Syllabus for PMP-100

PROJECT MANAGEMENT

COURSE DESCRIPTION
The Project Management Institute (PMI)® is the preeminent, internationally recognized professional association in the field of project management. PMI® serves practitioners and organizations with standards that describe best practices, globally recognized credentials that certify project management expertise, and resources for professional development.

The Project Management Certificate Program at Thomas Edison State University is fully aligned with the publication *A Guide to Project Management Body of Knowledge, Sixth Edition (PMBOK® Guide)*, developed by the Project Management Institute (PMI)®. The *PMBOK® Guide* is aligned using knowledge areas as its basis, this course follows suit. A process group includes the constituent project management processes that are linked by the respective inputs and outputs — where the outcome resulting from one process becomes the input for another.

This course and the accompanying course materials facilitate preparation for Project Management Professional (PMP)® or PMI®'s Certified Associate in Project Management (CAPM)® certification. The curriculum follows what PMI® describes as the knowledge areas, but through the eyes of the project process groups. These project process groups include the following: initiating, planning, executing, monitoring and controlling and closing project management processes. Focusing on both the process groups the knowledge areas facilitates easier understanding of the project management processes while aligning with the project life cycle processes followed by the industry. Students will earn 40 Professional Development Units (PDUs) upon successful completion of this course. These 40 PDUs satisfy the PMP® and CAPM® Exam educational requirements.

COURSE AUDIENCE
This course is intended for students who are interested in working as project managers, IT project managers, project coordinators, project analysts, project leaders, senior project managers, team leaders, product managers, program managers, project team members, operation managers, stakeholders, and senior managers who want to be effective in project management.

PREREQUISITES FOR TAKING THE CERTIFYING EXAM

PMP® Requirements:
In order to sit for the exam, an individual must demonstrate either of the following in order to apply for the PMP® credential:
• A four-year degree (bachelor’s or the global equivalent); and at least three years of project management experience (4,500 hours) within the last 8 years leading and directing projects; and 35 hours of project management education

OR

• A secondary diploma (high school or the global equivalent); with at least five years of project management experience (7,500 hours) within the last 8 years leading and directing projects; and 35 hours of project management education

CAPM® Requirements
Individuals, who are interested in taking the Certified Associate in Project Management (CAPM)® certification Exam from Project Management Institute (PMI)®, must have:

• A secondary diploma (high school or the global equivalent)

AND

• At least 1,500 hours experience

OR

• 23 hours of project management education by the time they sit for the exam

COURSE TOPICS
• Module 1: Project Management Framework
• Module 2: Project Integration and Project Scope Management
• Module 3: Project Schedule and Project Cost Management
• Module 4: Project Quality and Project Resource Management
• Module 5: Project Communications and Project Risk Management
• Module 6: Project Procurement and Project Stakeholder Management
• Module 7: Professional Responsibility, Test Preparation, and Wrap Up

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COURSE OBJECTIVES

After completing this course, you will be able to:

1. Explain what a project is and differentiate between project, program, and portfolio management
2. Define the project life cycle and the difference between projects and operational work
3. Identify types of stakeholders and their importance to a project
4. Describe methods to manage stakeholders
5. Identify the project management knowledge areas and process groups
6. Define project initiation and key components of a project charter and stakeholder register
7. Describe the key components of a project plan and all subsidiary plans
8. Discuss processes related to project execution; directing and managing project execution; manage quality; acquiring, developing, and managing a project team; and distributing information and managing stakeholder expectations
9. Explain methods for monitoring and controlling project work, performing integrated change control, verifying scope, controlling project scope, schedule, and costs as well as ways to accomplish quality control and reporting on project performance
10. Discuss methods for monitoring and controlling risks and administering procurements
11. Define project close out
12. Explain PMI®’s Code of Professional and Ethical Conduct

COURSE MATERIALS

You will need the following materials to do the work of the course. The required textbooks are available from the University’s textbook supplier, MBS Direct.

