



Course Syllabus

Version: ON 12.18

MGMT 3103

Project Management

Course Description

This course gives students a solid foundation in the fundamentals of project management by blending theory with practical examples, based upon the Project Management Body of Knowledge (PMBOK) from the Project Management Institute (PMI) and serves as a significant stepping stone towards obtaining industry-recognized professional certifications (CAPM or PMP). Students will examine and utilize classic techniques and practices of organizing, planning, and performing projects from a contemporary and biblical viewpoint, using current project management software and modern approaches.

Course Prerequisites

None.

Required Materials

Kloppenborg, Timothy J. (2018). *Contemporary project management*. (4th ed.). Boston: Cengage Learning.

Accreditation

Southern Wesleyan University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and masters degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097 or call 404-679-4500 for questions about the accreditation of Southern Wesleyan University.

Course Learning Outcomes

Upon completion of this course, each student should be able to

- describe project roles and key responsibilities
- apply a scoring model to select and prioritize projects
- compare and contrast different project life cycle models
- work with a team to create a project charter
- develop a project communications management plan for a project
- use current project management software to create artifacts to manage a project
- apply the ten knowledge areas and five process groups of project management from the Project Management Book of Knowledge (PMBOK)
- apply biblical and ethical principles to project management

Course Learning Assignments and Assessments

Grading

Online Discussion Boards	15%
Individual Exercises and Application Reports	40%
Learning Team Group Projects	30%
Final Exam	15%
Total	100%

Online Discussion Boards – 15%

Please follow the instructions posted on CANVAS for each forum. Individual contributions are due Thursday at midnight; however, students are encouraged to start online participation early in the week. The initial post includes the answer to the questions, findings from course reading materials and relevant sources, and Biblical Integration sections when required. Posts shall be written formally with APA citations. It is expected to respond at least to two different posts from other students and the follow-up questions of the instructor with substantial content and incorporating course reading materials. Excellent evaluations will be given just to students who go beyond a satisfactory level of performance and include significant support from academic sources in their answers.

Individual Exercises and Application Reports– 40%

A combination of exercises of key project management techniques and application reports will be scheduled weekly. These assignments will vary depending upon the topic(s) being covered during that session. For answers to questions and exercises, students should submit complete answers demonstrating comprehension of the material and tables showing results and formulas. For papers, they should be in APA format with an appropriate cover page, reference page, and support from at least 2 scholarly sources in addition to the textbook.

Completion of these individual exercises and reports is an essential requirement of this intensive online course. Students are expected to submit these assignments on time, because of each week builds upon the knowledge and results from the previous one.

Learning Team Group Projects – 30%

Each student will be assigned to a team and will actively participate in a mock project management project. Each student will use collaborative tools to work together to contribute towards the final submission. In addition, students will evaluate the contributions of their respective team members, which will be taken into account when apportioning grades. Teams will be organized during the Session One and will have a private Group Page on Canvas. Students will be assigned to individual sections of the project. Group Coordinators will be elected by the team and will submit frequent reports of team participation to the instructor. The instructor will post additional instructions prior to the first week of classes.

Final Exam – 15%

The final exam will be administered at the end of Session Seven. It is an open book exam with a combination of short-essay questions and exercises with application of project management techniques. Students are expected to incorporate course reading materials in detail with sufficient support from sources. Please cite and list sources, following the APA style. Similar to the academic requirements for reports, responses without proper support from sources won't be valid.

GRADE EQUIVALENCY TABLE

All grades are reported in a system of eleven letter grades designated as “A” through “F” with appropriate plus and minus additions reflecting the following scheme:

Percentage Value	Letter Grade	Numeric Value for GPA
93-100	A	4.0
90-92	A-	3.7
86-89	B+	3.4
83-85	B	3.0
80-82	B-	2.7
76-79	C+	2.4
73-75	C	2.0
70-72	C-	1.7
65-69	D+	1.4
60-64	D	1.0
<60	F	0.0

Course Policies

Attendance Policy

Regular attendance is a key to success in the course. Please refer to the Attendance Policy outlined in the Catalog for full details of the SWU policy on attendance.

Online attendance is based on completion of at least one designated assignment by the due date/time posted within the course site for each session. Online activities may include lecture, assignments, readings, discussion forums, and assessments (e.g. quizzes, tests). Students can not miss one session in an intensive online format.

Late Assignment Policy

Assignments

Meeting assigned due dates is critical for demonstrating progress and ensuring appropriate time for instructor feedback on assignments. Students are expected to submit their assignments on or before the due date. Assignments are due by midnight on the days specified. Students can expect a 20% reduction of their grade for each day an assignment is late. Students who submit assignments more than four days late will receive a grade of zero on the assignment.

