HORRY GEORGETOWN TECHNICAL COLLEGE

INSTRUCTIONAL PACKAGE

MGT 215
Project Management

Effective Term
Fall 2024/Spring 2025/Summer 2025

INSTRUCTIONAL PACKAGE

Part I: Course Information

Effective Term: <u>Fall 2024/Spring 2025/Summer 2025</u>

COURSE PREFIX: MGT 215   COURSE TITLE: Project Management

CONTACT HOURS: 3   CREDIT HOURS: 3

RATIONALE FOR THE COURSE:

This course on Project Management in Information Technology is designed to address the unique challenges and intricacies of managing IT projects. It equips students with the essential skills, methodologies, and tools needed to successfully lead projects in the rapidly evolving IT landscape. Through a blend of theoretical knowledge and practical application, students will learn to navigate complex project scenarios, manage stakeholder expectations, and mitigate risks effectively. This course is crucial for aspiring IT professionals who aim to drive successful outcomes and add value to their organizations through proficient project management.

COURSE DESCRIPTION:

This course is the study of integrated project management. Emphasis is on the methods and software used in managing projects, including project scope, planning, scheduling, budgeting, and control and evaluation to achieve project objectives.

PREREQUISITES/CO-REQUISITES:

There are no required prerequisites/co-requisites for MGT 215.

***Online/Hybrid** courses require students to complete the [Distance Learning Orientation Video](#) prior to enrolling in an online course.

REQUIRED MATERIALS:

Please visit the [BOOKSTORE](#) online site for most current textbook information.

Enter the semester, course prefix, number and section when prompted and you will be linked to the correct textbook.

TECHNICAL REQUIREMENTS:

Access to Desire2Learn (D2L), HGTC's learning management system (LMS) used for course materials.
Access to myHGTC portal for student self-services.
College email access – this is the college's primary official form of communication.

STUDENT IDENTIFICATION VERIFICATION:

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Students enrolled in online courses will be required to participate in a minimum of one (1) proctored assignment and/or one (1) virtual event to support student identification verification. Please refer to your Instructor Information Sheet for information regarding this requirement.

CLASSROOM ETIQUETTE:

As a matter of courtesy to other students and your professor, please turn off cell phones and other communication/entertainment devices before class begins. If you are monitoring for an emergency, please notify your professor prior to class and switch cell phone ringers to vibrate.

NETIQUETTE: is the term commonly used to refer to conventions adopted by Internet users on the web, mailing lists, public forums, and in live chat focused on online communications etiquette. For more information regarding Netiquette expectations for distance learning courses, please visit [Online Netiquette.]

Part II: Student Learning Outcomes

COURSE LEARNING OUTCOMES and ASSESSMENTS*:

1. Students will discuss the five Project Management Process Groups and explain the primary focus of each group.
2. Students will describe the significance of stakeholder needs in IT project management and explain how these needs impact project outcomes.
3. Students will develop a Project Charter for a given IT project scenario, incorporating elements such as project purpose, objectives, and key stakeholders.
4. Students will compare and contrast various methods for selecting projects, considering factors like strategic alignment, ROI, and risk.
5. Students will assess the effectiveness of different project management software tools in assisting with Project Integration Management, considering factors such as ease of use, features, and adaptability to agile environments.
6. Students will design a comprehensive Project Management Plan that integrates scope, schedule, cost, quality, and resource management plans for an IT project.
7. Students will utilize software tools to create a Work Breakdown Structure (WBS) and a project schedule, demonstrating an understanding of project scope and schedule management.
8. Students will identify potential risks in an IT project and perform both qualitative and quantitative risk analyses to prioritize these risks.
9. Students will critique a project's communication plan to identify strengths and weaknesses in its approach to managing and monitoring communications among project stakeholders.
10. Students will propose a stakeholder engagement plan that outlines strategies for identifying, engaging, and managing stakeholders throughout the project lifecycle, tailored to an IT project context.

ASSESSMENTS:

CHAPTER 1. INTRODUCTION TO PROJECT MANAGEMENT

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Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the definition and characteristics of a project.
2. Students will understand the role and responsibilities of a project manager.
3. Students will apply knowledge of project management to identify the differences between project, program, and portfolio management.
4. Students will analyze the impact of project management on the success of IT projects.

CHAPTER 2. THE PROJECT MANAGEMENT AND INFORMATION TECHNOLOGY CONTEXT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the key recent trends affecting information technology project management.
2. Students will understand how a systems view of project management can improve project outcomes.
3. Students will apply stakeholder needs analysis to an IT project scenario.
4. Students will evaluate the impact of organizational structure on project management processes.

CHAPTER 3. THE PROJECT MANAGEMENT PROCESS GROUPS
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the five project management process groups.
2. Students will understand how the process groups relate to the knowledge areas.
3. Students will apply the process groups to develop an IT project management methodology.
4. Students will analyze a case study to identify how process groups were effectively utilized.