(Note: Q&A’s for the PMBOK® Guide Sixth Edition is not available at the bookstore)

Required Textbook

- A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition

- Q&A’s for the PMBOK® Guide Sixth Edition

- Crosswinds Success Series: PMP® Exam Bootcamp Manual
COURSE STRUCTURE

The Project Management certificate program is an online course consisting of seven modules. Modules include an overview, topics, learning objectives, study materials, and assignments. Module titles are listed below.

- **Module 1: Project Management Framework**
  Course objectives covered in this module: #1, #2, #3, #5

- **Module 2: Integration and Scope Management**
  Course objectives covered in this module: #6, #7, #8, #9, #11

- **Module 3: Schedule and Cost Management**
  Course objectives covered in this module: #7, #8, #9

- **Module 4: Quality and Resource Management**
  Course objectives covered in this module: #7, #8, #9

- **Module 5: Communications and Risk Management**
  Course objectives covered in this module: #7, #8, #9, #10

- **Module 6: Procurement and Stakeholder Management**
  Course objectives covered in this module: #4, #6, #7, #8, #9, #10, #11

- **Module 7: Professional Responsibility, Test Preparation, and Wrap Up**
  Course objectives covered in this module: #12

ASSESSMENT METHODS

For your formal work in the course, you are required to participate in online discussion forums, attend synchronous events, complete module level quizzes, and take proctored midterm and final examinations. See below for details.

Consult the Course Calendar for assignment due dates.

Discussion Forums

In addition to posting an introduction to the class in Module 1, you are required to participate in seven graded online discussions. In order to facilitate interaction and knowledge sharing, students are required to participate in discussions according to the course calendar. Discussions will be closed upon completion of the module.

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Communication with the facilitator and among fellow students is a critical component of online learning. Participation in online discussions involves two distinct assignments: an initial response to a discussion question and at least two subsequent comments on classmates' responses. Meaningful participation is relevant to the content, adds value, and advances the discussion. Comments such as "I agree" and "ditto" are not considered value-adding participation. Therefore, when you agree or disagree with a classmate, the reading, or your facilitator, state and support your agreement or disagreement. You will be evaluated on the quality and quantity of your participation. Responses and comments should be properly proofread and edited, professional, and respectful.

**Initial Posts**—Initial posts are your response to the initial discussion questions posed by the course facilitator in each discussion forum. The post evidences your understanding of the theories, models, and applications of course topics under discussion. Typically, these posts are information rich and data-driven citing and/or incorporating content from course learning materials, as well as external sources including work experiences, professional journals, or newspapers. The post acts as a topic foundation on which to build content insight toward application mastery.

**Subsequent Comment Posts**—Subsequent posts are comments to one or more peer learners. These posts extend or expand the responses of others. They define, clarify, and broaden everyone’s understanding of work. Subsequent posts build, challenge, and explore other’s perspectives and applications of course materials. Like initial posts, these posts are information rich and data driven. They are insightful responses contributing to everyone’s understanding of and experience with the topics being discussed. However, these posts are not simple, non-reference supported response statements such as “Yes, I agree with you!” Instead, they are opportunities to explore topics through course materials and deepen your understanding and application of a topic in a supportive peer learning environment.

A discussion forum rubric can be found under **Evaluation Rubrics** in your course space.

**Synchronous Events**

In each module of the course, there will be a synchronous (live) session conducted via Edison Live! You are required to participate in 3 synchronous events during the course and you are strongly encouraged to view the recording of any event you miss. To access the event, click the Collaboration Space link in the Edison Live! section of the course site a few minutes before the designated time. Use the link below for directions and helpful videos about how to use the Edison Live! tool in the Course Management System. Your instructor will work with the class to propose a time that works best and accommodates the majority. Each synchronous event will provide an opportunity for interaction with the instructor to clarify and/or expand upon the concepts covered in each module.

