TRINE
U N I V E R S I T Y

Course Syllabus

Course Title: Project Management

Term and Year:

Course and Section Number: GE 5103

Time and Place: Asynchronous, Online

Number of Credit Hours: 3

Instructor: TBD

Office Location/Hours: TBD

Office Phone: TBD

Email: TBD

Course Description: The course examines project management from the strategic and operational point of view. Project management principles and methodology are covered with special focus on planning, scheduling, controlling, and coordinating individual and group efforts. Project management tools such as the critical path and Gantt charts will be reviewed as well as methods for controlling the four most important elements of any project: scope, time, cost, and resources. The course will additionally focus on communication and management as a critical component of a successful project.

Learning Outcomes: Upon completion of this course, the student should be able to:
1. Examine the process of creating a project management plan.
2. Assess the process of how a project is monitored, controlled, and closed.
3. Formulate executive-level recommendations based on the application of the Project Management Body of Knowledge (BMOK Guides) five process groups, which are: Initiating, Planning, Executing, Monitoring & Controlling, and Closing.
4. Integrate effective and ethical communication skills with stakeholders.

Prerequisites: None

Required Text: https://www.ucertify.com/cart/?order=02PPX&ref=&add_order=1

References: Project Management Professional (PMP) Based on PMBOK7 (2021). Retrieved 17 April 2023, from https://www.ucertify.com/p/pmi-pmp-pmbok7.html

Other Materials: Ucertify | https://www.ucertify.com/

Attendance/Participation: All students are expected to log in to their courses regularly throughout the week to receive instruction, materials, and updates from the instructor. It is your responsibility to check in and submit your assignments, complete your discussion board postings, and finish quizzes and exams by the due dates.

If you do not participate in the course, you will be counted absent. Simply logging in is not enough; you must submit/complete an assignment, post to a discussion board, or other similar assignment tasks to avoid being counted absent. Instructors are required to submit attendance the Monday following each week of class.

This attendance is reported to the Financial Aid Department and may result in the loss of any financial aid refund you are expecting if you have not been participating in your courses. **In addition, you will be administratively dropped from the course if you are reported absent a total of three weeks.**

Due Date Requirements:

Trine University's academic philosophy is to provide each adult student with an opportunity to actively learn and demonstrate competencies needed in today's high-performance workplace. Just as in the workplace, it is expected that you will complete ALL assignments and assessments by the due date to receive full credit. The due date for all assignments is 11:59 P.M. EST on the date listed in the course schedule.

Late Policy:

Late assignments WILL NOT BE ACCEPTED; please plan accordingly.

If timely submission of an assignment becomes challenging for a student due to a legitimate reason, an advance notice must be sent to the instructor with the reason for the delay and documentation when appropriate. The grading of these assignments will be at the instructor's discretion.

Grading/Evaluation: The method of grading graduate students is the letter grade system (A, B, C, F). Courses in which grades below "C" are earned cannot be used in fulfillment of degree requirements.

Trine Graduate Grading Scale:

Grade	Percentage	Quality Points	Meaning of Grade
A	93-100	4.0	Excellent
B+	86-92	3.5	Very Good
B	81-85	3.0	Good
C+	75-80	2.5	Above Average
C	70-74	2.0	Average (lowest passing grade)
F	00-69	0.0	Failure
I	Incomplete	Not figured into GPA	
IP	In Progress (grade deferred)	Not figured into GPA	
W	Withdrawal	Withdrawal before completion of 80% of semester	

WP	Withdrawal	Withdrawal after completion of 80% of semester issued only under special circumstances and with approval of the department chair/director	

Other Policies:

Academic Misconduct:
The University prohibits all forms of academic misconduct. Academic misconduct refers to dishonesty in examinations (cheating), presenting the ideas or the writing of someone else as one's own (plagiarism) or knowingly furnishing false information to the University by forgery, alteration, or misuse of University documents, records, or identification. Academic dishonesty includes, but is not limited to, the following examples: permitting another student to plagiarize or cheat from one's own work, submitting an academic exercise (written work, printing, design, computer program) that has been prepared totally or in part by another, acquiring improper knowledge of the contents of an exam, using unauthorized material during an exam, submitting the same paper in two different courses without knowledge and consent of professors, or submitting a forged grade change slip or computer tampering. The faculty member has the authority to grant a failing grade in cases of academic misconduct as well as referring the case to Student Life.

Plagiarism:
You are expected to submit your own work and to identify any portion of work that has been borrowed from others in any form. An ignorant act of plagiarism on final versions and minor projects, such as attributing or citing inadequately, will be considered a failure to master an essential course skill and will result in an F for that assignment. A deliberate act of plagiarism, such as having someone else do your work, or submitting someone else's work as your own (e.g., from the Internet, fraternity file, etc., including homework and in-class exercises), will at least result in an F for that assignment and could result in an F for the course.

Artificial Intelligence (AI) is prohibited: All work submitted by students in this course must be generated by the student. Students may not have another person or entity contribute to an assignment for them, which includes using AI. Students may not incorporate any part of an AI-generated response in an assignment, use AI to formulate arguments, use AI to generate ideas for an assignment, or submit work to an AI platform for improvement. Using an AI tool to generate content may qualify as academic misconduct in this course.

OR

Artificial Intelligence (AI) is allowed: Students may use AI tools on instructor-identified assignments in this course. To adhere to our scholarly values, students must cite any AI-generated material that informed their work. Using an AI tool without proper attribution may qualify as academic misconduct in this course. It is the responsibility of the student to verify the accuracy, reliability, and ethical implications of AI-generated content.

