COURSE OUTLINE: MAP205 - PROJECT MANAGEMENT

Prepared: Dr. Michael Biocchi
Approved: David Orazietti, Dean, Environment, Technology, and Business

Course Code: Title	MAP205: PROJECT MANAGEMENT
Program Number: Name	2197: HEALTH INFORMATICS
Department:	COMPUTER STUDIES
Semesters/Terms:	20F, 21W, 21S
Course Description:	This course provides a comprehensive overview of Project Management from an Information Technology perspective. The student will study and apply project management techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. The student will acquire practical skills in using various tools used in Project Management by applying knowledge learned in assigned projects.
Total Credits:	3
Hours/Week:	3
Total Hours:	45
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 4 Apply business and system analysis techniques to evaluate the effectiveness of health information systems technologies within a health-related setting.
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.

In response to public health requirements pertaining to the COVID19 pandemic, course delivery and assessment traditionally delivered in-class, may occur remotely either in whole or in part in the 2020-2021 academic year.

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	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. 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, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a grade of zero on the test. Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test. Students caught cheating 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 80% of the classes. b) provided the professor an acceptable explanation for his/her absence. c) been granted permission by the professor. NOTE: The missed test that has met the criteria above will be an end-of-semester test. Labs and Assignments are due on the due-date indicated by the Professor. Notice by the professor will be written on the lab or verbally announced in the class and / or both. No late labs will be accepted beyond the due date. Once labs / assignments have been marked by the professor and returned to the student, no new labs / assignments will be accepted. 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 in content and personal wording to others may constitute academic dishonesty and result in a zero grade. 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.
Books and Required Resources:	Project Management from Simple to Complex Publisher: University of Minnesota Libraries Publishing
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 the project manager 1.2 Describe the key skills of a project manager and why some

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managers are more successful than others
1.3 Explain the value of project management and why it is key to organizational 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 projects
1.8 Identify common mistakes made by project managers

Course Outcome 2	**Learning Objectives for Course Outcome 2**
2. Review Project Management Types	2.1 Identify and contrast Traditional, Agile & Waterfall Project Management styles 2.2 Identify software types and products available for Project Management 2.3 Identify and research project types 2.4 Identify and explain the 5 stages of a Project Life Cycle 2.5 Explain why projects may be challenging to manage 2.6 Research and review the latest methods and trends used in project management for Information Technology
Course Outcome 3	**Learning Objectives for Course Outcome 3**
3. Plan a Project	3.1 Define the project 3.2 Prepare a project checklist 3.3 Create a virtual project team 3.4 Initiate an assigned sample class project 3.5 Identify key stakeholders in the project 3.6 Identify a set of criteria for the project 3.7 Review and identify key vendors available for the project 3.8 Create a brainstorming diagram for project visualization 3.9 Create a Work Breakdown diagram to show project flow and assigned resources 3.10 Identify, research and prepare a resource plan for anticipated component costing in the project 3.11 Identify sources of project costs 3.12 Plan a project budget 3.13 Identify, explain and document estimating methods and techniques 3.14 Review and prepare a Project Charter 3.15 Describe characteristics of both successful and unsuccessful projects 3.16 Describe, then create a Work Detail Breakdown diagram 3.17 Review an RFP 3.18 Identify key RFP websites
Course Outcome 4	**Learning Objectives for Course Outcome 4**
4. Develop a Project Schedule	4.1 Use Project Management software to create timelines for sample projects 4.2 Implement your work-detail break-down into your timelines 4.3 Apply resources to the timelines

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		4.4 Apply project budget costing to your timeline and resources 4.5 Plan for and apply `what-if` contingencies to the plan 4.6 Identify reasons for project timeline mistakes, then plan to avoid them 4.7 Perform a reality check of the overall schedule 4.8 Be prepared to present the project schedule, therefore, become familiar with the software presentation options
Course Outcome 5	**Learning Objectives for Course Outcome 5**
5. Risk	5.1 Identify and explain what risk is 5.2 Explain what threats are in terms of IT 5.3 Identify single points of failure in projcts 5.4 Identify potential risks to a project 5.5 Describe the characteristics of IT risk and how it differs from risk in other areas of project management 5.6 Explain how to be proactive in risks rather than reactive 5.7 Identify what policies need to be put in place to help mitigate or eliminate risk 5.8 Understand what a business impact analysis is and how it differs from risk analysis 5.9 Understand the concepts of a business continuity plan and a disaster recovery pla 5.10 Explain what risk tolerance is and how it differs from project to project and person to person
Course Outcome 6	**Learning Objectives for Course Outcome 6**
6. Monitor the Project	6.1 Use Project Management software to update project tasks, activities and milestones 6.2 Identify tips and techniques to better lead cross-functional, cross-cultural, or virtual projects 6.3 Identify common mistakes made with outsourced projects 6.4 Monitor and control your virtual project progress 6.5 Identify and apply `earned-value` management elements during project monitoring 6.6 Identify techniques that maintain minimum project change 6.7 Explain anticipation for possible project change during project progress 6.8 Identify and explain project change types 6.9 Explain common causes of unplanned scope change 6.10 Identify strategies to manage project change 6.11 Explain key risk management principles
Course Outcome 7	**Learning Objectives for Course Outcome 7**
7. Close the Project	7.1 Use a Project End Checklist to ensure your projects end properly 7.2 Identify common challenges incurred when closing projects 7.3 Describe methods used for ending contracts earlier than anticipated 7.4 Save your overall project documentation as a Portfolio type for future reference

Evaluation Process and

Evaluation Type	Evaluation Weight

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Grading System:		
	Assignments & labs	40%
	Tests	60%

Date:	April 29, 2021
Addendum:	Please refer to the course outline addendum on the Learning Management System for further information.

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