Directions and Helpful Videos: [https://docs.google.com/document/d/1gewubdfXP6vlisy4-gF5f7YwE6Msn-lvAJJ90uc4MYI/edit](https://docs.google.com/document/d/1gewubdfXP6vlisy4-gF5f7YwE6Msn-lvAJJ90uc4MYI/edit)
Module Quizzes

There are 5 multiple choice quizzes (Modules 1, 2, 3, 5, and 6) that you will be required to complete based on that week’s material. Quizzes are formative in nature and you will have multiple attempts in order to reach a minimum score of 80%.

Midterm Examination

The midterm examination will cover modules 1-3:

- Project Management Framework
- Integration and Scope Management
- Time and Cost Management

Final Examination

The final examination will cover all modules:

- Project Management Framework
- Integration and Scope Management
- Schedule and Cost Management
- Quality and Resource Management
- Communications and Risk Management
- Procurement and Stakeholder Management
- Professional Responsibility, Test Preparation, and Wrap up

Statement about Cheating

You are on your honor not to cheat during the exam. Cheating means:

- Looking up any answer or part of an answer in an unauthorized textbook or on the Internet, or using any other source to find the answer
- Copying and pasting or in any way copying responses or parts of responses from any other source into your online test. This includes, but is not limited to, copying and pasting from other documents or spreadsheets, whether written by yourself or anyone else.
- Plagiarizing answers
- Asking anyone else to assist you by whatever means available while you take the exam
- Copying any part of the exam to share with other students
- Telling your facilitator that you need another attempt at the exam because your connection to the Internet was interrupted when that is not true

If there is evidence that you have cheated or plagiarized in your exam, the exam will be declared invalid, and you will fail the course.
GRADING AND EVALUATION

Continuing and Professional Studies courses do not assign traditional letter grades (A through F). Instead, you will receive a CR (Pass) or NC (fail) for the course. Even if you are not interested in a grade, a record of successful completion is important to you. Why?

- Some students receive tuition remission from employers or other sources; sometimes these providers will not pay unless the student has successfully completed the course.
- Some students may wish to apply the course to a certificate program, either now or in the future. No course can be counted towards a certificate program unless the student has successfully completed it.
- Some students may wish to apply their non-credit experience to a degree program. Though not always possible, a few schools provide avenues to do this. But again, a record of successful completion would be necessary to take advantage of this pathway.

Successful completion for this course will be determined as follows:

- **Online Discussions (7)** - 20 percent
- **Synchronous Events (3)** - 10 percent
- **Midterm Exam** – 20 percent
- **Final Exam**— 25 percent
- **End of Module Quizzes (5)**—25 percent

All assignments will receive a numerical grade of 0–100; however, the final grade for the course is on a pass/fail basis only. The minimum score required for successful completion is **60**. Please note that failure to complete and submit all assignments and to participate fully in all discussions in a timely manner may result in your not successfully completing the course.

*To be properly prepared for the certification exam it is recommended that you achieve a minimum score of 80.

STRATEGIES FOR SUCCESS

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.

- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.

- If you are not familiar with Web-based learning be sure to review the processes for posting
responses online and submitting assignments before class begins.

**Study Tips**
Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Calendar provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and scheduling and taking examinations.

- Check Announcements regularly for new course information.

**ACADEMIC INTEGRITY**

Thomas Edison State University is committed to maintaining academic quality, excellence, and honesty. The University expects all members of its community to share the commitment to academic integrity, an essential component of a quality academic experience.

Students at Thomas Edison State University are expected to exhibit the highest level of academic citizenship. In particular, students are expected to read and follow all policies, procedures, and program information guidelines contained in publications; pursue their learning goals with honesty and integrity; demonstrate that they are progressing satisfactorily and in a timely fashion by meeting course deadlines and following outlined procedures; observe a code of mutual respect in dealing with facilitators, staff, and other students; behave in a manner consistent with the standards and codes of the profession in which they are practicing; keep official records updated regarding changes in name, address, telephone number, or e-mail address; and meet financial obligations in a timely manner. Students not practicing good academic citizenship may be subject to disciplinary action including suspension, dismissal, or financial holds on records.