CHAPTER 4. PROJECT INTEGRATION MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the key components of project integration management.
2. Students will understand the importance of developing a project charter and project management plan.
3. Students will apply methods for selecting projects based on strategic alignment.
4. Students will evaluate the effectiveness of integrated change control in a given project scenario.

CHAPTER 5. PROJECT SCOPE MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes

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1. Students will discuss the steps involved in project scope management.
2. Students will understand the significance of collecting requirements and defining scope.
3. Students will apply the process of creating a Work Breakdown Structure (WBS) to a simple project.
4. Students will evaluate scope validation and control techniques in managing project scope creep.

CHAPTER 6. PROJECT SCHEDULE MANAGEMENT

Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the processes involved in project schedule management.
2. Students will understand the importance of accurately estimating activity durations.
3. Students will apply sequencing activities to develop a project schedule.
4. Students will analyze the impact of schedule changes on project outcomes.

CHAPTER 7. PROJECT COST MANAGEMENT

Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss basic principles of project cost management.
2. Students will understand the relationship between cost estimating and budgeting.
3. Students will apply cost control techniques to manage project costs effectively.
4. Students will evaluate different cost estimation methods and their appropriateness for various types of projects.

CHAPTER 8. PROJECT QUALITY MANAGEMENT

Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the key concepts in project quality management.
2. Students will understand how managing and controlling quality are critical to project success.
3. Students will apply quality tools and techniques to a project scenario.
4. Students will evaluate the effectiveness of a quality management plan in achieving project quality objectives.

CHAPTER 9. PROJECT RESOURCE MANAGEMENT

Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the steps for developing a resource management plan.
2. Students will understand the importance of acquiring and developing the project team.
3. Students will apply techniques for estimating activity resources.
4. Students will evaluate strategies for managing and controlling resources throughout the project

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lifecycle.

CHAPTER 10. PROJECT COMMUNICATIONS MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the key elements of project communications management.
2. Students will understand the importance of planning communications management.
3. Students will apply methods for managing and monitoring communications in a project setting.
4. Students will evaluate the effectiveness of different communication tools and techniques in a given scenario.

CHAPTER 11. PROJECT RISK MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the process of planning risk management.
2. Students will understand common sources of risk on IT projects.
3. Students will apply qualitative and quantitative risk analysis techniques.
4. Students will evaluate the effectiveness of risk response planning in mitigating project risks.

CHAPTER 12. PROJECT PROCUREMENT MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the key steps in planning procurement management.
2. Students will understand the process of conducting procurements.
3. Students will apply procurement control techniques to ensure contract compliance.
4. Students will evaluate the role of software in assisting project procurement management.

CHAPTER 13. PROJECT STAKEHOLDER MANAGEMENT
Assessments: D2L Assignments, Cengage Learning Application Exercises, Cengage Learning Quizzes, Cengage Learning Exam

Learning Outcomes
1. Students will discuss the process of identifying stakeholders.
2. Students will understand the importance of planning stakeholder engagement.
3. Students will apply strategies for managing and monitoring stakeholder engagement.
4. Students will evaluate the effectiveness of stakeholder communications.

Students – please refer to the Instructor's Course Information sheet for specific information on assessments and due dates.

Part III: Grading and Assessment

EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS*:

Students' performance will be assessed and the weight associated with the various measures/artifacts are listed below.

EVALUATION*

*Varies – please see the Instructor Information Sheet for a breakdown of points/weighted assignments.

Students, for the specific number and type of evaluations, please refer to the Instructor's Course Information Sheet.

GRADING SYSTEM:

The Business Department has a seven-day grading policy for all courses. Please note the College adheres to a 10-point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop. You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

Part IV: Attendance

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of 80 percent (80%) of their classes in order to receive credit for any course. Due to the varied nature of courses taught at the college, some faculty may require up to 90 percent (90%) attendance. Pursuant to 34 Code of Federal Regulations 228.22 - Return to Title IV Funds, once a student has missed over 20% of the course or has missed two (2) consecutive weeks, the faculty is obligated to withdraw the student and a student may not be permitted to reenroll. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

For online and hybrid courses, check your Instructor's Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, and if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

Part V: Student Resources

THE STUDENT SUCCESS AND TUTORING CENTER (SSTC):

The SSTC offers to all students the following **free** resources:

1. **Academic tutors** for most subject areas, **Writing Center support**, and **college success skills**.
2. Online **tutoring** and academic support resources.
3. Professional and interpersonal communication **coaching** in the EPIC Labs.

Visit the Student Success & Tutoring Center website for more information. To schedule tutoring, contact the SSTC at sstc@hgtc.edu or self-schedule in the Penji iOS/Android app or at www.penjiapp.com. Email sstc@hgtc.edu or call SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455, or go to the Online Resource Center to access on-demand resources.

