

IDC 6110-900 Communications Project Management

Course Syllabus 1.1

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INSTRUCTOR

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COURSE LOCATION AND TIME

WebCT Vista, course listserv, Horizon Live Classroom.

This is a totally online course with no scheduled face-to-face meetings. Some online meetings are **asynchronous** (any time) and some are **synchronous** (refer to course schedule and instructor communications via course listserv).

INTRODUCTION

This course syllabus provides a general outline or plan for the course. Deviations may be necessary and will be provided in writing in advance of implementation. It is my desire to create a course to best meet your personal and professional goals as these relate to your current competencies in the general area of managing professional projects.

This is the instructor's seventh course on project management, and the course has been revised and refined based on feedback of previous students. This is the first instance of deploying the course totally online. Your feedback on the course is encouraged and valued. A discussion board for course feedback will be provided on the course WebCT site.

As this is a graduate level course attended primarily by working professionals, we will be learning together. The instructor will provide a structure for the course and substantial amounts of lecture and reading content, but student discourse and collaborative work are essential in making the course a success. Your professional experience and what you learn as the course progresses are intended to be major portions of the course.

CATALOG DESCRIPTION

Course introduces and applies the literature, tools, and techniques of professional project management. Includes major online course elements. Students will choose a project in technical communication and apply the major phases of project management: definition, planning, execution, and closing. Topics of emphasis include communication skills, project management software tools, and project team dynamics.

INSTRUCTOR'S DESCRIPTION

This is an online course designed to introduce the concepts, tools, and techniques of the emerging professional field of project management, and apply them to the management of technical communication projects. Course content closely follows the terminology, underlying philosophy, and body of knowledge of the Project Management Institute (PMI). Course sessions are conducted entirely online. This is a hands-on, collaborative, and highly participatory course requiring students to conduct discourse, reflect, write, and complete projects and assignments to be shared with the class.

COURSE OUTCOMES


This course addresses project management as an emerging professional field, and applies it to the specific case of technical communication projects. There is latitude for the student to approach the course in a way that best suits his/her background and interests.¹ General course outcomes for all students in the course include:

¹ Void where prohibited by law.

1. Experience the application of project management theory, tools, and techniques to a real or simulated technical communication project (or other project related to the student's major area of study).
2. Describe the major elements in project management theory, and the structure of project management as an emerging profession.
3. Identify the primary publications and professional resources in the field of project management.
4. Define the skills and competencies of an effective project manager, including those of particular importance to the student's major area of study.
5. Demonstrate the use of a project management software tool.

COURSE SCHEDULE

Week	Week of	Topic	Due	Reading
1	1/14	- Course Expectations - Course Overview - Course Technology - Introductions		Campbell & Baker Part 1
2	1/21	- Project Management Process Overview - Course Element Assignments		
3	1/28		- article review 1 - project proposal	
4	2/4	Module 1: Project Definition	home page	Campbell & Baker Part 2
5	2/11	Module 2: Project Planning		Campbell & Baker Part 3
6	2/18		project part 1	
7	2/25			
8	3/3	SPRING BREAK		
9	3/10	Project Management Software Tools Guest: Chris Treanor, Ph.D.		Campbell & Baker Ch. 30
10	3/17	Module 3: Project Execution	article review 2	Campbell & Baker Parts 4 & 5
11	3/24	Module 4: Project Closing	project part 2	Campbell & Baker Part 6
12	3/31	Module 5: The "Human Side"		
13	4/7	Module 6: Project Management Applied to Technical communication Projects	project part 3	Campbell & Baker Ch. 29 handout(s)
14	4/14	Project workshop		
15	4/21	Lessons Learned in Project Management Guest: Scott McMichael, PMP	project part 4	Campbell & Baker Part 7
16	4/28	Project Presentations Course Evaluation		
	TBA	Final Exam		

 Note: All sessions online; some sessions synchronous (TBA).

- ☞ Note: Reading assignments should be completed **before** the class session.
- ☞ Note: Online assignments are due **midnight Saturday of the class week**.
- ☞ Note: Refer to the assignment due dates/times document for clarification of assignment deadlines.

