COURSE OUTLINE: HIN106 - PROJECT MANAGEMENT

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Course Code: Title	HIN106: PROJECT MANAGEMENT FOR HIN
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Academic Year:	2025-2026
Course Description:	This course explores essential elements of project management and its application to the health care industry. Learners apply the topics of planning, budgeting, managing and controlling projects. Faculty layer technical project management skills on top of these topics to ensure learners can optimize project effectiveness within the health care context. This course introduces learners to project management software where students gain skills that are essential for any project. Health Care and Informatics case studies are reviewed throughout the semester, allowing for enhancement to the student learning experience.
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.
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2197 - HEALTH INFORMATICS** VLO 1 Assess organizational requirements for health information system technologies (HIST). VLO 2 Formulate change strategies to implement appropriate health information systems technologies (HIST) within the health-care setting. VLO 4 Apply business and system analysis techniques to evaluate the effectiveness of health information systems technologies within a health-related setting. VLO 6 Synthesize relevant local, national and global health care and health information management issues, trends, and evolving technologies to support health information systems and processes.
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 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 5 Use a variety of thinking skills to anticipate and solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems.

	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:	A+ = 90-100% A = 80-89% B = 70-79% C = 60-69% D = 50-59% F < 50% Students are expected to be present to write all tests in class, unless otherwise specified. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning. Should the student fail to contact the professor, the student shall receive a grade of zero on the test. If a student is not present 10 minutes after the test begins, the student will be considered absent and will not be given the privilege of writing the test. Students exhibiting academic dishonesty during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information. In order to qualify to write a missed test, the student shall have: a.) attended at least 75% of the classes to-date. b.) provide the professor an acceptable explanation for his/her absence. c.) be granted permission by the professor. NOTE: The missed test that has met the above criteria will be an end-of-semester test. Labs / assignments are due on the due date indicated by the professor. Notice by the professor will be written on the labs / assignments and verbally announced in advance, during class. Labs and assignments that are deemed late will have a 10% reduction per academic day to a maximum of 5 academic days at 50% (excluding weekends and holidays). Example: 1 day late - 10% reduction, 2 days late, 20%, up to 50%. After 5 academic days, no late assignments and labs will be accepted. If you are going to miss a lab / assignment deadline due to circumstances beyond your control and seek an extension of time beyond the due date, you must contact your professor in advance of the deadline with a legitimate reason that is acceptable. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical or near identical in content may constitute academic dishonesty and result in a zero grade. Students are expected to be present to write in-classroom quizzes. There are no make-up

options for missed in-class quizzes.

Students have the right to learn in an environment that is distraction-free, therefore, everyone is expected to arrive on-time in class. Should lectures become distracted due to students walking in late, the professor may deny entry until the 1st break period, which can be up to 50 minutes after class starts or until that component of the lecture is complete.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
1. Define Project Management	1.1 Identify and explain the roles of a project manager 1.2 Describe the key skills required of a project manager and why some managers are more successful than others 1.3 Explain the value of project management in Health Informatics and why it is key to improved patient care and organizational improvement / growth 1.4 Identify and explain key industry standards of recognition including PMBOK and the PMI Association 1.5 Explain why becoming a certified project manager is beneficial to a career 1.6 Explain the various certification types available from PMI including PMP 1.7 Identify essential elements and tools for successful Health Informatics projects 1.8 Identify common mistakes made by project managers
Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Lead Projects in a Health Care Setting	2.1 Define the value of project management within health care organizations and health systems 2.2 Provide examples of the types of projects that occur within health care agencies and systems 2.3 Research Project Management Office set up and structure within health care agencies 2.4 Identify stakeholder engagement strategies used to build support for project outcomes 2.5 Identify common leadership strategies used in health care project management
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Review Project Management Styles	3.1 Identify and contrast Traditional, Agile & Waterfall Project Management styles 3.2 Identify software types and products available for Project Management 3.3 Identify and research Health Care and Health Informatics project types 3.4 Identify and explain the stages of a Project Life Cycle 3.5 Explain why Health Care projects may be challenging to manage and coordinate 3.6 Research and review the latest methods and trends used in project management in health care

Course Outcome 4	Learning Objectives for Course Outcome 4
4. Plan a Health Informatics Project	4.1 Define the project 4.2 Prepare a project checklist 4.3 Create a health care project team 4.4 Initiate an assigned sample class project 4.5 Identify key stakeholders in the project 4.6 Identify a set of criteria for the project 4.7 Create a Mind Planning diagram for project visualization 4.8 Create a Work Breakdown diagram to show project flow and assigned resources 4.9 Identify, research and prepare a Health Informatics resource plan for anticipated component costing in the project 4.10 Identify sources of project costs and income 4.11 Plan a project budget 4.12 Identify, explain and document estimating methods and techniques 4.13 Review and prepare a Project Charter 4.14 Describe characteristics of both successful and unsuccessful Health projects 4.15 Identify key RFP websites 4.16 Create an RFP for Health Care / Informatics support
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Develop a Project Schedule	5.1 Use Project Management software to create timelines for a sample health care project 5.2 Implement the Work Detail diagram into project timelines 5.3 Apply human, material and other resources to the timelines 5.4 Apply project budget costing to your timeline and resources 5.5 Plan for and apply `what-if` contingencies to the plan 5.6 Identify reasons for project timeline mistakes, then plan to avoid them 5.7 Perform a reality check of the overall schedule 5.8 Present the project schedule
Course Outcome 6	**Learning Objectives for Course Outcome 6**
6. Explore Project Risk Management	6.1 Identify and explain what risk is 6.2 Identify single points of failure in health projects 6.3 Identify potential risks to a project 6.4 Explain how to be proactive in risks rather than reactive 6.5 Identify what mechanisms need to be put in place to help mitigate or eliminate project risk 6.6 Explain what risk tolerance is and how it differs from project to project 6.7 Research risk management frameworks used within health care sector 6.8 Identify the governance framework used within health care agencies associated with project risk management
Course Outcome 7	**Learning Objectives for Course Outcome 7**
7. Monitor the Project	7.1 Use Project Management software to update project tasks, activities and milestones 7.2 Identify techniques to lead inter-professional project teams

in health care settings
7.3 Identify common mistakes made with outsourced projects
7.4 Monitor and control virtual project progress
7.5 Identify and apply `earned-value` management elements during project monitoring
7.6 Identify techniques that maintain minimum project change
7.7 Explain anticipation for possible project change during project progress
7.8 Identify and explain project change types
7.9 Explain common causes of unplanned scope change
7.10 Identify tactics to manage project change

Course Outcome 8	Learning Objectives for Course Outcome 8
8. Execute the Project	8.1 Explain the change management approaches used within health care project implementation 8.2 Identify key metrics used to verify successful project execution 8.3 Update Project Management software to reflect project progress

Course Outcome 9	Learning Objectives for Course Outcome 9
9. Close the Project	9.1 Use a Project End Checklist to ensure course projects end properly 9.2 Identify common challenges incurred when closing projects 9.3 Describe methods used for ending contracts earlier than anticipated 9.4 Save your overall project documentation as a Portfolio type for future reference

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments & Labs	40%
Test 1	30%
Test 2	30%

Date: June 19, 2025

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