

**Syllabus CS180 Project Management Shoreline Community College Fall09**

**10:30-11:20 pm MTWTh room 1305, Item 0717, Section Y1, 5 credits**

**Prof.:** Robert Shields; **Email:** [rshields@shoreline.edu](mailto:rshields@shoreline.edu); **Tel:** (206) 546-4773; **Web:** <http://shoreline.edu/rshields>

**Office** 1420 - **Hours:** see my web site or by appointment

**Course goals:** Use project management concepts, tools, techniques and software (Microsoft Project) to plan, track and assess typical projects. **Prerequisite:** CIS 105 or instructor permission. Student option grading.

**Text:** (MOAC) Microsoft Office Project 2007 ISBN 978-0-470-06953-0, available in SCC Bookstore. Prior students have said that you will need to read material at least 3 times to absorb it.

**Required Supplies:** (A) USB storage device(s) or substitute (B) backup media (C) #2 pencil & Scantron

**Grades:** Weighted grading is used for this class:

Activity	Count	Style	Weight
Exams	2	Multiple choice, Short answer, including code	60%
Assignments, quizzes & in-class activities	10-20	Short answer, code segments, short programs, teams	20%
Sets of Project documentation	4-6	You (with your team in some cases) will produce standard documentation for several small projects over the quarter.	20%

**Late Work:** Any work received after the due date and time will be considered late and receive 0 credit. You will not be able to resubmit your assignments with corrections. (Late projects often must pay a penalty fee; but, not in this class.)

To master the material in this class, study all assigned sections in the text and complete the Knowledge Assessments before the day we discuss them in class. In the tentative schedule below, I specify assignments that must be completed in teams otherwise they must be done solo – individually - without help from other people. You will earn points individually for turning in team solutions. Work assigned to a team must include all team member names for you to receive points on the solutions you are required to submit individually.

I plan to only grade (or use a quiz that covers) some of the material in the assignments. I may automate this process using Blackboard and may present different quiz questions or grade different portions for different students.

Check Blackboard or ask me for details and team/solo requirements on each assignment.

As instructor, I reserve the right to adjust these to meet course needs.			
Day / date	Read BEFORE CLASS	Topics	Due date/time set in class or Blackboard For each chapter, read material. Do Knowledge, Competency, Proficiency, Mastery Assessments (KA, CA, PA, MA)
<b>Week 1</b> Wed 9/23	Syllabus <a href="#">Wikipedia PM article</a> Ch. 1	Introductions, Overview of PM focus on PMI-BOK; phases, tasks & linking, milestones, <b>new project</b>	1. Syllabus quiz 2. Wikipedia article quiz get Ms Project 2007 for home 3. Ch. Quizzes (from assessments) 4. list 7 projects to consider
<b>Week 2</b> Mon. 9/28	Ch 2-3 <a href="#">SMART criteria, Is ... project doomed?</a>	Resources, assignment, cost,	1. Ch. Quizzes 2. Team Project Status Report 3. Explain your preferred SMART terms
<b>Week 3</b> Mon. 10/5	Ch 4-5 <a href="#">CPM</a> , find 2 <a href="#">Scope</a> articles	Task types, split, task recurrence, CPM, sort, group, filter, <b>new project</b>	1. Ch. Quizzes 2. Estimate scope for projects 3. Team member feedback

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<b>Week 4</b> Mon. 10/12	Ch 6-7 Find 2 <a href="#">WBS</a> and 2 task duration estimating articles	<a href="#">Gantt</a> , views, reports, WBS techniques new project	1. Ch. Quizzes 2. Team Project Status Report
<b>Week 5</b> Mon. 10/19	Ch 8-9	Baseline, tracking, over budget, consolidating, dependencies	1. Ch. Quizzes <b>Exam 1: Ch. 1-9 + PM concepts from reading, lecture and discussion</b>
<b>Week 6</b> Mon. 10/26	Ch 10-11 find 2 PERT articles	MS Project-other tools, constraints, deadline, dependencies, <b>new proj.</b>	1. Ch. Quizzes 2. Team member feedback
<b>Week 7</b> Mon. 11/2	Ch 12-13	Resource consumption, cost, pay/cost rates, timing, over allocation, adjustments, delay, contour ~ time allocation optimization	1. Ch. Quizzes 2. Team Project Status Report 3. Team member feedback
<b>Week 8</b> Mon. 11/9 <b>Holiday</b> Wed. 11/11	Ch 14-15	<b>Last new proj.</b> Calendar WBS codes, network view, adv. Tracking, actual vs. planned, adj. duration , reschedule, earned value analysis	1. Ch. Quizzes 2. Team Project Status Report 3. Team member feedback
<b>Week 9</b> Mon. 11/16	Ch 16-17	Resource pool sharing, MS Proj. preferences, templates, etc.	1. Ch. Quizzes 2. Team Project Status Report 3. Team member feedback
<b>Week 10</b> Mon. 11/23 <b>Holidays</b> Thur. + Fri. 11/26-7		Document project, do tasks	1. Team Project Status Report 2. Team member feedback
<b>Week 11</b> Mon. 11/30		Document project, do tasks	1. Team Project Final Status Report
<b>Week 12</b> Mon. 12/7		Prep. on Mon. no class	<b>Final Exam: Ch. 1-17 + PM concepts from reading, lecture and discussion</b>