DELIVERABLES

1. **Article Reviews/Reflections.** Read and summarize two professional articles of interest to you, and that are related to the goals and objectives for this class. The purpose of this assignment is to ensure that we are considering the “state of the art” of project management, and that you know where to locate literature related to project management. Include complete bibliographic data (APA), a **brief** summary of the content, and a **reflective** statement regarding its personal value to you. The reflection portion of the report is most important. These reviews are to be posted on the course WebCT site as PDF or Word DOC files. Reviews should be limited to two pages. (10 points each)
2. **Project Management Project.** This individual project is to demonstrate your ability to initiate, plan, execute, control, evaluate, and close a technical communication project. The project will be assigned and completed in four phases The project may be a complete but modest project related to the student’s major area of study, a portion of a real project, or a dissection and revision of a real project in the student’s professional experience (30 points)
3. **Course Element.** Each student will have an opportunity to prepare and conduct a content-related element of the course (some students will work in pairs) to prepare and present a course element, an opportunity to practice collaborative skills. Topics will be assigned by the instructor. Course elements will be conducted as online activities. Most require a summary to be posted on the course WebCT site (15 points)
4. **Participation and contributions to asynchronous (discussion board) and synchronous (chatroom) discussions.** This is a critical element in the conduct of the course, and will be graded subjectively by instructor impression of overall student performance in this area. Both extent and quality of participation in class dialogue will determine the score, to be awarded at midterm and at the end of the course. (20 points)
 - ☞ Caution: Score in this area is primarily determined by the **quality** of contributions. The best advice is that no student should either dominate or abstain. It is expected that keeping abreast of reading assignments will be evident in participation of online and classroom discussion.

EXAMINATIONS

There will not be a midterm examination but there will be a **comprehensive final quiz** for this course based upon the course goals and objectives, and including items from topical discussions and other classroom and online activities. (5 points)

GRADING

<i>Item</i>	<i>Point Value</i>
Article Reviews/Reflections	20
Project	30
Course Element	25
Participation	20
Final Exam	5
Total	100

The grading system is based upon regular and active participation in course activities and the completion, on time, of all assignments. No assignments will be accepted for credit after the last week of the class.

<i>Grade</i>	<i>Points</i>
A	93 - 100
B	83 - 92
C	73 - 82
D	63 - 72
F	< 63

TEXTS

Required

Primary

Baker, S. and Campbell, G. M. (2007). *The complete idiot's guide to project management, 4th ed.*. New York: Alpha Books.

Secondary

Verzuh, E. and Tate, K. (2001). *The fast forward MBA in project management 2nd ed.*. New York: John Wiley & Sons.

COLLABORATION

The field of project management is by definition a collaborative setting; therefore, this course includes collaborative exercises and events as opportunities to develop collaborative skills, in addition to collaboration as a teaching strategy.

TECHNICAL SUPPORT

Address technical support issues in the following order:

1. Review the technical pearls discussion thread on the course WebCT site.
2. Post a request for help on the course listserv.
3. Email instructor directly.
4. Email SPSU distance learning coordinator (search in progress) or phone 678.915.3169.

TECHNICAL REQUIREMENTS

This is an Internet-delivered course. All course elements will be delivered entirely online. At a minimum, the student must have:

- Regular access to the World Wide Web, via either home computer connection or institutional equipment.
- A viable email address and regular access to an email provider. Email is available to all Southern Polytechnic State University students. Free email accounts are also available at a number of online services, including Netscape and Yahoo.
- Regular access to a computer with processing speed, local storage, graphics capability, word processing software, and other hardware, software, and performance elements appropriate for graduate students using current Internet browsers.

TECHNICAL SKILLS

Successful participation in this course assumes that the student arrives with a basic set of computer-related technical skills, including but not limited to the following:

- Keyboarding and mousing
- Connecting to the World Wide Web (WWW)
- File management (opening, saving, sharing files such as word processing files and PDF files)
- Email application (receiving, reading, printing, composing, sending, managing email messages and attachments)
- Working familiarity with the WWW and an Internet browser (such as Netscape Navigator and Microsoft Internet Explorer), including navigating, searching, bookmarking, downloading files, and uploading files.