All members of the University community are responsible for reviewing the Academic Code of Conduct Policy in the University Catalog and online at www.tesu.edu.

**Academic Dishonesty**

Thomas Edison State University expects all of its students to approach their education with academic integrity—the pursuit of scholarly activity free from fraud and deception. All facilitators and administrative staff members at the University insist on strict standards of academic honesty in all courses. Academic dishonesty undermines this objective. Academic dishonesty can take the following forms:

- Cheating
- Gaining or providing unauthorized access to examinations or using unauthorized materials during exam administration
- Submitting credentials that are false or altered in any way
- Plagiarizing (including copying and pasting from the Internet without using quotation marks and without acknowledging sources)
● Forgery, fabricating information or citations, or falsifying documents
● Submitting the work of another person in whole or in part as your own (including work obtained through document sharing sites, tutoring schools, term paper companies, or other sources)
● Submitting your own previously used assignments without prior permission from the facilitator
● Facilitating acts of dishonesty by others (including making tests, papers, and other course assignments available to other students, either directly or through document sharing sites, tutoring schools, term paper companies, or other sources)
● Tampering with the academic work of other students

Plagiarism
Thomas Edison State University is committed to helping students understand the seriousness of plagiarism, which is defined as using the work and ideas of others without proper citation. The University takes a strong stance against plagiarism, and students found to be plagiarizing are subject to discipline under the academic code of conduct policy.

If you copy phrases, sentences, paragraphs, or whole documents word-for-word—or if you paraphrase by changing a word here and there—without identifying the author, or without identifying it as a direct quote, then you are plagiarizing. Please keep in mind that this type of identification applies to Internet sources as well as to print-based sources. Copying and pasting from the Internet, without using quotation marks and without acknowledging sources, constitutes plagiarism. (For information about how to cite Internet sources, see Online Student Handbook > Academic Standards > “Citing Sources.”)

Accidentally copying the words and ideas of another writer does not excuse the charge of plagiarism. It is easy to jot down notes and ideas from many sources and then write your own paper without knowing which words are your own and which are someone else’s. It is more difficult to keep track of each and every source. However, the conscientious writer who wishes to avoid plagiarizing never fails to keep careful track of sources.

Always be aware that if you write without acknowledging the sources of your ideas, you run the risk of being charged with plagiarism.

Clearly, plagiarism, no matter the degree of intent to deceive, defeats the purpose of education. If you plagiarize deliberately, you are not educating yourself, and you are wasting your time on courses meant to improve your skills. If you plagiarize through carelessness, you are deceiving yourself.

For examples of unintentional plagiarism, advice on when to quote and when to paraphrase, click the links provided below.

   Examples of Unintentional Plagiarism
   When to Quote and When to Paraphrase

Disciplinary Process for Plagiarism
Acts of both intentional and unintentional plagiarism violate the Academic Code of Conduct.
If an incident of plagiarism is an isolated minor oversight or an obvious result of ignorance of proper citation requirements, the facilitator may handle the matter as a learning exercise. Appropriate consequences may include the completion of tutorials, assignment rewrites, or any other reasonable learning tool in addition to a lower grade for the assignment or course. The facilitator will notify the student and appropriate dean of the consequence by e-mail.

If the plagiarism appears intentional and/or is more than an isolated incident, the facilitator will refer the matter to the appropriate dean, who will gather information about the violation(s) from the facilitator and student, as necessary. The dean will review the matter and notify the student in writing of the specifics of the charge and the sanction to be imposed.

Possible sanctions include:

- Lower or failing grade for an assignment
- Lower or failing grade for the course
- Rescinding credits
- Rescinding certificates or degrees
- Recording academic sanctions on the transcript
- Suspension from the University
- Dismissal from the University