

ITT Technical Institute

PM3110

Introduction to Project Management

Onsite and Online Course

SYLLABUS

Credit hours: 4.5


Contact/Instructional hours: 45 (45 Theory Hours)

Prerequisite(s) and/or Corequisite(s):

None.

Course Description:

This course explores the discipline of project management. Topics include characteristics and phases of a project, the project life cycle, project process groups, project knowledge areas and project standards. Students will compare project management to program management.



COURSE SUMMARY

COURSE DESCRIPTION

This course explores the discipline of project management. Topics include characteristics and phases of a project, the project life cycle, project process groups, project knowledge areas and project standards. Students will compare project management to program management.

MAJOR INSTRUCTIONAL AREAS

1. Introduction to the Project Management Body of Knowledge (PMBOK Guide)
2. Project Management Institute (PMI) Standards
3. Project Management Life Cycle
4. Trends in Project Management
5. Project Management in a Global and Digital Environment

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Define the terms project and project management.
2. Describe the project life cycle, project selection, project environment, and approval process.
3. Identify project management process groups.
4. Explain the role of the project manager in initiating and completing a project.
5. Explain project management knowledge areas.
6. Identify and apply the steps that must be taken to complete projects on time and on budget.
7. Establish the relationship between project life cycle, the project management process groups, and the project management knowledge areas.

COURSE OUTLINE

MODULE 1: OVERVIEW OF PROJECT MANAGEMENT

COURSE LEARNING OBJECTIVES COVERED

- Define the terms project and project management.

TOPICS COVERED

- Basics of a Project
- Need for Project Management
- Elements of a Project

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapter 1.	No	2.5 hr
Reading: ITT Tech Virtual Library> Basic Search> <i>Creating Transformation in Project Management - A Point of View.</i>	No	0.5 hr
Lesson: Study the lesson for this module.	No	1 hr
Discussion: Participate in the discussion titled “Importance of Project Management.”	Yes	N/A
Exercise: Submit the exercise titled “Identifying What a Project Is.”	Yes	1.5 hr
Quiz: Prepare for Quiz 1.	No	2 hr
Project: Read and begin the project.	No	1 hr

Total Out-Of-Class Activities: 8.5 Hours

MODULE 2: KNOWLEDGE AREAS OF PROJECT MANAGEMENT

COURSE LEARNING OBJECTIVES COVERED

- Define the terms project and project management.
- Describe the project life cycle, project selection, project environment, and approval process.
- Identify project management process groups.
- Explain the role of the project manager in initiating and completing a project.
- Explain project management knowledge areas.

TOPICS COVERED

- Project Management Process Interactions
- Project Management Process Groups
- Approaches to Project Selection
- Statement of Work
- Project Scope

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapters 3 and 5.	No	6 hr
Reading: ITT Tech Virtual Library> Basic Search> <ul style="list-style-type: none"> • <i>PMBOK Guide</i>, Chapters 3 and 5. • <i>Evidence-Based Scope for Reducing 'Fire-Fighting' in Project Management</i>. 	No	2.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Identifying Knowledge Areas.”	Yes	N/A
Quiz: Take Quiz 1.	Yes	N/A
Analysis: Submit the analysis titled “Creating a Scope Document.”	Yes	3 hr
Exercise: Submit the exercise titled “Using a Scoring Model.”	Yes	1.5 hr
Project: Continue work on Project Part 1.	No	3 hr

Total Out-Of-Class Activities: 18 Hours

MODULE 3: TEAM BUILDING, COMMUNICATIONS, AND RISK MANAGEMENT

COURSE LEARNING OBJECTIVES COVERED

- Define the terms project and project management.
- Describe the project life cycle, project selection, project environment, and approval process.
- Identify project management process groups.
- Explain the role of the project manager in initiating and completing a project.
- Explain project management knowledge areas.
- Identify and apply the steps that must be taken to complete projects on time and on budget.