Grades are calculated according to this table:

95-100%	4.0	88	3.3	81	2.6	74	1.9	67	1.2
94	3.9	87	3.2	80	2.5	73	1.8	66	1.1
93	3.8	86	3.1	79	2.4	72	1.7	65	1.0
92	3.7	85	3.0	78	2.3	71	1.6	64	0.9
91	3.6	84	2.9	77	2.2	70	1.5	62-3	0.8
90	3.5	83	2.8	76	2.1	69	1.4	60-1	0.7
89	3.4	82	2.7	75	2.0	68	1.3	0-59	0.0

Grades of H, I, N, NC, P, V and Z will be assigned in accordance with SCC Policy (details available on the college website). These usually require your signature and your instructor's. Be sure to check the published schedule for audits, drops, withdrawals & other details. Student Option Grading may be available for this course: please remember that the P (Pass) grade cannot be assigned for averages below 2.0 (75%).

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**2. Collaborative learning:** You will be accountable for learning, helping others to learn and presenting what you have learned in both group and individual activities. You will also be accountable for evaluating what you hear from others in your class. As your instructor, my primary responsibility is to focus your efforts by pointing out the most important questions and issues.

**3. Accommodation:** If you are a student with a special need or condition that might affect your performance or participation in this class, please let me know during the first week of class so that we can work together for your success. Students with disabilities who have accommodation needs are required to meet with a Services for Students with Disabilities Program staff to establish their eligibility for accommodation. All such information is kept private. Examples of accommodations include using sign language interpreters or recording class sessions. (Visit the college website for more information.)

**4. References for computer courses:** Search the Internet for additional tutorials and examples! Books and magazines by Osborne/McGraw-Hill, Que, Fawcette, SAMS, Microsoft, WROX, O'Reilly and IDG are usually helpful. Texts are not novels--you can look ahead to any topic that might be useful and/or interesting. Cite the source(s) of data and algorithms used in your solutions.

**5. To survive a computer class:** Eat a "brain" snack before class (neither food nor beverages are allowed at computer stations).

**6. To succeed:** You will need

- Time and determination to work. You must commit much more than class time (ask previous students of this class.) Plan to spend an average of 1 to 5 hours outside of class preparing for every hour of class time: 5-25 hrs/week.
- Willingness to experiment and ask questions.
- Strategies to organize files, handouts, tests, homework, and notes.
- Strategies to avoid catastrophe from lost papers and/or files (BACKUP!)

**7. To excel:** You will need to

- Get to class, on time. Listen, contribute, take notes.
- Read the text(s), do the assignments on time
- SAVE often; BACKUP your files; take care of your "disks."
- Ask questions: they are free (your grade is based entirely on your assignments and testing.)

**8. Get help:** Don't wait.

- Ask questions, Form a study group.
- Come to office hours; ask for another appointment; my hours are usually flexible.
- If you can't keep up with the material, see me quickly. There is assistance for "learning blocks" and other situations.
- If you have special needs (for example, a reading problem), inform me so we can be sure you are getting the best help.
- The Writing & Learning Studio provides free instructional resources for students working on essays, research papers, reports, summaries, and other kinds of course writing assignments. Students can also get tips for improving their reading and study skills for any course. Free tutorial assistance is available on a walk-in basis. All students welcomed. Check website for extended hours

**9. Attendance:** -- I expect you to attend every class.

- Most people find it easier to learn by seeing someone do examples. You pick up some as you watch and listen. You absorb more as you take notes and do the activity.
- You are responsible for all information given in your class, including any change of schedule. I do not take notes on every question raised and answered in class. You may exchange email addresses and phone numbers in case you miss a class.
- If you suffer a major disruption during the quarter, notify your instructors immediately. You can ask the Advising/Counseling Center to contact us for you. The sooner we know, the more likely we can help you to work around the problem.
- If you discover that you will be unable to complete this course in this quarter, contact me ASAP. If we deal with the situation quickly, we can minimize the cost (financial, academic and emotional) to you.

