

Central Ohio Technical College
Department of Business
Business Management Technologies
Syllabus Part I
January 3, 2008 – March 16, 2008
Winter Quarter

- Course Title:** Project Management
Course Number: 2018
Credit Information: 3 Credit Hours
3 Contact Hours
Course Prerequisites: None
Instructor: Bonnie Buchanan
Instructor
Office: Hopewell 181
Phone: (740) 366-9406 or 1-800-9newark ext 406
Office hours: Posted on Faculty Web Site
- Textbook:** Portney, Mantel, Meredith, Shafer, & Sutton. Project Management – Planning, scheduling, and controlling projects. Wiley. 2008.
- Course Description:** This course is designed to examine the key elements in the project management process. This process will include: characteristics of a well-defined project; successful project organization; managing the project team; planning, scheduling and controlling. Effective project planning will include gathering budget information, and scheduling data.
- Course Goals:** Students will be able to:
1. Identify and describe techniques that lead to efficient and effective initiation, development, and completion of projects.
 2. Explain how plans are ideas converted into a product or service.
 3. Explain the need of teams for project management and how individual contributions and approaches are used.
 4. Identify deviations and the execution of project plans.
 5. Complete a project from start to finish including all 4 phases from the conception phase to the study phase to the design phase and ending with the implementation phase.

Packet: None required

Supplies: None required

ITS Resources: Tech Connect

<http://www.newarkcampus.org/Departmental/TechConnectweb/default.htm>.

Student Services: <http://cotc.edu/studentlife/>

Library: <http://www.newarkcampus.org/library/>

Grading System: The student's final grade for this course will be determined on the following basis:

90 – 100%	-	A
80 – 89%	-	B
70 – 79%	-	C
60 – 69%	-	D
Below 60%	-	E

Class Participation: In-class participation is considered very essential to successful performance in this course. Students will be expected to read all assigned materials and be prepared to participate in discussions related to course material. Students must ask questions and give opinions or share one topic per week to earn the full amount of points.

Due Dates: Any late assignments will automatically be penalized 30% points. NO assignments will be accepted more than 1 week late unless there is an emergency situation.

Quizzes: There will be quizzes given during this course, both announced and unannounced. These quizzes will consist of a variety of question forms and will cover only those chapters that were reviewed or assigned for reading prior to the quiz.

Exams: Comprehensive exams will be given throughout the quarter. These exams will consist of a variety of question forms and will cover only those chapters that were reviewed prior to the exam.

Make-Up Exams: The instructor may approve and schedule make-up exams. Without the approval of the instructor, no make-up exams will be scheduled. All make-up exams must be due to unexpected circumstances beyond the student's control. Documentation may be required.

Group Projects: Group projects will be assigned during the quarter. You are expected to participate in all group activities and complete a peer evaluation form after projects are completed. Be advised that group membership will change during the quarter.

Plagiarism: All of the work of the student will be in their own words and will not be copied from the work of another. If work is copied it will be handled according to College Policy.

As part of COTC's campus-wide assessment initiatives (quality assurance program), samples of student performance such as test results, projects, papers, etc. may be used. The data gathered will not identify individual students and is not related to the student's grade for the course, but will be used to improve student learning at COTC.

Disability Statement: Any student with a documented disability, which may require special accommodation, should self-identify to the instructor as early as possible in order to receive effective and timely accommodations.

Withdraw Date: Please check the Official College Calendar or the Winter Quarter Important Dates listing on the COTC Web Page for last date to withdraw from this class.

CENTRAL OHIO TECHNICAL COLLEGE
Division of Business
Syllabus Part II
WINTER QUARTER 2008

Course Number:	2018
Course Title:	Project Management
Course Description:	This course is designed to examine the key elements in the project management process. This process will include: characteristics of a well-defined project; successful project organization; managing the project team; planning; scheduling; and controlling. Effective project planning will include gathering budget information and scheduling data. Techniques for scheduling projects will include GNATT chart schedules and reports.
Credit Hours:	3
Contact Hours:	3 (3 hours lecture, 0 hours lab)
Prerequisites:	None.

Course Goals:

The basic purpose of the course is to focus the student's attention on the process of project management and decision making using related information. Goals for the course are congruent with this purpose and are aimed at helping the student understand concepts while applying them in these areas:

- 1.00 Introduce techniques that lead to efficient and effective initiation, development, and completion of projects.
- 2.00 Plans which convert ideas into product or service. Planning phase of projects set the stage for successful completion.
- 3.00 Performance of project requires a team of people to achieve the desired goal. Individual contributions to a project and team approaches will be analyzed.
- 4.00 Control of a project includes seeing it progress according to plan. Deviations and execution from the plan are important processes in the evolution of projects.

Student Performance Objectives:

- 1.00 Introduce techniques that lead to efficient and effective initiation, development, and completion of projects.
 - 1.01 Demonstrate an understanding of a project life cycle from defining the project through, planning, implementation, and completing the project.
 - 1.02 Work through exercises to get an overview of a GNATT chart; and be able to define when one is to be used and how to do elementary completion of the charts.
 - 1.03 Complete exercised as an overview to using a PERT chart. These exercises will define when and why PERT is used along with methods and processing of drawing and using the chart.
- 2.00 Plans which convert ideas into a product or service. Planning phase of projects set the stage for successful completion.
 - 2.01 State the purpose and goals of the conception phase of a project.
 - 2.02 Demonstrate the tasks, schedules, and budget constraints identified for a project.
 - 2.03 State the purpose and goal of the study phase of a project.
 - 2.04 Be able to define tasks and activities during the study phase.
- 3.00 Performance of a project requires a team of people to achieve the desired goal. Individual contributions to a project and team approaches will be analyzed.
 - 3.01 State the purpose and goals of the design phase.
 - 3.02 Define the tasks which are involved in the design phase.
 - 3.03 Demonstrate the human factors and design documentation necessary to complete a project.
- 4.00 Control of a project includes seeing it progress according to plan. Deviations and execution from the plan are important processes in the evolution of projects.
 - 4.01 State the purpose and goals of the implementation phase.
 - 4.02 Define the tasks which are involved in the implementation phase.
 - 4.03 Demonstrate the documentation required during and upon completion of the project.