These skills will not be addressed in this course, except incidentally, and the student must assume responsibility for mastering them. Southern Polytechnic University, various tutorials and technical resources on the WWW, and major bookstores are suggested as resources for self-directed learning. Fellow students are often an excellent resource for help with technical matters.

INTERNET BROWSER

Some elements of this course work best using Microsoft Internet Explorer, rather than Netscape Navigator. This is because some proprietary software simply "does not play well with others." However, Netscape Navigator initializes online crossword puzzles VERY slowly. Major Internet browsers are adequate for the purposes of this course. Note the following recommendations:

- Use the most current browser version.
- If you currently use Netscape Navigator, consider downloading Internet Explorer to view course elements that are troublesome in other browsers.

ADOBE ACROBAT READER

Some course elements are provided in Adobe PDF (Portable Document Format) files, which require Adobe Acrobat Reader. This is a FREE plug-in available for download on the Internet. It allows you to open, read, search, and print documents saved in this file format. PDF is a file type that allows information to be presented over the web while maintaining its exact look and feel, regardless of the fonts the user has installed on his/her local PC. PDF files can be viewed on any computer that has the Adobe Acrobat Reader software. To download the Adobe Acrobat Reader, visit:

<http://www.adobe.com/products/acrobat/readstep.html>

COURSE LISTSERV

This course provides a listserv for housekeeping purposes. Occasionally, course content messages may also be distributed via the listserv. A listserv is an email application that automatically distributes a single posted message to all subscribers to the list. There are two purposes for the course listserv:

1. To provide a professional listserv experience for all IDC 6110 students. Listservs are widely used in professional circles related to project management and technical communication.
2. To serve as a course housekeeping communications medium. Listservs are simple, reliable technology requiring only an email capability.

It is the student's responsibility to:

1. Subscribe to the course listserv
2. Check course email messages frequently (not less than several times per week)

To **subscribe** to the IDC 6110 listserv:

Send an email message to: **listserv@listserv.uga.edu**

omit the subject (if possible)

the message text should be: **subscribe IDC-6110-900-L *first last***

example: **subscribe IDC-6110-900-L Spiro Agnew**

The listserv will return a confirmation within a few minutes. Follow listserv instructions in this message to finalize your subscription.

To **post** a message to the IDC 6110-900 listserv:

Send the email message to: **IDC-6110-900-L@listserv.uga.edu**

Further information about USG listservs may be found at:

<http://listserv.uga.edu/>

The course listserv will be deactivated when the course ends. It is not necessary to unsubscribe.

HORIZON LIVE CLASSROOM

Some course sessions may be conducted synchronously and online using Horizon Live Classroom. This technology permits real time, two-way voice communication plus classroom-like lectures and student group activity. The instructor will notify the class in advance of sessions using Horizon Live Classroom.

- ☞ Note: Prior to our first Horizon Live Classroom session, visit the Horizon Wimba website and use the wizard to confirm that your computer system is properly configured: <http://www.horizonwimba.com/>
Click: Live Classroom Demo / Demonstration of Horizon Wimba's Powerlinks / SetupWizard
Follow screen prompts to prepare and test your system.

IMPATICA

Some course sessions may be delivered using Impatica, a technology that compresses and streams narrated PowerPoint presentations over the Internet. For an overview of this technology, visit: <http://www.impatica.com/higher-ed/higher-ed.html>

Impatica requires a Java run-time environment, which may be downloaded and installed free from Sun-Java: <http://java.sun.com/j2se/1.4.2/download.html>

☞ Note: Microsoft JVM is not supported by Impatica.

In most cases, Impatica modules will only require the student to click on a link from the WebCT course website. No plug-ins or special software required. Students will experience a narrated lecture, with VCR-like playback controls. Although one-way, Impatica technology permits a near lecture experience with acceptable (although not spectacular) sound quality.

