



## Section 1: Course Overview

### 1.1 Catalog Description

This course thoroughly explains project management techniques and how they can be used to effectively run projects. Project management software is used to provide students with a hands-on experience to effectively use software to manage projects.

### 1.2 Course Purpose and Goals

1. Understand the genesis of project management and its importance to improving the success of projects
2. Demonstrate knowledge of project management terms and techniques such as:
  - The triple constraint of project management
  - The project management knowledge areas and process groups
  - The project life cycle
  - Tools and techniques of project management such as:
    - Project selection methods
    - Work breakdown structures
    - Network diagrams, critical path analysis, and critical chain scheduling
    - Cost estimates
    - Earned value management
    - Motivation theory and team building
    - Etc.
3. Apply project management concepts by working on a group project as project manager or active team member
4. Use Microsoft Project and other software to help plan and manage a small project
5. Appreciate the importance of good project management
  - Share examples of good and bad project management
  - Participate in discussion boards throughout the course for personal reflection

- Use knowledge and skills developed in this class in other settings



### 1.3 Course Competencies

This course presents project management techniques used to effectively manage projects in various disciplines and is suitable for students in any major.

Students who complete Systems Analysis and Design in addition to Project Management will learn the details of the Systems Development Life Cycle and gain a strong understanding of how the methodologies work together to plan IT projects.

MGMT 381 and CIS 381 are cross referenced in the VCSU catalog. It is listed as a CIS 281 course at collaborative 2-year colleges.

### 1.4 Course Readings and Resources

|   |   |
|---|---|
|   | <p><b>Revised An Introduction to Project Management, Third Edition</b></p> <p>Kathy Schwalbe</p> <p><b>ISBN-10:</b> 0982800339   <b>ISBN-13:</b> 978-0982800331</p> <p><b>Publisher:</b> Kathy Schwalbe LLC (July 5, 2012)</p>  |
|  | <p><b>Microsoft Project 2010</b></p> <p>VCSU has a Microsoft Academic Alliance version that students can download from Blackboard and use with a license key provided by the instructor.</p> <p>Computer and processor: 700-megahertz (MHz) processor or higher.<br/> Memory: 512 megabytes (MB) RAM or higher.<br/> Hard disk: 2 gigabyte (GB) available disk space.<br/> Display: 1024 × 768 or higher resolution monitor.<br/> Operating system: Windows XP with Service Pack (SP) 3 (32-bit), Windows Vista with SP1, Windows Server 2003 SP2 and MSXML 6.0 (32 bit Office only), Windows Server 2008 or later (32-bit or 64-bit), Windows 7 operating systems.</p> |

## 1.5 Instructor Bio

Sue Pfeifer holds a Master of Science degree in Software Engineering from the University of St. Thomas in St. Paul, Minnesota. Sue completed this degree while working full-time as a software engineer at Thomson Corporation (i.e., West Publishing, Thomson West, and other name changes) in Eagan, MN. Sue began as a software engineer in the Business Systems department and coded in InfoBasic, PL/I, and VisualBasic. When Thomson acquired West Publishing, the corporation began looking for business system solutions that would support the enterprise at a global level. Sue participated in business process reengineering projects focusing on Inventory Management. Finally, the corporation decided to implement SAP R/3 and a new adventure began. Sue's career has since focused on the business needs of companies and the software solutions that support those needs. Towards the completion of the SAP R/3 implementation Sue became a Lead Software Engineer and led the implementation of the Project Systems module. After the implementation, Sue joined the New Release Team which focused on implementing enhancements and completing major projects in SAP R/3. Sue managed projects consisting of 10-25 individuals including business champions, subject matter experts, ABAP developers, and technical resources from integrated systems. Sue worked for Thomson for 10+ years from 1994 to 2005 when she and her family moved back to North Dakota.

Sue joined the Division of Business and Information Technology as a Computer Information Systems (CIS) Instructor in February 2005. Sue trained 80+ trainees for Eagle Creek Software Services and developed a Customer Relationship Management (CRM) curriculum for the CIS program at VCSU. While at VCSU Sue has developed new courses in IT Project Management and Enterprise Applications. As the SAP Coordinator, Sue has led the division to become a SAP University Alliance member. December 2008, VCSU joined the Minnesota Chapter (MNSUG) of ASUG (Americas' SAP Users Group) as the only alliance member. Sue is on the MNSUG program committee and will lead VCSU participation. October 2008, Sue joined the Project Management Institute (PMI) and January 7, 2009 became PMP (Project Management Professional) Certified.

