

ARIZONA WESTERN COLLEGE  
SYLLABUS

## PMT 101 PROJECT MANAGEMENT

Credit Hours: 4 CR, 3 LAB, 2 LAB

PREREQUISITE: NONE

COURSE DESCRIPTION

An introduction to the field of project management in functional areas such as foundational project management, terminology, project initiation, defining and creating measurable project goals and deliverables, project evaluation, team development, effective communication, engaging in practices aligned with Agile project management and in real-world scenario projects and activities, while building a foundation of knowledge, preparing them for an entry-level position in Project Management.

This course is Open Entry/Open Exit (OE/OE).

1. COURSE GOALS

This course prepares learner to gain an immersive understanding of the practices and skills needed to succeed in an entry-level project management role, create effective project documentation and artifacts throughout the various phases of a project, develop an understanding of the foundations of agile project management.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 Define project management, what constitutes a project, and the core skills that help a project manager be successful.
- 2.2 Develop an understanding as it relates to the life cycle of a project and be able to apply the program management methodologies and approaches to a given project.
- 2.3 Define change management, organizational structure and culture and how it impacts project management or the role of the project manager.
- 2.4 Describe the key components and significance of each project phase: initiation, planning, milestones, tracking, and evaluation.
- 2.5 Define and create measurable project goals and deliverables, as well as be able to define project scope and differentiate among tasks that are in-scope and out-of-scope.
- 2.6 Define and utilize various project management tools to meet project needs.
- 2.7 Describe how to estimate, track, and maintain a budget, time, work flow, team support.
- 2.8 Explain the procurement process and identify key procurement documentation.
- 2.9 Identify what aspects of a project to track and compare different tracking methods.
- 2.10 Demonstrate how to prioritize and analyze data and how to communicate a project's data-informed story.

- 2.11 Describe the steps of the closing process for stakeholders, the project team, and project managers.
- 2.12 Explain and implement an Agile project management approach, philosophy and strategies.
- 2.13 Develop a portfolio of project management artifacts that will demonstrate the skills learned throughout the course, i.e. ability to manage stakeholders and teams, organize plans, and communicate project details

### 3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Multi-media Presentations
- 3.3 Group Discussions

### 4. LEARNING ACTIVITIES

- 4.1 Group Discussions
- 4.2 Case Studies

### 5. EVALUATION

- 5.1 Quizzes/Exams
- 5.2 Assignments
- 5.3 Participation

### 6. STUDENT RESPONSIBILITIES

6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.

6.2 Classroom Assignments: Students are responsible for work missed and for completing all work before the next class meeting. Students are responsible for participating in all oral drills and for taking all exams.

6.3 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.

6.4 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.

6.5 Academic Integrity: Any student participating in acts of academic dishonesty including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.

6.6 Textbooks and materials: Students are required to bring notebook or looseleaf book, pens, pencils, dictionaries, and purchase textbook required for class.

6.7 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for "No Show" reporting during the first 10 days of each semester.

Students who have enrolled but have never attended class may be issued a "No Show" (NS) grade by the professor or instructor and receive a final grade of "NS" on their official academic record. An NS grade may result in a student losing their federal financial aid.

For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):

- Submitting an academic assignment
- Taking an exam, an interactive tutorial or computer-assisted instruction
- Attending a study group that is assigned by the school
- Participating in an online discussion about academic matters
- Initiating contact with a faculty member to ask a question about the academic subject studied in the course