In the case of extenuating circumstances (such as hospitalization, child birth, major accident, injury or bereavement), it is the responsibility of students to contact the instructor as soon as practicable. The instructor may waive the late penalty if the circumstances are justified.

Students must submit final course assignments no later than the last day of the term. No assignments are accepted after the last day of the term.

Discussions

Students must submit discussion board postings during the time frame indicated. Discussion board submissions will not be accepted for credit after the deadline.

Communication

The course site (Canvas) and SWU email are the primary tools for class communication, assignments, handouts, etc. All participants must have access to the course site and SWU e-mail and are expected to access them on a daily basis.

While it is important to maintain good communication with the instructor, Internet connectivity problems and home computer problems are not considered adequate excuses for missing assigned class work.

Technology Requirements

To be successful in this course, all participants are expected to ensure their technology equipment meets the [recommendations](#) provided by SWU's Technology Services.

Students requiring technical support related to their courses or other SWU-provided technologies should send an e-mail to helpdesk@swu.edu or call 864.644.5050.

Academic Honesty

Honesty in all matters - including honesty in academic endeavors - is a valued principle at Southern Wesleyan University. It is the expectation of the university that all those joining the academic program will act with integrity in all matters.

No forms of academic dishonesty will be tolerated. Students are encouraged to help each other maintain these high standards. All academic dishonesty should be reported to the faculty directly. Faculty, upon evidence of academic dishonesty (cheating, plagiarism, or misuse of another's intellectual property), either by voluntary confession, report of another student, or on the basis of work submitted, must follow the procedure outlined in the Catalog (under *Academic Honesty*). This includes but is not limited to a zero for the work involved, 10% course grade reduction, or a failing grade for the course. Unresolved cases may be appealed using the Appeal Process outlined in the Catalog (*Academic Honesty*).

Accommodations for Students with Disabilities

Southern Wesleyan University is committed to providing equitable access to learning opportunities for all students. Accommodations can be made for students with disabilities, as outlined in "Services for Students with Disabilities" found in mySWU's Student tab under The Learning Center. Any student desiring accommodations must send the request and all documentation to the Student Success Coordinator in Rickman Library 224. Call 864-644-5036 for more information.

Session One

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none"> • describe project roles and key responsibilities • apply a scoring model to select and prioritize projects • explain the five process groups from the PMBOK: <ul style="list-style-type: none"> ○ Initiating ○ Planning ○ Executing ○ Monitoring & controlling ○ Closing • explain the ten knowledge areas from the PMBOK and the challenges that might be faced in each area • participate in the following process group from the PMBOK: <ul style="list-style-type: none"> ○ Initiating • apply biblical and ethical principles to project management <ul style="list-style-type: none"> ○ Projects 	<p>Each student will</p> <ol style="list-style-type: none"> 1. Read Ch. 1-2. 2. Participate in the following discussions: <ol style="list-style-type: none"> a. Devotion Session 1 b. Session One: Project Knowledge & Scoring Methods 3. Complete the following assignments: <ol style="list-style-type: none"> a. Session One Chapter 1 Questions b. Session One Chapter 2 Exercise 4. Start thinking about the topic of your team project. The instructor will organize project teams during the first week of classes. <p>Each learning team will</p> <p>Be assigned to a team to work on a project as a group. As part of the initiating process group, each student is to select a role –see instructions on Canvas for the first Learning Team Exercise. The team is to come to a consensus on a fictitious (or past real) project that will be submitted at the last workshop. Examples of projects can be found throughout the textbook as well.</p> <p>Please see the content and instructions for each Learning Team posted on Canvas</p>

Session Two

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none"> • Compare and contrast different project life cycle models. • Work with a team to create a project charter. • Use project management software to initialize a project and create a milestone schedule. • explain, in detail, the following process group from the PMBOK: <ul style="list-style-type: none"> ○ Planning • apply biblical and ethical principles to project management <ul style="list-style-type: none"> ○ Ethics 	<p>Each student will</p> <ol style="list-style-type: none"> 1. Read Chapters 3-4-7. 2. Participate in the following discussions: <ol style="list-style-type: none"> a. Devotion Session 2 b. Session Two: Ethics & Project Charter 3. Complete the following assignments: <ol style="list-style-type: none"> a. Session Two: Reading Assignment b. Session Two: Team Roles and Project c. Session Two: Project Charter <p>Each learning team will</p> <p>Develop a charter for your project selected from Session One.</p>

Session Three

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none">• Develop a project communications management plan for a project.• explain, in detail, the following knowledge areas from the PMBOK:<ul style="list-style-type: none">○ Communications management○ Scope management○ Time management• Create a WBS, Gantt chart and network chart for a project using current project management software.• apply biblical and ethical principles to project management:<ul style="list-style-type: none">○ Communication	<p>Each student will</p> <ol style="list-style-type: none">1. Read Chapters 6-8.2. Participate in the following discussions:<ol style="list-style-type: none">a. Devotion Session 3b. Session Three: Communication & WBS3. Complete the following assignments:<ol style="list-style-type: none">a. Session Three WBS and Milestones.

