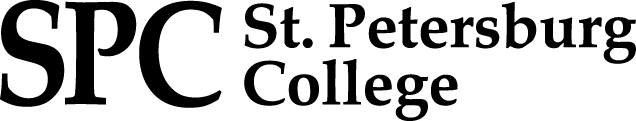
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# COURSE SYLLABUS

Course Title: MAN 4883 Project Management Methodology

**Syllabus Addendum:** [**www.spcollege.edu/addendum**](http://www.spcollege.edu/addendum)



## INSTRUCTOR

Rina Coronel

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727 341-3193

Office Hours: Monday 11-4 Tarpon Springs, Tuesday and Wednesday 11-4 Epi-420

## ACADEMIC DEPARTMENT

**Dean:** Dr. Greg Nenstiel

**Office Location:** Epi Center, 2-305D

**Office Phone Number:** 727-341-3026

**Email:** Nenstiel.Greg@spcollege.edu

## COURSE INFORMATION

**Course Description: The purpose of this course is to evaluate some of the project management methodology (PMBOK, PERT/CPM, CCPM, Waterfall, Scrum, Agile, XP, FDD, Crystal and Prince2) to effectively manage integration, time, cost, scope, human resources, stakeholders, quality, communication, and procurement. An emphasis is placed on Project Management as a proven and effective tool that allows work teams, resources and tasks to be controlled and quality achieved. Students compare the methodologies in their preferred specialization such as: General, Construction, Financial, Healthcare, and IT to achieve business benefits, and capture market share.  Students will utilize, case studies, peer review articles and outside research to support their own finding 47 contact hours.**

**Course Objective:**

1. Evaluate traditional and modern project management methodology
2. Apply chosen project management methodology for integration
3. The student will explain how managing stakeholders will help to eliminate re-work. Identifying the stakeholder early in the project allows you to get buy-in and address any concerns that may help or hinder your project from project initiation to closure. Students analyze power, influence and approach
4. The student will explain how the skills, knowledge, and tools to efficiently and effectively define, organize, plan, manage and close human resources related projects
5. The student will identify quality requirements and/or standards for the project and its deliverable, and document how the project will demonstrate compliance. Students will learn the importance of quality requirements to ensure standards are used. Students will monitor and record results of quality activities to assess performance and recommend necessary changes.
6. The student will develop a communication approach based on stakeholder’s international needs. Student will create, collect distribute, store and retrieve information.  Student will monitor and control communication throughout the entire project life cycle.
7. Students will outline steps to implement the work according to schedule, budget and client specification**.**
8. Procurement management includes planning, selecting, contracting, controlling, and closing outsourced products and services.

## REQUIRED TEXTBOOK & OTHER RESOURCE INFORMATION

**There are no required books, but students do need access to scholarly journals from the library and access to view videos. All Project Management students need to have the latest edition of the PMBOK.**

## learner support

**Accessibility:** [**www.spcollege.edu/dr**](http://www.spcollege.edu/dr/)

St. Petersburg College is committed to providing quality education and services to all students who study here. Our focus is your success. To help you achieve that, Disability Resources works with students, faculty and staff to provide accommodations that ensure equal access for all students.

The office provides or facilitates:

* Academic adjustments such as early registration and exam accommodations
* Academic modifications such as course substitutions
* Aids and services including adaptive technologies, note takers and interpreters
* College Placement Test accommodations

Under Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, SPC seeks to ensure that admission, academic programs, support services, student activities and campus facilities are accessible to and usable by students who document a qualifying disability with the College. Students with disabilities who desire accommodations need to provide appropriate documentation of a disability and request services from Disability Resources.

**Academic Support Services:** [**www.spcollege.edu/support**](http://www.spcollege.edu/support/)

On-Campus Support: [www.spcollege.edu/tutoring/#tab=2](http://www.spcollege.edu/tutoring/#tab=2)

Online Support: [www.spcollege.edu/tutoring/#tab=3](http://www.spcollege.edu/tutoring/#tab=3)

**Students who visit our Learning Centers more than four times in a term have better than and 80% chance at success.**

[Learning Center Locations](http://www.spcollege.edu/tutoring/)

[Computer Labs](http://www.spcollege.edu/computerlabs/)

**Student Services and Resources:** [**www.spcollege.edu/services**](http://www.spcollege.edu/services)

SPC offers a wide variety of services to help you register for classes, pay your fees, receive your grades, request transcripts or answer any questions you have.