**10. Tests and assignments:**

- For quizzes & tests, pencil is recommended! Use an eraser to fix small errors. Scribbling and scratching look unprofessional.
- Plan ahead to be sure that the computer prints your name on all hardcopy..
- You may receive partial credit for reasonable work, if I can see--and read--it. You may use the back of test pages
- Save all returned work. I may need to see it again.

**11. Assignments** are due at the time and date published

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- Each assignment will have a due date and time. Late work will not be accepted except by prior arrangement.
- Use 8-1/2 x 11 inch paper (with no "fringe").
- Do NOT use cover sheets or binders for assignments or projects; just staple the required pages together, in order, clearly identified. Points may be deducted for submitting other pages (please read the directions & save oil & trees).
- Code must be formatted and commented clearly. Style details will be explained in class.
- Follow all specifications included with each assignment.

**12. In-class test(s)** are due at the end of class on the published day. If you miss a test, there is a 20% penalty for no documentation

**13. Quizzes** may be given anytime and are due at the time announced in class. Late or make-up quizzes will not be accepted.

### **14. Class Rules:**

- Do not use cell phones or pagers during class or exams, and please turn off audible signals!
- During class, only use computers for purposes appropriate to current class topics—NOT surfing, chatting, IMing.
- Do not print during any class or test session without permission from the instructor.

**15. Lab Rules:** · Get your ID/library/print card. Lab schedules are posted outside each lab. Check the web for updated hours, etc.

**16. Prohibited in the computer labs** by law, school, department or instructor policy:

- Smoking, drinking, or eating. Children and pets, no matter how cute.
- Duplication of material protected by the US Copyright Law
- Playing or down loading games. Viewing or downloading pornographic or sexually offensive material

**17. Chemical Sensitivities:** To protect individuals with chemical sensitivities, please refrain from wearing any fragrance or perfume in (class)rooms. Efforts will be taken to ensure a fresh-air environment free from not only the above-mentioned fragrances but also from potentially harmful substances such as carbon monoxide, formaldehyde, carpet odor, organic solvents, and others.

**18. Collaboration:** · Respect the ideas, time and property of others.

- Study groups are helpful. When learning, you are encouraged to discuss problems together. All parties usually benefit from pooling and challenging ideas.
- However, cheating is grounds for course failure. Cheating is taking and using someone else's work and submitting it as one's own. You must do all solo assignments, quizzes, tests, etc., on your own, except where instructions specify teamwork. If two assignments look inappropriately similar, both assignments will receive 0 credit.
- Contact your instructor if you are uncertain about any situation.

**19. Weather:** Check the college web-site (<http://www.shoreline.edu/>) or the college's phone message (206-546-4101). KIRO, KING and KOMO radio and television stations will be notified. If no mention is made of Shoreline Community College closure, assume that the college is open (but remember that Shoreline Community College is independent of the Shoreline Public School District). In any case, follow the class schedule to prepare for the next class.

**20. Escape clause:** I will change classroom procedures and requirements if needed to reach the course goals. We have a lot of ground to cover and I owe it to each of you to use class time efficiently. You deserve to have your questions answered. If I can answer them in a timely manner, I'll do so in class. If I don't know the answer, I'll ask you to wait until we can research it. If your question is beyond the class's current understanding, I will probably ask you to wait until non-class time. If your question deals with topics the class has covered thoroughly, I may ask you to wait for individual help (after class, office hours, etc.)

### **21. Misc:**

- If you use an outside computer to produce your assignments, please check with me about compatibility. It is vital that you be familiar with the lab hardware/software for quizzes/tests. If use of outside equipment causes minor variations in output, please explain in a note on each item. Use of different software to produce assignments requires prior discussion/permission. It may present an enhanced learning experience.
- All "disks" must be labeled with your name and contact identification. Create a plain text file named "README.TXT" in the root directory. In that file, type your name and an email address that can be used to notify you if the "disk" is found by someone else.
- Keep backup copies of all work you turn in.
- Lab aides are available to help troubleshoot equipment and to answer questions when you are stuck. Please do not expect lab aides to be experienced with the techniques covered in this class.

**22. And** -- Enjoy discovering and succeeding.