COURSE INFORMATION

COURSE TITLE
MAN243 - Project Management in Action

COURSE DESCRIPTION
Introduces major activities and tools in Project Management related to resources, risk and quality. There is a heavy focus to provide how to manage the human element of project management. Specific Project Management tools and methodologies are introduced and used.

CREDIT HOURS
3 credits

SUGGESTED PREREQUISITE KNOWLEDGE
MAN 241 - Project Management in Organizations is recommended but not required

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.
COURSE COMPETENCIES AND OUTCOMES

STUDENT COMPETENCIES

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

A. Explain careers, certifications, and educational paths through project management.
B. Describe how to prepare for a career in Project Management.
C. Discuss the different process groups.
D. Demonstrate resource assignment and allocation for a project.
E. Demonstrate project communication management including communication channels, strategies and plan.
F. Discuss management skills for the project including: team concepts, project conflict, project leadership, and stakeholder management.
G. Illustrate Project Management ethical behavior and practices.

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

**MODULE 1**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the educational pathways by which a prospective project manager may seek project management training.</td>
<td>A, B</td>
</tr>
<tr>
<td>2. Analyze the job market (opportunities, salaries) for project managers in your area.</td>
<td>A</td>
</tr>
<tr>
<td>3. Describe what you are doing now and what else you need to do to prepare yourself for a career in project management.</td>
<td>B</td>
</tr>
<tr>
<td>4. Describe the project management pathways a prospective project manager might follow, and which professional certifications they should consider.</td>
<td>A</td>
</tr>
</tbody>
</table>

**MODULE 2**

<table>
<thead>
<tr>
<th>Outcomes</th>
<th>Competencies</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify the phases, or process groups, of the Project Management Institute (PMI) project life cycle.</td>
<td>C</td>
</tr>
<tr>
<td>2. Explore the key activities that take place during each process group.</td>
<td>C</td>
</tr>
<tr>
<td>3. Discuss the documentation requirements for each process group.</td>
<td>C</td>
</tr>
</tbody>
</table>
**Module 3**

**Outcomes**

1. Compare the process groups in the Project Management Institute (PMI) project life cycle with other project development approaches.
2. Discuss the advantages and disadvantages of predictive versus adaptive project management approaches.
3. Evaluate best practices in determining resource needs and assigning resources to projects.
4. Create a responsibility assignment matrix to communicate project team roles.

**Module 4**

**Outcomes**

1. Describe the components a communications plan.
2. Identify personal communication skills to improve project communications.
3. Investigate ways to facilitate timely and useful communications among project team members and between projects.

**Module 5**

**Outcomes**

1. Investigate ways to resolve project team conflict.
2. Discuss how to identify and understand the needs of project stakeholders.
3. Compare project management styles with regard to the type of project assigned to a project manager.
4. Describe the elements of project management's code of ethics.
**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>TOTAL</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**

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 1

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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