TOPICS COVERED

- Effective Project Teams
- Communications in a Team
- Project Risk Management
- Working with Microsoft Project

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapters 6 and 7.	No	5.5 hr
Reading: Kennemer & Atchison, Chapters 1–4.	No	7 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Effective Team Building and Communications.”	Yes	N/A
Exercise 1: Submit the exercise titled “Risk Management Plan.”	Yes	2 hr
Exercise 2: Submit the exercise titled “Developing a Project Plan.”	Yes	3 hr
Quiz: Prepare for Quiz 2.	No	2 hr
Project: Submit Project Part 1.	Yes	3 hr

Total Out-Of-Class Activities: 24.5 Hours

MODULE 4: COST ESTIMATION AND BUDGETING

COURSE LEARNING OBJECTIVES COVERED

- Describe the project life cycle, project selection, project environment, and approval process.
- Identify project management process groups.
- Explain the role of the project manager in initiating and completing a project.
- Explain project management knowledge areas.
- Identify and apply the steps that must be taken to complete projects on time and on budget.

TOPICS COVERED

- Cost Estimation
- Cost Management
- Project Budgets
- Budgeting Models

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapter 8.	No	3 hr
Reading: ITT Tech Virtual Library> Basic Search> <i>PMBOK Guide</i> , Chapter 7.	No	2.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Budgeting Models.”	Yes	N/A
Quiz: Take Quiz 2.	Yes	N/A
Exercise: Submit the exercise titled “Identifying Requirements.”	Yes	2 hr
Project: Begin work on Project Part 2.	No	4 hr

Total Out-Of-Class Activities: 13.5 Hours

MODULE 5: PROJECT SCHEDULING, EVALUATION, AND CONTROL

COURSE LEARNING OBJECTIVES COVERED

- Explain the role of the project manager in initiating and completing a project.
- Identify and apply the steps that must be taken to complete projects on time and on budget.
- Establish the relationship between project life cycle, the project management process groups, and the project management knowledge areas.

TOPICS COVERED

- Project Scheduling
- Duration Estimation
- Control Cycles
- Working with Resources

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapter 9.	No	6 hr
Reading: Kenemer & Atchison, Chapter 5.	No	1 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled “Milestone Analysis.”	Yes	N/A
Analysis: Submit the analysis titled “Deriving Duration Estimates.”	Yes	3 hr
Quiz: Prepare for Quiz 3.	No	2 hr
Project: Submit Project Part 2.	Yes	4 hr

Total Out-Of-Class Activities: 18 Hours

MODULE 6: ENDING THE PROJECT

COURSE LEARNING OBJECTIVES COVERED

- Describe the project life cycle, project selection, project environment, and approval process.
- Explain the role of the project manager in initiating and completing a project.
- Explain project management knowledge areas.
- Identify and apply the steps that must be taken to complete projects on time and on budget.
- Establish the relationship between project life cycle, the project management process groups, and the project management knowledge areas.

TOPICS COVERED

- Termination Projects
- The Closeout Process

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: Pinto, Chapter 14.	No	2.5 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Discussion: Participate in the discussion titled “Why Projects Fail.”	Yes	1 hr
Quiz: Take Quiz 3.	Yes	N/A
Analysis: Submit the analysis titled “Effective Post-Project Reviews.”	Yes	2.5 hr

Total Out-Of-Class Activities: 7.5 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Discussion	10%
Exercise	25%
Analysis	10%
Project	35%
Quiz	20%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

- Kennemer, B., & Atchison, S. (2014). *Project 2013 absolute beginner's guide*. Indianapolis, IN: Que Publishing.
- Pinto, J. K. (2016). *Project management: Achieving competitive advantage (4th ed.)*. Upper Saddle River, NJ: Prentice Hall.

OTHER ITEMS

- Microsoft Project
 - * This software title is available for download from ITT Technical Institute's DreamSpark software download site. For more information, please review the [DreamSpark Implementation Guide](#), available at the ITT Technical Institute Student Portal> Resources> Download Center.

RECOMMENDED RESOURCES

- Professional Associations
 - Project Management Institute
www.PMI.org
- ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)
 - Basic Search
 - McManus, J. (2015). Creating transformation in project management - A point of view. *Management Services*, 59(1), 20-24.
 - Project Management Institute. (2013). *A guide to the project management body of knowledge (PMBOK Guide) (5th ed.)*. Newtown Square, PA: Project Management Institute.
 - Wearne, S. (2014). Evidence-based scope for reducing 'fire-fighting' in project management. *Project Management Journal*, 45(1), 67-75.

○

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as lessons and case scenarios. Your progress will be regularly assessed through a variety of assessment tools including discussion, exercise, analysis, project, and quiz.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)