COURSE INFORMATION

COURSE TITLE
MAN241 - Project Management in Organizations

COURSE DESCRIPTION
Investigates the concepts and applicability of project management within organizations. It examines the unique nature of the project management structure including its emphasis on integrated decision making throughout a lifecycle of a product from the planning, implementing, monitoring, and controlling phases. Emphasis is on the processes of initiating, planning, executing, controlling, and closing activities of project management.

CREDIT HOURS
3 credits

SUGGESTED PREREQUISITE KNOWLEDGE
None

CCCOnline COURSE POLICIES
The CCCOnline Course Policies page contains information about the student's role in the classroom, grading policies, and rights and responsibilities.
**COURSE MATERIALS**

All course reading material is available online and linked within the course site. You do not need to purchase any additional materials.

**MINIMUM COMPUTER REQUIREMENTS**

To complete this course, you will need **regular** access to a computer from which you can get to the internet and use email. In order to ensure that your course functions properly, you must run the System Check. This is a CRITICAL STEP, and taking the time to do it now will eliminate a tremendous amount of frustration for you later. To run the System Check, click Tools in the course NavBar and then click System Check.

**DIGITAL MATERIALS ACCESS AND SETUP**

This course uses **Mindedge** which contains the eText in addition to interactive media content to help you remember what you learn. There is no setup required, and all Mindedge content is accessible through the Table of Contents.

Visit the [Mindedge Course Start](#) page for details on the first access of the course materials.

To make sure your computer is set up correctly to access the eText and other digital content, review the [Mindedge Technical Support](#) page, also linked in the Technical Support Module.

**LIBRARY ACCESS**

You will need your student ID Number (Your S#) to login to the CCCOnline Library in order to gain access to some of the readings and videos in this course. Enter your S# if you see this screen:
**Course Competencies and Outcomes**

**Student Competencies**

The competencies you will demonstrate in this course are as follows:

A. Define a project and its elements.
B. Produce the components of a project plan, i.e., goals, preliminary project plan, Work Breakdown Structure (WBS), activity schedule with necessary precedence/successor relationships and network diagrams for a project.
C. Illustrate the creation of a project schedule.
D. Discuss the development and use of network diagram techniques.
E. Construct a budget.
F. Explain how to control project costs.
G. Explain how to calculate a project's earned value and its significance to the project team.
H. Analyze project quality using metrics and control tools by ensuring that the end deliverables fulfill the project requirements and scope of work.
I. Illustrate the concept of different types of risks, their uncertainties, and associated mitigation strategies to minimize the overall risk uncertainties.
J. Define project procurement standards and its association with the different types of contracts.

The module outcomes that will permit you to demonstrate course competencies are:

<table>
<thead>
<tr>
<th>Module 1</th>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Identify the five phases of the PMI (Project Management Institute) project life cycle.</td>
<td>A</td>
</tr>
<tr>
<td>2</td>
<td>Summarize the activities that take place during each phase.</td>
<td>A</td>
</tr>
<tr>
<td>3</td>
<td>Create a preliminary project schedule.</td>
<td>C</td>
</tr>
<tr>
<td>4</td>
<td>Describe the components of the project charter and purpose of each component.</td>
<td>B</td>
</tr>
<tr>
<td>5</td>
<td>Create a Work Breakdown Structure for a project during project planning phase.</td>
<td>B</td>
</tr>
</tbody>
</table>
# Module 2

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State the reasons for establishing a project baseline.</td>
<td>C</td>
</tr>
<tr>
<td>2. Identify and sequence project activities that will meet a project's objectives.</td>
<td>C</td>
</tr>
<tr>
<td>3. Employ estimating techniques to calculate task duration.</td>
<td>C</td>
</tr>
<tr>
<td>4. Discuss the use of the network diagram to calculate the critical path for a project.</td>
<td>D</td>
</tr>
<tr>
<td>5. Create a network diagram to calculate the length of the critical path(s) in a project.</td>
<td>D</td>
</tr>
</tbody>
</table>

# Module 3

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Use the work breakdown structure to estimate project cost.</td>
<td>E</td>
</tr>
<tr>
<td>2. Apply both analogous and parametric estimating techniques to determine project budgets.</td>
<td>E</td>
</tr>
<tr>
<td>3. Prepare a project budget for contingencies.</td>
<td>F</td>
</tr>
<tr>
<td>4. Discuss the relationship between time management and project scope and cost management.</td>
<td>F</td>
</tr>
</tbody>
</table>

# Module 4

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. State the meanings of the basic measurements of project progress - Budgeted Cost of Work Scheduled (BCWS), Budgeted Cost of Work Performed (BCWP), Actual Cost of Work Scheduled (ACWS), Actual Cost of Work Performed (ACWP).</td>
<td>G</td>
</tr>
<tr>
<td>2. Apply the tools of the Earned Value Method to forecast project end date and cost.</td>
<td>G</td>
</tr>
<tr>
<td>3. Apply Earned Value formulae to calculate project performance.</td>
<td>G</td>
</tr>
<tr>
<td>4. Apply a requirements traceability matrix to ensure project requirements are met.</td>
<td>H</td>
</tr>
<tr>
<td>5. Create quality standards for a project.</td>
<td>H</td>
</tr>
<tr>
<td>6. Determine how to measure the quality achieved by a project.</td>
<td>H</td>
</tr>
</tbody>
</table>

