IDT 330
Instructional Project Management
Course Syllabus – Fall 2016

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Office: Knoblauch Hall – B39
Office Hours: Tuesday and Thursday 8:30-9:30 in Horrabin 72 lab; Monday-Friday: Phone or Skype by appointment

Course Description:
The purpose of this course is to enable you to manage small-scale projects from the planning stages through to the completion of the project. This course provides complimentary skills that you learned in IDT 310. This course will provide hands-on experience of managing a project. In addition, this course is a WID (Writing in the Discipline) course, so will require an appropriate amount of writing, especially in writing documentation that is typical of a project manager.

Prerequisites:
There is one prerequisite for this course:
- IDT 310: Principles of Instructional Design

Texts and Materials:
Required:
- Chatfield, C and Johnson, T (2007). Step by Step: Microsoft Office Project 2010 (will be provided by the Instructor).
- Google Drive account
- Recommended: USB Drive Flash Memory – 1 GB minimum for additional backup
- Access to a video camera, and video editing software (such as the lab software)
- Materials fee: $30.00 to be paid to the IDT department (300 and 400 level courses)

Course Focus:
This is not a software course. You cannot manage a project during class time.

The major emphasis of this course will be on developing and applying project management skills, especially as they pertain to instructional design and development. The key to this course is realizing that the project management process is not the same as the instructional design process. While some areas will overlap, they have very clear differences.

This course will require a considerable amount of time (an average of 9-12 hours per week) outside the classroom. In order for you to be successful in this class, it is essential that you remain current with the assignments. Do not expect to complete all of your work during class time.

Writing in the Discipline (WID):
You will have regular writing assignments that pertain to different phases in the project management process. These include (but are not limited to):
- Statement of Work
- Work Breakdown Structure
- Project Plan
- Communication Plan

In addition, you will need to provide a visual documentation of your project’s progress, with video.
Goals:
- Define the concepts of project management.
- Follow the project management process:
- Manage a project from start to finish.
- Complete your junior portfolio.

Assignments:
The course will have three phases:
1. Project management software
2. The project management process
3. Managing your own project

Quizzes/Exams/Participation
There are no official group projects, but you may be required to work together with your classmates on in-class activities. All assignments will be completed individually. There will be a Quiz on Microsoft Project, and a Midterm Exam.

Managing Your Project:
To be a project manager you need a project to manage. Any project that you can do by yourself does not require a project manager. During the semester you will identify a project to manage. The project will be negotiated with me to make sure it meets the guidelines for the course. This Project will be a project that you manage to its completion. You will track its progress and report on the results.

Junior Portfolio:
You will compile a portfolio of at least two projects that you have completed in your IDT classes.

Late assignments:
When managing a project, your stakeholders expect that due dates and project deadlines will be met. Consequences for missing deadlines are severe. Assignments are due at the date and time indicated in the assignment guidelines. Late assignments lose 25% of their value for each day they are late. Keep in mind that project management is a process that ultimately leads to the successful completion of a project.

Grades:
Keep in mind that due to the nature of this course and the field of instructional design, many of you will have different requirements for this class compared with others in the course. As the course instructor, my role will be to facilitate learning through guidance and feedback, manage connections with SMEs and other stakeholders, and coordinate logistics between the groups.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Point value</th>
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<tbody>
<tr>
<td>Project Management Software</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes/Exams/Participation:</td>
<td>100</td>
</tr>
<tr>
<td>Project Management Process</td>
<td>100</td>
</tr>
<tr>
<td>Managing Your Own Project:</td>
<td>200</td>
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<tr>
<td>Final Report and Junior Portfolio</td>
<td>50</td>
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Total: 500
Plus-Minus Grading Scale
Your grades will be based on the following:

- **A** 480-500
- **A-** 460-479
- **B+** 440-459
- **B** 420-439
- **B-** 400-419
- **C+** 385-399
- **C** 365-384
- **C-** 350-364
- **D+** 335-349
- **D** 315-334
- **D-** 300-314
- **F** 0-299

**Students with Disabilities:**
In accordance with University policy and the Americans with Disabilities Act (ADA), academic accommodations may be made for any student who notifies faculty of a specific need for accommodation. It is imperative that students bring such needs to the faculty member’s attention, as faculty are not legally permitted to inquire about such particular student needs. Students who may require special assistance in emergency evacuations should contact their faculty to discuss emergency procedures. Contact Disability Support Services (309-298-2512) for additional services.

