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ITS 221.50: Project Management

Troy Savage

University of Montana - Missoula, troy.savage@umontana.edu

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Fall 2018

Project Management Syllabus

COURSE: ITS 221 Project Management

SEMESTER CREDITS: 3

MEETING TIMES: Online requiring weekly interaction

: Final Exam Tuesday Dec. 11 5pm to 9pm.

: All times posted for this course are for the Mountain Time Zone.

FACULTY: Troy Savage, PE

CONTACT: Email: troy.savage@umontana.edu, Phone: 406-396-7744

OFFICE: 6th Floor of the Missoula College, room to be determined

OFFICE HOURS: By appointment

Prerequisites: CSCI 172 Intro to Computer Modeling

Course Description:

Investigation of topics in project management including scope, definition, risk, procurement and the RFP., management of time, cost, quality, and human resources. Concepts are reinforced with PM software.

Learner Outcomes:

- Define a project and the role of a project manager.
- Describe and develop the skills and knowledge required of a Project Manager.
- Consideration of stakeholders, organizational culture and framework relationships to successful project completion.
- Describe the process of creating a project.
- Develop a plan to execute a project.
- Understand the importance of effective project management communications and scheduling.
- Understand aspects of managing project scope, time, budgets, quality and human resources.
- Use MS Project software in a project management context, an introduction.
- Assess, identify and manage risks associated with a project.
- Explore and understand aspects of successful project completion.

Required Materials:

Project Management: A Systems Approach to Planning, Scheduling, and Controlling

Harold Kerzner Publication Date: April 2017 | ISBN-10: 1119165350 |

ISBN-13: 978-1119165354 | Edition: 12

Microsoft Project 2013 Software. We will be using MS Project in the course. You will need access to a computer with internet access, a University of Montana Grizmail email account, MS Project (provided to

each student by the department), and the ability to log in to and use the UM online course software resources.

Evaluation Procedures:

Assessment Grading Scale

Assignments 25%

Online Forum 25%

Quizzes 25%

Final Exam 25%

100% - 90% A

90% - 80% B

80% - 70% C

70% - 60% D

Online Participation:

This is not a correspondence course or a course where you can proceed at your own pace. Active **Forum** participation is required and graded as assigned. **Assignments** are to be submitted due by the assigned time on the assigned date. Late assignments receive a score of 0; late assignments will be accepted only in extraordinary circumstances, and at the instructor's discretion. Weekly **quizzes** are to be taken during the weekly unit. They are sometimes timed, sometimes require calculations. Missed quizzes receive a score of 0; there is no makeup for missed quizzes unless previous arrangements are made. The **final exam** is comprehensive and counts 25% of your grade. For details see the course description on the front page of the on-line class site.

Computer Hardware and Software:

The information for this course is presented in several formats. The student must be able to open and read Microsoft Word , PDF files, and Microsoft Project. Numerous web site references will be used. Since several of the documents that will be used in this course are relatively large PDF files, ***the speed of your computer and of your Internet access will impact your online experience.***

Late Work: Late assignments and missed Quizzes or Exams will receive a score of zero. If you have an extenuating circumstance that will prohibit you from meeting a deadline, please contact me well in advance of the deadline and I will make reasonable accommodations.

ACADEMIC INTEGRITY:

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by The University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at

[Site for academic integrity](#)

DISABILITY ACCOMMODATION:

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the [Disability Services website](#) or call 406.243.2243 (voice/text).

DROPPING AND ADDING COURSES, GRADING or CREDIT STATUS:

Policy for dropping courses or requesting grading/credit status changes can be found in the catalog: <http://www.umt.edu/registrar/students/dropadd.php> Students should become familiar with all academic policies found in the catalog.

CHANGES TO SYLLABI:

NOTE: Instructor reserves the right to modify syllabi and assignments as needed based on faculty, student, and/or environmental circumstances. If changes are made to the syllabus, amended copies will be dated and made available to the class.

Topic Outline (subject to change)

- Week 1 Class Systems and Introductions
 - Overview of Project Management
- Week 2 Project Management History and General Concepts
 - Change and Change Management
 - An Introduction to Failure
- Week 3 Organizational Structures
 - Staffing the Project Management Office
 - Skills required of a Project Manager Today
 - Project Start: Pick Your Project
- Week 4 Management Functions - Leadership
 - Project Team and Team Development
 - The Development of Personal Power
 - Dealing with the "Poor Worker" Exercise
 - Project Step: Download Microsoft Project
- Week 5 Managing Your Time and Your Stress
 - Dealing with Conflict
 - Project Step: List the basic steps of your project

- Week 6 Management Functions – Performance Measurement
 - Management Functions – Compensation and Reward
 - Management Functions – Morality and Ethics and Professionalism
 - Project Step: Organize you project steps
- Week 7 How to be Successful as a Project Manager
 - Working with Executives
 - Project Step: Build a basic project in “Project”
- Week 8 Introduction to Planning and Life Cycle
 - Developing Project Planning Documents
 - Project Step: Writing your SOW , WBS and WBS Library
- Week 9 Network Scheduling
 - Making a PERT Diagram
 - Project Step: Begin a PERT Diagram for your project
- Week 10 Project Graphics
 - PERT Diagrams Continued
 - Project Step: Complete a PERT Diagram for your project
- Week 11 Pricing and Estimating Projects
 - Project Step: Generate costs for each of your project steps
- Week 12 Cost Control
 - Explore and understand the concept of ‘Earned Value”
 - Project Step: Create an “Earned Value Report” for you project.
- Week 13 Thanksgiving Week – Working with Microsoft Project
 - Project Step: Microsoft Project Exercise
- Week 14 Introduction to Risk Management
 - Project Step: Identify your project risks, analyze them, and create a plan.
- Week 15 Microsoft Project
 - Project Step: Create you project in Microsoft Project