



COURSE OUTLINE: ELD302 - PROJECT MANAGEMENT

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Course Code: Title	ELD302: PROJECT MANAGEMENT
Program Number: Name	1229: E-LEARNING DES & DEV
Department:	GENERAL ARTS & SCIENCE
Academic Year:	2024-2025
Course Description:	In this course, learners will discover standard project management techniques and strategies to support the design and development of eLearning materials and training resources. Learners will familiarize themselves with the techniques that Project Management Professionals of Canada currently uses so that learners are fully equipped to manage eLearning projects from start to finish.
Total Credits:	3
Hours/Week:	3
Total Hours:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
This course is a pre-requisite for:	ELD410, ELD420
Vocational Learning Outcomes (VLO's) addressed in this course:	1229 - E-LEARNING DES & DEV
Please refer to program web page for a complete listing of program outcomes where applicable.	VLO 1 Facilitate online and technology-mediated learning to support student success.
	VLO 11 Manage eLearning projects from proposal through the development, implementation, and evaluation phases to meet requirements and timelines.
Essential Employability Skills (EES) addressed in this course:	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 5 Use a variety of thinking skills to anticipate and solve problems.
	EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.
	EES 8 Show respect for the diverse opinions, values, belief systems, and contributions of others.
	EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.
	EES 10 Manage the use of time and other resources to complete projects.



EES 11 Take responsibility for ones own actions, decisions, and consequences.

Course Evaluation:

Passing Grade: 50%, D

A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.

Other Course Evaluation & Assessment Requirements:

Learners within this Post-Graduate program must maintain a cumulative program average of 63% or higher to be eligible for co-op or field placement.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Summarize the unique characteristics of a project, the project lifecycle, and the stakeholders involved in eLearning design projects	1.1 Identify the unique characteristics that constitute a project, particularly an eLearning project 1.2 Describe what is involved in project management and the importance of it for eLearning design projects 1.3 Describe the roles and responsibilities of a Project Manager and the various stakeholders that are involved 1.4 Differentiate a project lifecycle into five stages and the three project management constraints: time, cost, and scope
Course Outcome 2	Learning Objectives for Course Outcome 2
2. Conduct a needs assessment in project initiation using the SMART (specific, measurable, attainable, realistic, timely) framework in establishing goals and deliverables with various stakeholders	2.1 Recognize the importance of conducting a needs assessment in project initiation 2.2 Analyze stakeholders to involve them effectively in the goal-identification process 2.3 Define project goals, objectives, and deliverables using the SMART framework 2.4 Outline what is required to conduct a needs assessment for an eLearning project 2.5 Develop a needs assessment using the SMART framework to establish goals and deliverables
Course Outcome 3	Learning Objectives for Course Outcome 3
3. Create a work breakdown structure using backward planning techniques, project management methodologies, and MS Teams for eLearning project planning	3.1 Recognize how to create a Project Charter and why it is important in project management 3.2 Apply backward planning techniques to develop a project timeline and schedule 3.3 Estimate project resources, time, and costs accurately for eLearning design projects 3.4 Develop a work breakdown structure using backward planning and MS Teams 3.5 Recognize the elements of Project Management methodology 3.6 Apply the different types of project management methods for an eLearning project 3.7 Identify the key features and benefits of MS Teams for project management 3.8 Set up a team, project plan, and communication channels on Microsoft Teams



	Course Outcome 4	Learning Objectives for Course Outcome 4
	4. Create a communication plan that is appropriate for eLearning design and development projects and for facilitating both in-person and virtual meetings effectively	4.1 Recognize the importance of communication in project management and the need to have a communication plan 4.2 Differentiate between communication needs amongst the stakeholders, applying the appropriate message, timing, and frequency for each group 4.3 Draft a communication plan that is suitable for facilitating both in-person and virtual meetings effectively 4.4 Develop a comprehensive and personalized communication plan, utilizing suitable tools and platforms
	Course Outcome 5	Learning Objectives for Course Outcome 5
	5. Create a dynamic workspace by encouraging collaboration, feedback, and open communication in your team and with all stakeholders	5.1 Describe the different stages of Tuckman's Model to determine which stage a team is at regarding team development, performance management, and workloads 5.2 Recognize the main causes of conflict within a team and the different conflict management styles to resolve team conflict 5.3 Use conflict resolution techniques to address team conflict that can occur within team projects 5.4 Determine how to create a dynamic workspace that encourages collaboration, feedback, and open communication 5.5 Develop a workspace that values collaboration, open communication, and constructive feedback
	Course Outcome 6	Learning Objectives for Course Outcome 6
	6. Manage multiple projects, showing the steps and processes that take place in change management procedures	6.1 Recognize the significance of project tracking and monitoring using pre-determined success metrics and baselines 6.2 Identify what a project variance is and how it is caused, detected, and should be addressed 6.3 Illustrate the steps involved in the change management procedure 6.5 Use the Eisenhower Matrix for stakeholder and task prioritization and task delegation 6.6 Schedule simultaneous projects to leverage resources in different stages of the project lifecycle 6.7 Use time management strategies to manage time effectively, allocating resources effectively and mitigating the drawbacks of multitasking and context switching 6.8 Apply the steps to successfully close a project 6.9 Conduct a closing meeting and a project evaluation to document lessons learned from a project and to successfully close a project

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Application Learning: Identifying Stakeholders/Needs Assessment (CLOs 1 & 2)	20%
Creation-Based Learning: Communication Plan (CLOs 4 & 5)	25%
Creation-Based Learning: Work Breakdown Structure (CLO 3)	25%



Demonstration Based Learning: Manage Multiple Projects (CLO 6) | 30%

Date: August 6, 2024

Addendum: Please refer to the course outline addendum on the Learning Management System for further information.