Session Four

Learning Outcomes	Assignments/Assessments
<p data-bbox="138 201 488 226">Each student will be able to</p> <ul data-bbox="188 275 760 575" style="list-style-type: none"><li data-bbox="188 275 760 331">• create a budget for a project using current project management software<li data-bbox="188 331 760 485">• explain, in detail, the following knowledge areas from the PMBOK:<ul data-bbox="285 394 708 485" style="list-style-type: none"><li data-bbox="285 394 708 422">○ Human resources management<li data-bbox="285 422 708 449">○ Cost management<li data-bbox="285 449 708 476">○ Risk management<li data-bbox="188 485 760 575">• apply biblical and ethical principles to project management:<ul data-bbox="383 548 662 575" style="list-style-type: none"><li data-bbox="383 548 662 575">○ Judging / evaluating	<p data-bbox="808 201 1029 226">Each student will</p> <ol data-bbox="857 260 1390 533" style="list-style-type: none"><li data-bbox="857 260 1192 287">1. Read Chapters 9-10-11.<li data-bbox="857 287 1390 407">2. Participate in the following discussions:<ol data-bbox="954 323 1390 407" style="list-style-type: none"><li data-bbox="954 323 1230 350">a. Devotion Session 4<li data-bbox="954 350 1390 407">b. Session Four: Compressing Networks and Risk Management<li data-bbox="857 407 1390 533">3. Complete the following assignments:<ol data-bbox="954 443 1390 533" style="list-style-type: none"><li data-bbox="954 443 1295 470">a. Session Four: Final WBS<li data-bbox="954 470 1312 497">b. Session Four: Gantt Chart<li data-bbox="954 497 1230 533">c. Session Four: CPM

Session Five

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none"> • Create a baseline for a project using current project management software. • explain, in detail, the following knowledge areas from the PMBOK: <ul style="list-style-type: none"> ○ Quality management ○ Procurement management • explain, in detail, the following process group from the PMBOK: <ul style="list-style-type: none"> ○ Executing ○ Monitoring and controlling • apply biblical and ethical principles to project management: <ul style="list-style-type: none"> ○ Team management 	<p>Each student will</p> <ol style="list-style-type: none"> 1. Read Chapters 12-5. 2. Participate in the following discussions: <ol style="list-style-type: none"> a. Devotion Session 5 b. Session Five: Quality & Procurement 3. Complete the following assignments: <ol style="list-style-type: none"> a. Session Five: Risk Management <p>Each learning team will</p> <p>Meet again during session seven as a team to integrate all the elements of the project management process.</p>

Session Six

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none"> • Use current project management software to monitor and control a project, and update the project schedule. • explain, in detail, the following process group from the PMBOK: <ul style="list-style-type: none"> ○ Executing ○ Monitoring and controlling ○ Closing • apply the ten knowledge areas from the PMBOK to manage a project: <ul style="list-style-type: none"> ○ Integration ○ Scope ○ Time ○ Cost ○ Quality ○ Human Resource ○ Communications ○ Risk ○ Procurement ○ Stakeholder • apply biblical and ethical principles to project management: <ul style="list-style-type: none"> ○ Conflict resolution 	<p>Each student will</p> <ol style="list-style-type: none"> 1. Read Chapters 14-15. 2. Participate in the following discussions: <ol style="list-style-type: none"> a. Devotion Session 6 b. Session Six: Handling Conflict 3. Complete the following assignments: <ol style="list-style-type: none"> a. Session Six: Monitor and Control Project <p>Each learning team will</p> <p>Meet to start sharing individual contributions in preparation for the final integration week.</p>

Session Seven

Learning Outcomes	Assignments/Assessments
<p>Each student will be able to</p> <ul style="list-style-type: none">• Integrate all areas of project management and a final Biblical Integration piece.• Apply the ten knowledge areas from the PMBOK to manage a project:<ul style="list-style-type: none">○ Integration○ Scope○ Time○ Cost○ Quality○ Human Resource○ Communications○ Risk○ Procurement Stakeholder	<p>Each student will</p> <ol style="list-style-type: none">1. Course Review.2. Participate in the following discussions:<ol style="list-style-type: none">a. Devotion Session 7b. Session Seven: Lessons Learned and Closing3. Complete the following assignments:<ol style="list-style-type: none">a. Final Project Integration4. Take the final exam