## 1.6 Contact Information



Assistant Professor  
Sue Pfeifer

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Technology**  
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**Office Location:** McFarland 134

Blackboard, Blackboard IM, and email will be used as the primary communication method for this course. This is a fully online course and I will be available during the following office hours: Monday through Friday of each week from 9:00-10:00am via my VCSU email address or through Blackboard Collaborate. If you need to meet with me individually or over the phone, send an email to me requesting a meeting time. If I am logged in and available on Blackboard Collaborate at a different time that you are logged in, feel free to communicate with me.

## 1.7 Methodology Statement

This course will include several instructional methodologies to aid in proper learning of the course objectives. The course will be project focused and will guide you through the content that must be covered in order to properly complete each deliverable for your individual project. The chapters in the textbook will be assigned to provide details of project management and to provide examples of deliverables to be used as a guide. Finally, group discussions will be held in the Blackboard discussion board to provide you with the opportunity to collaborate with other members of this online course.

## Section 2: Course Policies

### 2.1 Student Responsibilities

- To learn the Blackboard software through the tutorial and to contact me or the help desk if you have problems with aspects of the course.
- To install and use Blackboard IM to communicate with the instructor and other students.
- To visit the site twice a week, check for announcements, and maintain an active presence in discussions.

- Complete your deliverables and other assignments on time as defined in the course schedule.
- Abide by ethical standards. Your work must be your own. You may debate and disagree but your comments online must be respectful of the views of others.

## 2.2 Instructor Responsibilities

- Maintain an active presence on the Discussion Board. While I may not comment on every posting individually, I will make periodic comments to help keep the discussion on track.
- Respond to email within 2 business days. If I receive emails regarding the same question or concern I may post a general reply as an announcement.
- Provide meaningful and constructive feedback on all course deliverables.
- Help guide students through the course material and their endeavors to provide an effective learning experience.

## 2.3 Course/Program Standards

The overall objective of the Division of Business and Information Technology is to prepare students for gainful employment in the various areas of business, education, and information systems. CIS 381/MGMT 381 Project Management is a required course within the BPIM major, Business Administration major for the Management concentration, Computer Information Systems (CIS) major, Enterprise Applications Certificate, and the Customer Relationship Management Certificate at Valley City State University. CIS 381/MGMT 381 Project Management will introduce students to the methodologies of project management and provide a hands-on learning opportunity to complete a project.

## Section 3: Assessment Strategies

### 3.1 Course Objectives

Upon successful completion of the course, students will be able to:

- Discuss knowledgeably the concepts of project management
- Create key project deliverables and explain the importance of the deliverables
- Create a project schedule using Microsoft Project
- Explain the purpose for using project management methodologies and why the world has grown to appreciate strong project management skills.

## 3.2 Measures of Learning Achievement

**Learning Objective/Student Outcome:** Discuss knowledgeably the concepts of project management.

**Measure:** Short answers and essays on the exams and group discussions in the Blackboard discussion board.

**Learning Objective/Student Outcome:** Create key project deliverables and explain the importance of the deliverables.

**Measure:** Project deliverables for the individual project.

**Learning Objective/Student Outcome:** Create key a project schedule using Microsoft Project.

**Measure:** Submission of .mpp files in Appendix A and the project schedule for the individual project.

**Learning Objective/Student Outcome:** Explain the purpose for using project management methodologies and why the world has grown to appreciate strong project management skills.

**Measure:** Reflection paper included in the final exam.

## 3.3 Student Learning Portfolio Items

### VCSU Abilities Project

#### Title of Project:

- Individual Project (Project Management Project)

#### Ability:

- Collaboration: To work together to reach a common goal.

#### Skill:

- Leadership: Delegates and demonstrates accountability for the group's success

#### Level

- 4

#### Indicators for the Skill:

- Identifies the strengths and weaknesses of group members to promote success.
- Executes/implements an organized plan for the group.
- Delegates responsibility.
- Demonstrates effective interpersonal skills to achieve group results.