STUDENT INFORMATION CENTER: TECH Central

TECH Central offers to all students the following free resources:

1. **Getting around HGTC**: General information and guidance for enrollment, financial aid, registration, and payment plan support!
2. Use the Online Resource Center (ORC) including Office 365 support, password resets, and username information.
3. **In-person workshops, online tutorials and more services** are available in Desire2Learn, Student Portal, Degree Works, and Office 365.
4. **Chat with our staff on TECH Talk**, our live chat service. TECH Talk can be accessed on the student portal and on TECH Central's website, or by texting questions to (843) 375-8552.

Visit the Tech Central website for more information. Live Chat and Center locations are posted on the website. Or please call (843) 349 – TECH (8324), Option #1.

HGTC LIBRARY:

Each campus location has a library where HGTC students, faculty, and staff may check out materials with their HGTC ID. All three HGTC campus libraries are equipped with computers to support academic research and related school work; printing is available as well. Visit the Library website for more information or call (843) 349-5268.

STUDENT TESTING:

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Testing in an online/hybrid course and in make-up exam situations may be accomplished in a variety of ways:
- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms (which may have a fee associated with the usage)

Furthermore, tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through our online proctoring service. To find out more about proctoring services, please visit the Online Testing section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

DISABILITY SERVICES:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to HGTC's Accessibility and Disability Service webpage. The Accessibility and Disability Services staff will review documentation of the student's disability and, in a confidential setting with the student, engage in an interactive process to develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided. Students will need to reach out to the Accessibility and Disability Services staff each semester to renew their accommodations.

COUNSELING SERVICES:
HGTC Counseling Services strives to optimize student success through managing personal and academic concerns that may interfere with achieving educational goals. Staff are available to every student for assistance and guidance on personal matters, academic concerns and other areas of concern. HGTC offers free in-person and telehealth counseling services to students. For more information about counseling services, please reach out to counseling@hgtc.edu or visit the website the Counseling Services webpage.

STATEMENT OF EQUAL OPPORTUNITY/NON-DISCRIMINATION STATEMENT:
Horry-Georgetown Technical College shall not discriminate in employment or personnel decisions or in student admissions or in student decisions, or in all other segments of the College community on the basis of race, color, sex, national or ethnic origin, age, religion, disability, marital or family status, veteran status, political ideas, sexual orientation, gender identity, or pregnancy, childbirth, or related medical conditions, including, but not limited to, lactation, in the educational programs and activities which it operates, and the college is

prohibited from discrimination in such manner by applicable laws. Practices and requirements for nondiscrimination extend to the enrollment of students in programs and activities of the College and employment by the College.

All inquiries regarding the federal laws as they relate to discrimination on the basis of sex may be directed to Tamatha Sells, Title IX Coordinator, Horry-Georgetown Technical College, Building 1100C, Room 107B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5218, tamatha.sells@hgtc.edu or to the US Department of Education Office of Civil Rights. (Telephone: 800-421-3481/Email: OCR@ed.gov).

Other employee and applicant inquiries concerning the federal laws and their application to the College may be directed to Jacquelyne Snyder, Vice President, Human Resources and Employee Relations & the College's Affirmative Action/Equal Opportunity Officer, Horry-Georgetown Technical College, Building 200C, Room 205B, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5212, jacquelyne.snyder@hgtc.edu.

Other student and prospective student inquiries concerning the federal laws and their application to the College or any student decision may be directed to Dr. Melissa Batten, Vice President, Student Affairs, Section 504 & Title II Coordinator Horry-Georgetown Technical College, Building 1100C, Room 107A, 2050 Hwy 501 E, PO Box 261966, Conway, SC 29528-6066, 843-349-5228, melissa.batten@hgtc.edu.

TITLE IX REQUIREMENTS:
Title IX of the Education Amendments of 1972 protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination.

HGTC prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking and will provide students, faculty, and staff with necessary information regarding prevention, policies, procedures, and resources.

Any student, or other member of the college community, who believes that they have been a victim of sexual harassment, domestic violence, dating violence, sexual assault, or stalking may file a report with the college's Title IX Coordinator or campus law enforcement*.

*Faculty and Staff are required to report these incidents to the Title IX Coordinator when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

For more information, contact Tamatha Sells, Title IX Coordinator, Conway Campus,

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Building 1100C, Room 107B, 843-349-5218, tamatha.sells@hgtc.edu.

PREGNANCY ACCOMMODATIONS

Under Title IX, colleges must not exclude a pregnant student from participating in any part of an educational program. Horry-Georgetown Technical College is committed to ensuring that pregnant students receive reasonable accommodations to ensure access to our educational programs.

Students should advise the Title IX Coordinator of a potential need for accommodations as soon as they know they are pregnant. It is extremely important that communication between student, instructors, and the Title IX Coordinator begin as soon as possible. Each situation is unique and will be addressed individually.

Title IX accommodations DO NOT apply to Financial Aid. Financial Aid regulations do not give the College any discretion in terms of Financial Aid eligibility.

Certain educational programs may have strict certification requirements or requirements mandated by outside regulatory agencies. Therefore, in some programs, the application of Title IX accommodations may be limited.

To request pregnancy accommodations, please complete the **Pregnancy Intake Form**.