# Module 5

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the purpose and components of the risk management plan.</td>
<td>I</td>
</tr>
<tr>
<td>2. Build a risk register to categorize and quantify the perceived risks to a project.</td>
<td>I</td>
</tr>
<tr>
<td>3. State the different types of risk and the strategies to mitigate them.</td>
<td>I</td>
</tr>
<tr>
<td>4. Build a request for proposal (RFP) for a software system.</td>
<td>J</td>
</tr>
<tr>
<td>5. Determine the best type of contract to employ in various business situations.</td>
<td>J</td>
</tr>
</tbody>
</table>
**GRADING AND EVALUATION**

**METHODS**

Evaluation includes a combination of discussion participation, assignments, and other evaluations. Rubrics are provided for assignments and discussions.

**GRADING POLICIES**

Mark all module due dates on your calendar for this class. You may submit assignments AHEAD of schedule. *Late assignments will not be accepted without prior approval.*

**SUMMARY OF GRADING**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussions (10 @ 50 points each)</td>
<td>500</td>
<td>50%</td>
</tr>
<tr>
<td>Assignments (10 @ 50 points each)</td>
<td>500</td>
<td>50%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Grading Scale**

A = 90 to 100%  B = 80 to 89%  C = 70 to 79%  D = 60 to 69%  F = 59% and below

**DISCUSSIONS**

Discussions are the heart of the course, and they give us the opportunity to share ideas, learn from one another, and expand our horizons on the essential skills in project management. The discussion is only as successful as the timeliness of your posts, which is why this criteria is included in the discussion grading rubric. In order to be eligible for full credit, you must make your main post by Wednesday by 11:59 pm each week. For each day your main post is submitted beyond the due date, your grade for the discussion will be reduced.

After making your main post, you must respond to at least two of your classmates in a substantive way. Your post must extend the concepts discussed in the post you are responding to, offer a different opinion, or take the discussion in a new direction. You may ask a question in your response, but only asking a question with no other meaningful content will not be considered a substantive post.

You may make your response posts any time before the end date/time for the discussion.
ASSIGNMENTS

Assignments will be graded according the Assignments grading rubric. Each assignment will require you to research the answers to a number of questions, and you will be expected to cite all sources of information, whether it is a book, journal, blog, or any other electronic source. Your sources should be credible and relevant, as not only is this part of evaluation criteria for your written assignments, but also is an important skill to acquire for this and all your educational and academic pursuits. Please review the proper APA- style format for a Works Cited or Bibliography page, as well the formatting of in-text citations.

EXTRA CREDIT

There is no opportunity for extra credit in this course.

COURSE SCHEDULE

The Schedule is subject to change as needed.

This page summarizes all of the graded assignments, discussions, quizzes, and reading assignments for the course. If you want, you can print it out and post it somewhere handy.

All assignments are described in detail on the Module Assignment pages. If you have questions check there and/or send me an e-mail.

This course is not self-paced and is not open-exit. All assignments, quizzes, discussions, etc., are to be completed by no later than 11:59 pm MST/MDT of the due date.

NOTE: Important CCCOnline semester dates (e.g., drop/withdraw/term end) appear on the CCCOnline calendar.

MODULE 1

Reading/Assignments/Exams

Due Dates

Read selected sections of MindEdge content (as listed in the Module 1 Activities page)
Participate in the Student Introductory discussion
Participate in the Module 1 Discussion 1
Participate in the Module 1 Discussion 2
Submit Module 1 Assignment 1
Submit Module 1 Assignment 2
Module 2

**Reading/Assignments/Exams**

Read selected sections of MindEdge content (as listed in the Module 2 Activities page)
Participate in the Module 2 Discussion 1
Participate in the Module 2 Discussion 2
Submit Module 2 Assignment 1
Submit Module 2 Assignment 2

Module 3

**Reading/Assignments/Exams**

Read selected sections of MindEdge content (as listed in the Module 3 Activities page)
Participate in the Module 3 Discussion 1
Participate in the Module 3 Discussion 2
Submit Module 3 Assignment 1
Submit Module 3 Assignment 2

Module 4

**Reading/Assignments/Exams**

Read selected sections of MindEdge content (as listed in the Module 4 Activities page)
Participate in the Module 4 Discussion 1
Participate in the Module 4 Discussion 2
Submit Module 4 Assignment 1
Submit Module 4 Assignment 2

Module 5

**Reading/Assignments/Exams**

Read selected sections of MindEdge content (as listed in the Module 5 Activities page)
Participate in the Module 5 Discussion 1
Participate in the Module 5 Discussion 2
Submit Module 5 Assignment 1
Submit Module 5 Assignment 2

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