#### Indicators for the Project:

- Plan the project using the methodology learned in the course
- Assemble a team of individuals outside of the class to participate in the project and take responsibility for completing specific tasks
- Manage the team and the project to the deliverables

### 3.4 Grading Policy

Grades will be recorded in the Blackboard grade book. Check the grade book for points assigned to each assignment.

| Assessment Tool                           | % of Grade |
|---|------------|
| Exams                                     | 15         |
| Group Discussions                         | 10         |
| Individual Project                        | 50         |
| Microsoft Project Assignment - Appendix A | 5          |
| Final Exam                                | 20         |

### 3.5 Submission Policies

Submit assignments and status reports in the Blackboard discussion boards provided in the Blackboard course.

Submit written deliverables in a word processing or PDF format to my VCSU email address. Microsoft Office Project files should be compressed and emailed in a .zip folder to my VCSU email address. **Anything you submit must have your name and the assignment in the filename.**

## Section 4: Communication Strategies

### 4.1 Communication Policies

In order to maximize your potential for learning and your ability to stay on track for completion of the readings, assignments, exams, and projects, you should plan on logging on to the course site two or more times each week. You should know that the software can record your attendance patterns. Also, participation in group discussions represents 10% of your final grade. Discussion grades will be based on meeting or exceeding the minimum criteria for participation. These are: logging on to the appropriate discussion board two separate times during the week, and posting at least three messages per week to the appropriate discussion board. These messages should be on topic. Post to the discussions only during the specified week. If you post later, it is likely that others will not read your postings and your contributions to the course will not be as valuable and you will not receive the desired feedback.

I will provide feedback on your project deliverables prior to the submission of the next deliverable. This will give you a chance to modify the direction of your project before you get too far along. I will respond to all email sent to me at my VCSU email address within 2 business days. I will also make myself available for virtual office hours on



Blackboard Collaborate during the office hours described earlier in this document. I will post an announcement on Blackboard if I cannot be available on a given day for some unforeseen reason.

## Section 5: Delivery Strategies

### 5.1 Course Delivery Plans and Course Structure

This course is divided into five topics that relate to the project management process groups:

Topic 1: Introduction

Topic 2: Project Management Process Groups

- Initiating
- Planning
- Executing
- Monitoring and Controlling
- Closing

Topic 3: Project Management Knowledge Areas

Topic 4: Conclusion

The process groups also relate to the deliverables that each student must complete for the individual projects. Topic readings, discussion posts, and assignments should be completed in accordance with the Course Schedule. The project deliverables should be completed in parallel with the topic tasks.

In each topic, students will be presented with:

- The instructor's introduction to the topic
- Objectives of the topic
- Assignments
- Additional resources to explore
- Opportunities to provide feedback to the instructor

For each topic, students are expected to:

- Read the assigned chapters within the textbook
- Participate in the weekly class discussion boards
- Complete the assignments
- Complete the appropriate deliverables for the individual project
- Explore additional resources

The instructor will provide the first posting for the class discussion board during the appropriate week and all students are encouraged to participate. The discussion board is intended to provide an overview of the materials (i.e., a substitute for the traditional



lecture) and the opportunity for students to ask questions and provide input about the material.

As the course progresses, topic activities may change if needed. If this occurs, the instructor will post an announcement communicating the changes.

## **Section 6: Technology Strategies**

### **6.1 Technology Guidelines**

Students must have internet access and the ability to use Blackboard on VCSU's portal. Contact the help desk if you run into any issues accessing the portal. Microsoft Project 2010 requires a Windows based operating system (see specifics defined earlier in this document) and familiarity with other Windows-based applications.

## **Section 7: Formative Evaluation Strategy**

### **7.1 Formative Evaluation Tools and Policies**

To help ensure you have a meaningful and effective learning experience, I plan to provide multiple feedback opportunities to you throughout the course. Periodically, I will post online surveys to solicit your input, and I will hold regular virtual office hours to answer any questions you may have. Please feel free to submit your questions and concerns.

## **Section 8: Additional Resources and Policy Statements**

### **8.1 Student Support/Policies**

See the Student Support/Policies in the navigation panel of the Blackboard course.