Electronic Devices:
Use of electronic devices including smart watches and cell phones is prohibited during exams or quizzes unless directly allowed by the instructor.

Course Calendar/Schedule:
Please see "Course Schedule" in the course information tab.

Course Mapping:

Week One: LO1-4	
Learning Activities and Materials	**Assessments**
Read: 1. Lesson 1: The PMP Exam: How to Prepare and Pass (LO 1) 2. Lesson 2: Project Management 101 (LO 1 – LO 4) Lesson 3: Development Approach and Life Cycle Performance (LO 1) (LO 2) **Watch:** Introduction To Project Management (4:48) (LO 1)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1) (LO 2) **Assessment(s):** 1. Lesson 2- 3: Study Cards (LO 1) (LO 2) 2. Lesson 2- 3: Quiz's (LO 1) (LO 2) Pre-Assessment Test (LO1 – LO4)
Week Two: LO1,2,4	
Learning Activities and Materials	**Assessments**
Read: 1. Lesson 4. Starting a Project and Integration (LO 1) (LO2) Lesson 5. Stakeholder Engagement (LO 4)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1) (LO 2) (LO4) **Assessment(s):** 1. Lesson 4- 5: Study Cards (LO 1) (LO 2) 2. Lesson 3- 5: Quiz's (LO 1) (LO 2) 3. Essay: Project planning (LO 1 – LO 3)
Week Three: LO1-3	
Learning Activities and Materials	**Assessments**
Read: 1. Lesson 6. Project Scope (LO 1 – LO 3) 2. Lesson 7. Project Schedule (LO 1) (LO 2) **Watch:** 1. Project Schedule Management Overview (10:52) (LO 1) (LO 2) Develop Project Charter (12:14) (LO 2) (LO 3)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1 -LO 3) **Assessment(s):** 1. Lesson 6- 7: Study Cards (LO 1 - LO 3) 2. Lesson 6- 7: Quiz's (LO 1 - LO 3) 3. Essay: Develop a project charter (LO 2) (LO3)
Week Four: LO1,2	
Learning Activities and Materials	**Assessments**
Read: 1. Lesson 8. Project Cost (LO1) (LO 2) 2. Lesson 9. Managing Resources and the Team (LO1) (LO 2) **Watch:** Project Cost Management (6:53) (LO 1) (LO 2)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1) (LO 2) **Assessment(s):** 1. Lesson 8- 9: Study Cards (LO 1) (LO 2) 2. Lesson 8- 9: Quiz's (LO 1) (LO 2)

	3. Fill in the blank: Key terms (LO 1) (LO 2)

Week Five: LO1-4

Learning Activities and Materials	Assessments
Read: 1. Lesson 10. Project Communications (LO 1 – LO 4) 2. Lesson 11. Project Quality (LO 1) (LO 2) **Watch:** Create a Project Communication Plan (36:25) (LO 4)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1 -LO 3) **Assessment(s):** 1. Lesson 10- 11: Study Cards (LO 1 - LO 4) 2. Lesson 10- 11: Quiz's (LO 1 - LO 4) 3. Project communication memo to stakeholders (LO 4)

Week Six: LO1-2

Learning Activities and Materials	Assessments
Read: 1. Lesson 12. Project Procurement (LO 1) (LO 2) Lesson 13. Uncertainty (LO 1) (LO 2)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 1) (LO 2) **Assessment(s):** 1. Lesson 12- 13: Study Cards (LO 1) (LO 2) 2. Lesson 12- 13: Quiz's (LO 1) (LO 2)

Week Seven: LO2-3

Learning Activities and Materials	Assessments
Read: 1. Lesson 14. Project Measurement (LO 2) (LO 3) 2. Lesson 15. Closing a Project (LO 2) (LO 3) **Watch:** Project Management: Project Closure (20:48) (LO 2) (LO 3)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 2) (LO 3) **Assessment(s):** 1. Lesson 14- 15: Study Cards (LO 2) (LO 3) 2. Lesson 14- 15: Quiz's (LO 2) (LO 3) 3. Essay: Closing project activities (LO 2) (LO 3)

Week Eight: Overview LO1-4

Learning Activities and Materials	Assessments
Read: 1. Lesson 16. More Things to Know (LO 1) (LO 3) Lesson 17. Final Preparation (LO 1 – LO 4)	**Discussion Forum(s):** 1. DF based on readings from the chapters (LO 2) (LO 3) **Assessment(s):** 1. Lesson 16: Study Cards (LO 2) (LO 3) 2. Lesson 16: Quiz (LO 2) (LO 3) Final Test (LO 1 – LO 4)

References

Google Career Certificates (2022). *Create a project communication plan* [Video]. YouTube.

https://www.youtube.com/watch?v=W_n0GYdW7DM

Hodge, B. (2018). *Introduction to project management* [Video]. YouTube.

https://www.youtube.com/watch?v=C0ffw8jgy6o

McLachlan, D. (2021). *Project cost management* [Video]. YouTube.

https://www.youtube.com/watch?v=CDpIu_nT49o

McLachlan, D. (2021). *4.1 Develop project charter* [Video]. YouTube.

https://www.youtube.com/watch?v=Oizvi3udo6o

McLachlan, D. (2021). *Project schedule management overview* [Video]. YouTube.

https://www.youtube.com/watch?v=CEBO4k6Tnqg

Yong, Wang (2020). *Project management 17: Project Closure* [Video]. YouTube.

https://www.youtube.com/watch?v=30suGpKCmgg