

MIDSTATE COLLEGE
411 W. NORTHMOOR RD. PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299

Spring 2019

Course: CIS119 – Managing Projects

Credit: 4 Quarter Hours

Method of Delivery: eLearning

Course Description: Students will be introduced to key project management concepts. This course will examine the essential elements of a successful project, define and plan a project by developing a project schedule, investigate appropriate project control factors, and demonstrate how to execute a project. This course will use popular project management software. The student will complete projects that simulate simple, real world scenarios.

Prerequisite: CIS 114 Computer Usage and Software Applications or proficiency exam

Text(s) & Manual(s): Painless Project Management; ISBN: 978-0-4701-1721-7

Author(s): Pamela McGhee/Peter McAliney

Publisher: Wiley

Text(s) & Manual(s): Microsoft Project 2016 Step by Step, 1st Ed.; ISBN: 978-0-7356-9874-1

Author(s): Carl Chatfield and Timothy Johnson

Publisher: Microsoft Press

Materials needed for this course:

- Additional Supplies: None
- Hardware/Software and Equipment: MS Project 2016

Topics: Elements of a successful project, project planning, project control, project execution, charting and diagramming projects.

Learning Objectives: Upon completion of this course, the student will be able to:

1. Demonstrate an understanding of project management and describe key elements.
2. Describe a project and provide examples.
3. Plan a project.
4. Create a project using project management software.
5. Assign resources using project management software.
6. Track project progress using project management software.
7. Evaluate and assess project success.

Midstate Grading scale:

90 - 100	A
80 - 89	B
70 - 79	C
60 - 69	D
0 - 59	F

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Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Student Success:

The Office of Student Success is available to students seeking tutoring for individual classes or who need assistance with writing assignments. Information is also available on test taking techniques, how to take notes, developing good study skills, etc. Contact Student Success in Room 110(in person); (309) 692-4092, extension 1100 (phone); studentsuccess@midstate.edu (email).

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Instructor: Nancy Franklin

Room/Phone: 122 /692-4092 ext. 1220

Midstate Email: nafranklin@midstate.edu

Office hours: T Th 10:00-11:30am

Policies and Procedures:

ATTENDANCE IS TAKEN BASED UPON SUBSTANTIVE, GRADEABLE PARTICIPATION DURING A SCHOOL WEEK.

Cell phones are prohibited from use in this course. If you need to accept a call, please step outside the classroom to do so. Similarly, please refrain from conversation with other classmates during class. Some students find it helpful to bring headphones and listen to music while they work. This is acceptable as long as the volume doesn't disturb others.

Students are expected to post twice in the discussion forum each week, unless otherwise specifically stated. All postings must relate to the topic of the discussion forum and must be respectful. Any posts deemed inappropriate by the instructor will be removed. A third post each week is required, in the Weekly Summary forum. These forums expire at the end of each respective eLearning week and cannot be reopened.

Grading Specifications:

Students are expected to post twice in each discussion forum each week, unless otherwise specifically stated. All postings must relate to the topic of the discussion forum and must be respectful. Any posts deemed inappropriate by the instructor will be removed.

Students are also to post one Summary in the Weekly Summary forum each week.

Both the Discussion and Summary forums for the current eLearning week EXPIRE at the start of the next eLearning week. They close at that time to postings---they are not accepted nor reopened, per Midstate eLearning guidelines.

When completing assignments in the MS Project book, "Steps" within each project must be completed each week. As you read the Unit/Project, complete the "Steps" while reading the text. At the end of the Unit/Project, you will attach ALL the files designated at the end of each Lecture in ONE post in the Assignment Dropbox.

To receive full credit, assignments must be posted by due date. Time extensions on homework are considered on a case-by-case basis, and requests following due date will not be granted. Late work is docked ten(10) points for each week it is late. If you are

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experiencing problems and want an extension on due date, request needs to be made before work is due to be considered.

Flex Learning Attendance Definition:

On-campus = If a student attends an on-campus course, he or she will be counted as present.

eLearning = To be considered in attendance for an eLearning course, the student must participate each week by submitting substantial, gradable work.

Note: eLearning attendance is taken within the eLearning week, which runs from Monday at 12:00PM through Monday at 8:00AM. Attendance should be recorded by Tuesday at noon. This applies for both Evening, Saturday, and Daytime classes. eLearning content must be available to students by noon on Monday.

Methods of evaluating student performance: There will be two (2) online timed exams including a question/answer portion and a practical portion. Each week will include assigned work to be completed and posted to the Assignment Dropbox for that week. You are also required to post to a Discussion Forum at least two (2) times per week and post to a Weekly Summary one (1) time per week.

Instructor's Grading Scale:

Weekly Discussion Forum	10%
Summary Forum	10%
Assignments	30%
Exams	30%
Project	20%

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Week 1

Topics:

Course Expectations

- Syllabus
- Textbooks
 - Painless Project Management
 - MS Project 2016
- Chapter 1: Introduction to Project Management and Chapter 2: The Project Management: Life Cycle, Work Cycle and Business Context

Learning Objectives:

1. Demonstrate an understanding of project management and describe key elements.
2. Describe a project and provide examples.