**STUDENTS RIGHTS AND RESPONSIBILITIES:**
Please refer to the WIU Students Rights and Responsibilities website at [http://www.wiu.edu/provost/student/](http://www.wiu.edu/provost/student/) for information on WIU policies on academic dishonesty, grade appeal, etc.

**Course Schedule:** Note – after Week 8, this schedule is highly likely to change.

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<thead>
<tr>
<th>Course Date</th>
<th>Topics/Activities</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Week 1</td>
<td>Introduction to class, Syllabus Activity: Step-by-Step Microsoft Project (SSMP) Parts 1 and 2 – Chapters 1-8 Activity: Project ideas</td>
<td>8/25 – Turn in SSMP lessons (1-6)</td>
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<tr>
<td>Week 2</td>
<td>Activity: Part 3 – SSMP Chapters 9-14 Topic: Stakeholders Topic: Statement of Work</td>
<td>9/1 – Turn in all remaining SSMP chapters (5-14)</td>
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<tr>
<td>Week 3</td>
<td>Read: Complete Idiot’s Guide to Project Management (CIGPM) Part 1 – Chapters 1-5 Topic: Intro to Project Management (PM) Topic: Project Management Process (PMP) Activity: Project ideas</td>
<td>9/6 – Quiz 1</td>
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<tr>
<td>Week 4</td>
<td>Read: CIGPM Part 2 – Chapters 6-8 Topic: Stakeholders Topic: Project scope Topic: Managing risk</td>
<td>9/16 – PMP Assignment 1</td>
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| Week 5      | Read: CIGPM Part 3 – Chapters 9-15  
Topic: WBS  
Topic: SOW  
Topic: Critical path  
Topic: Controlling costs  
Topic: Resource requirements | 9/23 – PMP Assignment 3 |
| Week 6      | Read: CIGPM Part 4 – Chapters 16-19  
Topic: Project Plan  
Topic: Leadership  
Topic: Communication plan | 9/30 – PMP Assignment 3 |
| Week 7      | Read: CIGPM Part 5 – Chapters 20-23  
Topic: Monitoring the project  
Topic: Change management | 10/7 – PMP Assignment 4 |
| Week 8      | Read: CIGPM Part 6 – Chapters 24-25  
Activity: Project ideas  
Activity: Midterm Exam | 10/13 – Midterm Exam |
| Week 9      | Topic: Project kick-off  
Activity: Kick-off meeting | 10/18 – Kick-off Meeting |
| Week 10     | Activity: Work on project  
Activity: Project reports | 10/27 – Report 1 |
| Week 11     | Activity: Work on project  
Activity: Project reports | 11/3 – Report 2 |
| Week 12     | Activity: Work on project  
Activity: Project reports | 11/10 – Report 3 |
| Week 13     | Activity: Work on project  
Activity: Project reports | 11/17 – Report 4 |
| Thanksgiving break  
(11/23-27) | | |
| Week 14     | Activity: Work on project  
Activity: Project reports  
Topic: Wrapping up the project  
Topic: Junior portfolio | 11/29 – Intro to Junior Portfolio  
12/1 – Report 5 |
| Week 15     | Activity: Work on project  
Activity: Project reports  
Activity: Junior portfolio | 12/8 – Report 6 |
| Week 16     | Final: Oral reports and Junior portfolios | 12/15 – Junior Portfolios due at the beginning of Final Exam period: 8:00 am on 12/15 |

Note: This schedule is subject to change.