☞ Note: Impatica is designed for acceptable performance via slow dial-up Internet connections; however, DSL is preferred.

☞ Note: It is likely that laptop speakers will not provide adequate sound volume. External speakers are recommended.

MICROSOFT PRODUCER

Some course sessions will be delivered using Microsoft Producer, a technology that streams high fidelity, narrated PowerPoint presentations over the Internet. For an overview of this technology, visit:

<http://www.microsoft.com/windows/windowsmedia/technologies/producer.mspx>

Producer requires Microsoft Internet Explorer or Netscape Navigator, and is not Macintosh compatible.

☞ Note: Be sure to install Microsoft Media Player 9 or newer.

Microsoft Producer presentations **load slowly**, especially over slow Internet connections. Be patient. You may click the "Play" message to begin streaming immediately, but expect delays and sluggish performance.

WebCT VISTA

Point your browser to:

<http://spsu.view.usg.edu/>

Click on the "Log in" link

In most cases, students will be automatically enrolled in WebCT Vista via the Banner system.

The WebCT website is the focal point of this course. An essential first task for each student is to visit the course website, browse, and become familiar with the tools and resources. It is important to visit the course website frequently, not less than several times each week. Housekeeping messages as well as content are placed here and the student is responsible for keeping abreast. Not all WebCT options will be used in this course. Particularly important are the following online elements:

- Syllabus – the latest iteration of the course syllabus is available as a website page and as a downloadable, printable PDF file. The syllabus is likely to change as this course develops and incorporates student feedback. It is the student's responsibility to ensure that he/she has the current syllabus.
- Student grades – password-protected, current, and private.
- Course resources – a glossary, selected WWW links, table of abbreviations, and other items the student may find useful in this course.
- Discussion boards – for asynchronous, threaded discussions on class management and content topics. This is an important part of the course and meaningful participation contributes to the final grade.
- Chatrooms – for real time, live discussions. Some chat sessions are scheduled; others are at student discretion.
- Course map – provides a quick overview of the course.
- Student presentations – post assigned work and view the work of others in the class.
- Take notes – prepare custom notes on course content, discussions, and activities.
- Email addresses – students and instructor. (This course will not use WebCT's email feature).
- Home pages – students and instructors. Students are encouraged to link homepages to this course website. This is a great way to melt the ice, build a sense of community in the class, and add a bit of levity.

ELECTRONIC RESERVES

Some documents required in this course are placed on electronic reserve, courtesy SPSU's Lawrence V. Johnson Library. To access an electronic reserve document:

1. Point your browser to <http://gil.spsu.edu>
2. Choose search course reserves
3. Under instructor field choose Hopper
and under course field choose the course number
4. Choose the title location in "Electronic Reserves"
5. Click the blue highlighted e-item title
6. Enter the password: (obtained from Gil Request)
7. These are PDF files, which you can download and print.

POLICES

This is intended to be a highly interactive course that depends upon your active participation during every class exercise.² This is also a course that is structured to maximize learning from your peers as well as from your instructor. If you miss a synchronous online class, or arrive late, you are not available to learn from nor contribute to others in this class. As a result, much of what is missed cannot be "made up".

If you find it necessary to be absent or late to a synchronous class, or to be unavailable for an asynchronous activity, please inform the instructor, via e-mail, (as soon as possible but not later than the following day) the reason for your absence or lateness.

Students with Disabilities who believe that they may need accommodations in this class should contact the counselor working with disabilities at 678.915.7391 right away to better ensure that they get the help they need quickly.

PLAGIARISM

Plagiarism is the act of representing someone else's work as your own, either intentionally or unintentionally. In this course, plagiarism will result in a zero for the assignment and, possibly, a failing grade in the course. Be aware that current Internet search engines can quickly identify almost any previously published document.

CORPORAL PUNISHMENT

A student who misses the presentation of a guest speaker will be summarily shot. However, if SPSU's legal department objects to this consequence, an equivalent nonviolent substitute will be devised.

² Your mileage may vary.