

ITT Technical Institute
PM333
Project Communication and
Documentation
Onsite Course

SYLLABUS

Credit hours: 4

Contact/Instructional hours: 50 (30 Theory Hours, 20 Lab Hours)

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

Prerequisites: GE217 Composition II or equivalent, EC311 Introduction to Project Management or equivalent; Prerequisite or Corequisite: PM332 Project Management Techniques or equivalent

Course Description:

In this course students examine techniques for effective and efficient documentation throughout the different project phases including initiation, planning, execution, and closing a project. The course will also present appropriate techniques to communicate to the different stakeholders.

Syllabus: Project Communication and Documentation

Instructor:	_____
Office hours:	_____
Class hours:	_____

Major Instructional Areas

1. Documents for PMBOK processes:
 - a. Project initiation phase
 - b. Project planning phase
 - c. Project execution phase
 - d. Project closing phase
2. Project communications
3. Project documentation and PMBOK standards

Course Objectives

1. Apply relevant project management terms appropriately in course document submissions.
2. Evaluate the major documents used in all phases of a project.
3. Prepare the major documents that are used in a project.
4. Demonstrate clear, concise and appropriate communications in all phases of a project.
5. Analyze the relationship between project documentation and communication and organizational change.
6. Explain purpose, audience and timing with primary documents used in Project Management.
7. Given a case study, evaluate the effectiveness and efficiency of project documentation and communication.
8. Demonstrate the ability to organize and manage multiple projects during the same time period.

SCANS Objectives

SCANS is an acronym for Secretary's Commission on Achieving Necessary Skills. The committee, created by the National Secretary of Labor in the early 1990s, created a list of skills and competencies that the committee feels are necessary for employees to function in a high-tech job market.

Related SCANS Objectives

- Recognize the problem, identify possible reasons for the problem and devise and implement a plan of action to resolve it.
- Demonstrate the ability to utilize Standard English, appropriate format and logical order in practical writing.
- Discover a rule or principle underlying the relationship between two or more objects and apply it in solving a problem.
- Demonstrate competency in creating, revising, editing and producing a written document to achieve results.
- Organize and process symbols, pictures, graphs, objects and other information.
- Use efficient learning techniques to acquire and apply new knowledge and skills.
- Select, acquire, organize, maintain, evaluate and communicate information; use computers to process information.
- Analyze information and ask questions to enhance comprehension.
- Communicate and defend one's own values and beliefs.
- Work cooperatively with others and contribute to the group with ideas, suggestions and effort.
- Demonstrate the ability to organize multiple tasks.

Course Outline

ASSESSMENT CHART

Unit Number & Topic	Text Content	Due	Communication Lessons	Due	Project Assignment	Due
Part I - Project Initiation Phase						
1. Introduction and Project Concept	Discussion Minor Writing: Write Project Concept	2	Minor Writing: Communication Skills	2	All Project Review Project Selection Allocation Chart	
2—Project Business Case	Business Case Major	3	Major Writing: CCIP	3	Discuss Project	
3—Project Charter	Major Writing: Project Charter Preparation (Individual parts)	4	Discussion W ⁵ H	In clas s	Discuss Project	
Part II - Project Planning Phase						
4—Project Plan	Project Plan Discussion	In clas s	Minor Writing W ⁵ H ²	5		
5—Project Plan and Communications Plan	Major Writing: Communication Plan	6	Minor Writing: Most Important Paragraph	6	Course Project I: Project Charter Due	5
6—Project Plan and Risk Plan	Major Writing: Risk Management Descriptive Form	7	Discussion: Minor Writing: Oldberg Case	In clas s		
7—Project Plan and Quality Plan	Major Writing: Quality Objectives	8	Discussion Minor Writing Oldberg	In clas	Course Project II Communications	7

Unit Number & Topic	Text Content	Due	Communication Lessons	Due	Project Assignment	Due
	and Related Activities chart		Case	s	Plan Due	
8–Project Plan and Schedule Plan	Major Written Assignment: Assignment Meetings Minutes	11	Discussion: Hidden Agenda Discussion	In class		
Part III - Project Executing and Closing Phase						
9– Reports and Project Closing	Major Writing: Closing Documents		Discussion: Geeks and Suits	In session		
10 Project Integration	Project Integration		Discussion: Communication and Project Management	In session	Course Project III Project Management Plan Due	10
11–Presentation	Team Projects Meeting Minutes for Weeks 8,9,10	11			Team Presentations	11

Instructional Methods

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools in the classroom. Students will use, develop and practice creating documents. Students will also reinforce communication skills through the use of user scenarios and giving a team presentation. The instructor will present some “just in time” refreshers on becoming an effective and efficient communicator. Students are required to work in teams for many in-class activities and assignments and will be evaluated both in the quality of the communication and the content.

