IDC 6110-900 Communications Project Management

Course Syllabus 1.0

Spring Semester 2013

INSTRUCTOR

Keith B. Hopper, Ph.D.　　　　　　　　　Office Hours (J-345):
Humanities and Technical Communication　Th　　10:00 AM to 4:00 PM
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COMMUNICATIONS

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COURSE LOCATION AND TIME

D2L, 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 professional goals as these relate to your current competencies in the general area of managing professional projects.

This is the instructor's twelfth course on project management, and the course has been revised and refined based on feedback from previous students. Your feedback on the course is encouraged and valued. A discussion board for course feedback will be provided on the course D2L 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.

CATOLOG 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 teams.

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. 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.

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[1] In case of emergency, stay put and remain calm…instructor will go for help.

COURSE SCHEDULE

Week	Week of	Topic	Due	Reading
1	1/7	- Course Expectations - Course Overview - Course Technology - Introductions		Campbell Part 1
2	1/14	- Project Management Process Overview		
3	1/21	- Course Element Assignments	- article review 1 - project proposal	
4	1/28	Module 1: Project Definition		Campbell Part 2
5	2/4	Module 2: Project Planning		Campbell Part 3
6	2/11		project part 1	
7	2/18			
8	2/25	Project Management Software Tools Guest: Chris Treanor, PhD		Campbell Ch. 30
9	3/4	SPRING BREAK		
10	3/11	Module 3: Project Execution	article review 2	Campbell Parts 4 & 5
11	3/18	Module 4: Project Closing	project part 2	Campbell Part 6
12	3/25	Module 5: The "Human Side"		
13	4/1	Module 6: Project Management Applied to Technical communication Projects	project part 3	Campbell Ch. 29 handout(s)
14	4/8	Project closing		
15	4/15	Lessons Learned in Project Management Guest: Scott McMichael, PMP	project part 4	Campbell Part 7
16-17	4/22 4/29	Final Quiz Course Evaluation		

☞ Note: Reading assignments should be completed **before** the class session.

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

☞ Note: Shading indicates a synchronous class session using Horizon Live Classroom.

☞ Note: Unless otherwise directed, assignments are due **midnight Saturday of the class week**.

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 D2L site as PDF or MS Word files. Reviews should be limited to two pages. (10 points each)

2. **Project Management Project**. The 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 D2L site (25 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 (*atta-boys* don't count). The best advice is that no student should dominate or abstain. 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

Item	Point Value
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.

Grade	Points
A	93 – 100
B	83 – 92
C	73 – 82
D	63 – 72
F	< 63

TEXTS

Required

Primary

Campbell, G. M. (2011). *The complete idiot's guide to project management, 5th ed.* New York: Alpha Books.

Secondary

Verzuh, E. and Tate, K. (2011). *The fast forward MBA in project management 4th 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. Visit the SPSU distance learning resources for online students.
2. Review the technical pearls discussion thread on the course D2L site.
3. Post a request for help on the course listserv.
4. Email instructor directly.
5. Email SPSU distance learning coordinator.

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.
- Web-enabled computer with speakers and microphone.
- An SPSU email account—check regularly. You may choose to forward to another email address but the instructor will use only your SPSU email address.
- 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 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 may work best using Microsoft Internet Explorer.

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://get.adobe.com/reader/otherversions/

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)
>
> message text:　　　　　**subscribe SPSU-PM-S13-L** *first last*
>
> example:　　　　　　　**subscribe SPSU-PM-S13-L** Lady Gaga
>
> 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:　**SPSU-PM-S13-L @LISTSERV.UGA.EDU**

There is an email link from the course home page. 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 / Setup Wizard
> Follow screen prompts to prepare and test your system.

ARTICULATE

Some course sessions will be delivered using Articulate, a technology that renders high fidelity, narrated PowerPoint presentations as Flash files to be delivered over the Internet. These should be accessible using either Windows or Macintosh platforms, with most contemporary browsers.

D2L

Point your browser to:

http://www.spsu.edu/d2l/

Click on the "Log in" link

In most cases, students will be automatically enrolled in D2L via the Banner system.

The D2L 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 D2L 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 D2L'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.

<u>Students with Disabilities</u> 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.

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[2] Try to be somewhere most of the time.

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.