## ATTENDANCE

**The College-wide attendance policy is included in the Syllabus Addendum:**

[**www.spcollege.edu/addendum/#attend**](http://www.spcollege.edu/addendum/#attend)

It is important that you actively participate the first two weeks of class to ensure that you are not dropped from the class. This is an online course and you will be required to submit complete assignments during weeks one and two in order to be considered active in the class.

Merely logging into your course during the first two weeks does NOT constitute participation. You are a “no show” if you do not complete your work. Students classified as “No Show” for both of the first two weeks will be administratively withdrawn.

## GRADING

SPC grades on an A, B, C scale; they do not offer pluses (+) or minuses (-). The grading scale is:

A: 100-90%

B: 89-80%

C: 79-70%

D: 69-60%

F: Below 60%

**Grading Philosophy:**

Grades will be assigned based solely on student performance and not on prevailing student norms or students' perceptions of their performance. This course syllabus clearly communicates performance standards and these standards will be fairly and consistently applied throughout the semester. Grading standards have been developed based exclusively on course objectives reflecting the appropriate level of content mastery, including mastery of the subject matter as well as mastery of those core curriculum components such as effective writing and information literacy deemed appropriate to the course. Although a bell curve may not always be achieved, nor is it necessarily desirable, **it is expected that the grade of A is awarded only to those students whose work is truly exceptional, reflecting both content mastery and the ability to analyze and articulate that material**. Students can expect that the grade of A will be awarded only to those few students whose work is exceptional reflecting both content mastery and the ability to communicate that material. Grades of B and C would be awarded more frequently implying lesser degrees of content mastery. The grade of D represents the lowest passing grade and denotes borderline content mastery. The definition of each grade level is as follows:

A = Outstanding: Performance excels far above established standards for university-level performance

B = Superior: Performance above established standards

C = Good: Performance meets established standards

D = Substandard: Performance is below established standards

F = Failure: Performance does not meet minimum requirements

**Late Submissions & Extenuating Circumstances:**

Late assignments are not graded unless you have missed the deadline due to medical reasons. All requests for extensions must be made in writing (via SPC email) and supporting medical documentation will need to be attached for extensions to be granted.

Textbook issues, computer problems, or technology related issues do not constitute an extenuating circumstance. Extra time to complete assignments will not be assigned for these reasons.

## Discussions and Assignments DUE DATES AND POINTS

|  |  |  |
| --- | --- | --- |
| Due Date | Assignment | Points |
| W1 Thursday | Introduction | 0 |
| W1 Thursday | Module 1 Initial Discussion | 15 |
| W1Sunday | Module 1 Response to Peer Discussion | 15 |
| W1 Sunday | Module 1 Assignment | 35 |
| |  | | --- | | W2 Thursday | | W2 Sunday | | W2 Sunday | | W3 Thursday | | Module 2 Initial Discussion  Module 2 Response to Peer Discussion  Module 2 Assignment  Module 3 Initial Discussion | 15  15  35  15 |
| |  | | --- | | W3 Sunday | | W3 Sunday | | W4 Thursday | | W4 Sunday | | Module 3 Response to Peer Discussion  Module 3 Assignment  Module 4 Initial Discussion  Module 4 Response to Peer Discussion | 15  35  15  15 |
| |  | | --- | | W4 Sunday | | W5 Thursday | | W5 Sunday | | W5 Sunday | | Module 4 Assignment  Module 5 Initial Discussion  Module 5 Response to Peer Discussion  Module 5 Assignment | 35  15  15  35 |
| |  | | --- | | W6 Thursday | | W6 Sunday | | W6 Sunday | |  | | Module 6 Initial Discussion  Module 6 Response to Peer Discussion  Module 6 Assignment | 15  15  35 |
| W7 Thursday | Module 7 Initial Discussion | 15 |
| W7 Sunday | Module 7 Response to Peer Discussion | 15 |
| W7 Sunday | Module 7 Assignment | 35 |
| W8 Monday | Module 8 Initial Discussion | 15 |
| W8 Wednesday | Module 8 Response to Peer Discussion | 15 |
| W8 Wednesday | Module 8 Assignment | 35 |
| Total Points Possible | | 520 |