Instructional Materials and References

Student Textbook Package

Rakos, John, James Harris, Scott Kennedy, Steve Jackson and Karen Dhanraj. The Practical Guide to Project Management Documentation. Hoboken, NJ: Wiley, John & Sons, Inc., 2005. CD ROM with Textbook (case accompanies text)

Issued in prerequisite course:

Project Management Institute. *A Guide to the Project Management Body of Knowledge, Fourth Edition.* Newtown Square, PA: PMI Publications, 2008.

This text is issued in PM361 Introduction to Project Management

Equipment and Tools

Standard Computer Lab

References

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library at <http://www.library.itt-tech.edu/> to access online books, journals and other reference resources selected to support ITT Tech curricula.

Books

- Barkley, Bruce T. *Integrated Project Management*. Blacklick, OH: McGraw-Hill Professional Publishing, 2006.
- Brandon, Dan. *Project Management for Modern Information Systems*. Hershey, PA: IRM Press, 2005.
- Cleland, David L. *Global Project Management Handbook: Planning, Organizing and Controlling International Projects (2nd Edition)*. Blacklick, OH: McGraw-Hill Professional Publishing, 2006.
- Cook, Curtis R. *Just Enough Project Management*. Blacklick, OH: McGraw-Hill Companies, 2004.
- Davidson, Frame J. *The New Project Management: Tools for an Age of Rapid Change, Complexity, and Other Business Realities*. San Francisco, CA: John Wiley & Sons, Inc. (US), 2002.
- Dinsmore, Paul C. (Editor). *AMA Handbook of Project Management (2nd Edition)*. Saranac Lake, NY: AMACOM, 2005.
- Garrett, David and Dan Bradbary. *Herding Chickens: Innovative Techniques for Project Management*. San Francisco, CA: Sybex Books, 2005.
- Heldman, Kim. *Project Management Jump Start*. Alameda, CA: Sybex, Incorporated, 2003.
- Kemp, Sid. *Project Management Demystified*. Blacklick, OH, USA: McGraw-Hill Professional Publishing, 2004.
- Lewis, James P. *Fundamentals of Project Management: Work Smart Series*, 3rd Ed. New York: AMACOM Books, 2007.
- Richman, Larry. *Improving Your Project Management Skills*. New York: AMACOM Books, 2006.
- Turner, J. Rodney (Editor). *Contracting for Project Management*. Abingdon, Oxon, GBR: Gower Publishing Limited, 2003.
- Westland, Jason. *Project Management Life Cycle*. London: Kogan Page, Limited, 2006.
- Wysocki, Robert. *Project Management Process Improvement*. Norwood, MA, USA: Artech House, Incorporated, 2004.

Periodicals

- **Project Management Journal**
Contains advanced state-of-the-art project management techniques, research, theories and applications.
- **PM Network**
Keeps the project management decision-maker abreast of the latest news of techniques and best practices.

- Reference Resources>Project Management>Microsoft Project

Primavera Systems
 Project Management Forum
 Project Management Institute Association
 The Project Management WWW Site

Program Links

You may click "Program Links >Professional Organizations>Project Management Institute

Course Evaluation and Grading

Evaluation Criteria Table

The final grades will be based on the following categories:

CATEGORY	Number of assessments	WEIGHT
Participation (Documentation and Communication Discussion Activities)	16	16%
Major Writing Assignments (Documentation and Communication)	8	32%
Minor Writing Assignments (Documentation and Communication)	6	12%
Project Part I Project Charter	1	9%
Project Part II Communication Plan	1	12%
Project Part III Risk and Quality Documents	1	9%
Presentation Post Project Report	1	10%
Total		100%

40%

Note: Students are responsible for abiding by the Plagiarism Policy.

Grade Conversion Table

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

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

(End of Syllabus)