Assignments Due:

- ✓ Discussion Questions (DQs)
- ✓ Read Chapter: 1 & 2 (Painless Project)
- ✓ Take Quiz 1 over Chapter 1 and 2
- ✓ Complete Chapter 1 Assignment
- ✓ Complete Discussion Forum
- ✓ Complete Summary Forum

Week 2

Topics:

- Developing a Business Case

Learning Objectives:

1. Demonstrate an understanding of project management and describe key elements
2. Describe a project and provide examples.
3. Plan a project.

Assignments Due:

- ✓ Read Chapter 3-Concept—Building the Business Case

- ✓ Complete Golden Gate Bridge Assignment
- ✓ Take Quiz 2 over Chapter 3
- ✓ Complete Discussion Forum
- ✓ Complete Summary Forum

Week 3

Topics:

- Project Charter
- Work Breakdown Structure

Learning Objectives:

1. Plan a project.
2. Create a project using project management software.
3. Create diagrams and flow charts using diagramming application software.

Assignments Due:

- ✓ Read Chapter 4- Planning the Work and Working the Plan
- ✓ Complete Discussion Forum
- ✓ Complete Assignment on Real Life Experiences from the Trenches
- ✓ Complete Quiz 2 over Chapters 3 and 4
- ✓ Complete Summary Forum

Week 4

Topics:

- Project Flip

Learning Objectives:

1. Plan a project.

Assignments Due:

- ✓ Read Project Flip Case Scenario
- ✓ Complete Project Flip Business Case Assignment
- ✓ Complete Discussion Forum
- ✓ Complete Summary Forum

Week 5

Topics:

- Project Charter
- MS Project 2016

Learning Objectives:

1. Plan a project.
2. Assign resources using project management software.

Assignments Due:

- ✓ Read Chapter 5- Project Charter for Complex PM--Management Considerations
- ✓ Read Chapter 2-MS Project 2016- submit student file
- ✓ Complete Project Charter for Project Flip
- ✓ Discussion Forum
- ✓ Summary Forum

Week 6

Topics:

- WBS's, Networks, and Gantt Charts
- MS Project 2016

Learning Objectives:

1. Plan a project.
2. Assign resources using project management software.

Assignments Due:

- ✓ Read Chapter 6-Much, Much, More on WBSs, Networks, and Gantt Charts
- ✓ Read MS Project Chapter 3-Simple Scheduling Basics (no student file) and Chapter 4-MS Project-Building A Task List (submit student file)
- ✓ Project Flip WBS Assignment
- ✓ Discussion Forum
- ✓ Summary Forum

Week 7

Topics:

- WBS's, Networks, and Gantt Charts
- MS Project 2016 Cont'd

Learning Objectives:

1. Plan a project.
2. Describe a project and provide examples.
3. Demonstrate an understanding of project management and describe key elements

Assignments Due:

- ✓ Complete Quiz 2 over Chapters 5 and 6 in Painless Project Mgmt.
- ✓ Discussion Forum
- ✓ Summary Forum

Week 8

Topics:

- Creating Tasks in MS Project for Project Flip

Learning Objectives:

1. Plan a project.
2. Create diagrams and flow charts using diagramming application software.
3. Describe a project and provide examples.
4. Demonstrate an understanding of project management and describe key elements

Assignments Due:

- ✓ Creating Tasks for Project Flip Using MS Project
- ✓ MS Project Quiz over Chapters 2, 3, 4.

Week 9

Topics

- Assigning resources to tasks

Learning Objectives:

1. Plan a project.
2. Create diagrams and flow charts using diagramming application software.
3. Describe a project and provide examples.
4. Demonstrate an understanding of project management and describe key elements

Assignments Due:

- ✓ Labor Cost Analysis for Project Flip
- ✓ Discussion Forum
- ✓ Summary Forum

Week 10

Topics:

- Assigning resources to tasks in MS Project

Learning Objectives:

1. Plan a project.
2. Create diagrams and flow charts using diagramming application software.
3. Describe a project and provide examples.
4. Demonstrate an understanding of project management and describe key elements

Assignments Due:

- ✓ Entering Resources in MS Project for Project Flip
- ✓ Discussion Forum
- ✓ Summary Forum

Week 11

Topics:

- Status Reporting
- Formatting and sharing your plan

Learning Objectives:

1. Track project progress using project management software.
2. Evaluate and assess project success.

Assignments Due:

- ✓ Read Chapter 7-Status Reporting: What to Tell, When, and to Whom in Painless Project Management textbook
- ✓ Read Chapter 7-Formatting and sharing your plan in MS Project textbook (student file)
- ✓ Lessons Learned Assignment

Week 12

Topics:

- Bringing it all together

Learning Objectives:

1. Demonstrate an understanding of project management and describe key elements.
2. Describe a project and provide examples.
4. Plan a project.
5. Create a project using project management software.
6. Assign resources using project management software.
7. Track project progress using project management software.
8. Create diagrams and flow charts using diagramming application software.
9. Evaluate and assess project success.

Assignments Due:

- ✓ Quiz over Chapters 5, 6, 7 in MS Project
- ✓ Quiz over Chapter 7 in Painless Project Management
- ✓ Summary Forum