloped.	C	Average: Makes general connections to discussion topic in the interactive post.	C
Below Average: Disorganized, uninformed opinion. Incomplete and/or missing response(s) to main post assigned questions.	D	Below Average: Interactive post contains no substantive content related to the discussion topic.	D
Fail: Content not connected to main post discussion topics.	F	Fail: Interactive post is not connected to discussion topic and/or contains no substantive content.	F

[Required Textbook and Readings](#)

Textbook required for this course:

- Gido, J., Baker R., and Clements, J. (2017). *Successful Project Management*, 7th Edition, Mason, Ohio: Thomson-South Cengage Learning. (Print ISBN: 978-1337095471)

While you are encouraged to find and use information from your own searches to prepare for each week's assignment, any conflicts in specific guidance should be resolved in favor of that offered in the listed readings (in cases of doubt, please contact your instructor).

See the [Required Readings](#) page for a full list of readings for each week.

[Late Work](#)

All weekly activities are due no later than 11:59 pm Eastern Sunday night of the current week. An automatic late penalty of up to 25% per week will be assessed, at the instructor's discretion, for all assignments submitted past the initial due date. An exception will only be made under extenuating circumstance that occurred that prevented students from completing their activities in the allotted timeframe, and prior notification has been given and alternative arrangements have been made. Late assignments and missed quizzes and exams without prior notification will result in grade of "zero".

Discussions

Because of the unique nature of online learning, late work cannot be accepted for discussion postings. For online discussion to work, all students need to be completing the same readings and assignments at roughly the same

time in order to post initial posting prior to midnight on Wednesday. Work or travel commitments are not a justifiable excuse for late or incomplete discussion post. Students who know they will be unable to complete an assignment should contact the instructor ahead of time to make arrangements to complete work before it is due. Since online learning is not self-paced but collaborative in nature, your presence will be missed even in our virtual class. Please plan to have your discussion post posted in a timely manner.

[Academic Honesty and the Norwich University Honor Code](#)

A student must submit work that represents the student's own original analysis and writing. Copying another's work is not appropriate. If the student relies on the research or writing of others, the student must cite those sources. Words or ideas that require citations include, but are not limited to all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. While students are encouraged to seek editing feedback, extensive revisions of one's work by another person is considered a lack of academic honesty, as it is representing another student's work as one's own.

For more information see:

[Academic Dishonesty](#)

[Academic Integrity](#)

[Norwich University Honor Code](#)

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[Section 504 of the Rehabilitation Act of 1973/ADA](#)

Please consult [Appendix H: University Policy - Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act \(ADA\)](#) for instructions on obtaining an accommodation.

Disclaimer: Please note the specifics of this Course Syllabus are subject to change. Students are responsible for abiding by any such changes. Your instructor will notify you of any changes.