SPC grades on an A, B, C scale; they do not offer pluses (+) or minuses (-). The grading scale for this class:

|  |  |  |
| --- | --- | --- |
| Scale | Minimum Points | Maximum Points |
| 90% - 100% A | 468 | 520 |
| 80% - 89% B | 416 | 467 |
| 70% - 79% C | 364 | 415 |
| 60% - 69% D | 312 | 363 |
| 0 - 59% F | 0 | 311 |

## STUDENTS’ EXPECTATIONS

**Please review SPC Expectations for Student Conduct:** [**https://www.spcollege.edu/studentconduct/**](https://www.spcollege.edu/studentconduct/)

**Online Student Participation and Conduct Guidelines:** [**www.spcollege.edu/addendum/#onlineguide**](http://www.spcollege.edu/addendum/#onlineguide)

**Academic Honesty:** [**www.spcollege.edu/academichonesty**](http://www.spcollege.edu/academichonesty)

**Professionalism:**

The behavior of all students in class should reflect a professional, respectful, and compassionate environment. Inappropriate or inconsiderate behavior will result in dismissal from the classroom and/or penalties to the student’s course grade. **You are to be thoughtful of your comments, actions, and decisions and how it impacts your classmates and your instructor.** For a clearer understanding of what is expected from students in this course please access the link below for an overview of professionalism in business. Also carefully review the section in your syllabus regarding netiquette. All online communications shared in this class will be subject to review as part of the score assigned for professionalism/communications

<http://smallbusiness.chron.com/meaning-professionalism-work-ethic-746.html>

**Netiquette:**

**SPC Netiquette Policy:** <http://www.spcollege.edu/addendum/#expectations>

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a student, business person or potential entrepreneur you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines.

**Rules:**

* Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
* Never post a message that is in all capital letters -- it comes across to the reader as SHOUTING!
* Use boldface and italics sparingly, as they can denote sarcasm.
* Keep messages short and to the point.
* Always practice proper spelling, good grammar, punctuation, and composition in all course communications. It is reflection of your student and work ethic.
* Do not write in “text code” when emailing your professor.
* Keep in mind that threaded discussions are meant to be constructive exchanges.
* Remember that your emails are all saved throughout the duration of the course and archived with SPC at the conclusion of the term.
* Be respectful and treat everyone as you would want to be treated yourself.
* If you receive an upsetting email or post “cool off” before you respond.
* Spell check!

## INSTRUCTOR’S EXPECTATIONS

## My goal is to respond to student emails within 24 hours through the business week and within 48 hours on the weekends. I will make every attempt to grade student assignments within 5 business days so that you can successfully continue in the course.

## TurnItIn

Do not use duplicate work in this course. If you are repeating the course please use a new project with a new methodology. Do not use work from other courses. The instructor of this course may require use of Turnitin.com as a tool to promote learning. The tool flags similarity and mechanical issues in written work that merit review. Use of the service enables students and faculty to identify areas that can be strengthened through improved paraphrasing, integration of sources, or proper citation. Submitted papers remain as source documents in the Turnitin database solely for the purpose of detecting originality.

## STUDENT SURVEY OF INSTRUCTION

The Student Survey of Instruction is administered in courses each semester. It is designed to improve the quality of instruction at St. Petersburg College. All student responses are confidential and anonymous and will be used solely for the purpose of performance improvement.

## technology

**Minimum Technology Requirements**:

**SPC**

<https://mysuccess.helpdocsonline.com/technical-requirements-for-mycourses>

**Minimum Technical Skills:**

It is strongly encouraged that you complete the MyCourses Student Tutorials found within the course.

**Accessibility of Technologies:**

**MyCourses (Brightspace by D2L) Accessibility Statement:** [**www.brightspace.com/about/accessibility**](http://www.brightspace.com/about/accessibility)

**Privacy:**

**MyCourses (Brightspace by D2L) Privacy Statement:** [**www.brightspace.com/legal/privacy**](http://www.brightspace.com/legal/privacy)

**Technical Support:**

**St. Petersburg College**

* [**www.spcollege.edu/helpdesk**](http://www.spcollege.edu/helpdesk)
* Call **727-341-HELP** (727-341-4357)
* SPC technical support can assist you with technical issues related to MySPC, MyCourses, student email and other technology related problems. Generally, it is best to call for student issues.
* Technical support can be reached by email at [onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)