

10:30-11:20 in room 1302 MTWTh + **online 20%**, Item **0717**, Section **Y1**-hybrid, 5 credits

Prof: Robert Shields; **Email:** rshields at shoreline dot edu; 206-546-4773;

Web: shoreline.edu/rshields , **Office** 1420 - **Hours:** see my web site or by appointment

Course goals: Use project management concepts, tools, techniques and software (Microsoft Project) to plan, track and assess typical projects. (Previously CIS 232)

Prerequisite: CIS 105 or instructor permission. Student option grading.

Required Text: (MOAC) Microsoft Office Project 2007 ISBN 978-0-470-06953-0, available in SCC Bookstore. Prior students have said that you will need to read material at least 3 times to absorb it.

Required supplies: (a) USB drive (b) a 2nd USB drive for backups (c) #2Pencil

Start here: Check the [web site](#) daily for revisions to the Schedule of assignments, due dates and additional syllabus details.

Read about important matters such as grades and participation in the [additional syllabus details](#) online; they are included by this reference. Start reading the assigned material early (perhaps today).

To master the material in this class, study all assigned readings and complete all assignments and exercises. Solo activities require you to demonstrate your mastery of material and must be done individually. Work assigned to a team must be completed and turned with printed names for all team members to receive full credit. Part of the value of team activities comes from working together, at the same time and place.

Grades: Weighted grading is used for this class:

Activity	Expect	Style	Weight
Exams	~2	SOLO: Multiple choice, Short answer, computer exercise	60%
Exercises, quizzes in-class projects	~2 weekly	SOLO: Multiple choice, etc., project documentation	20%
Sets of Project documentation	~2weekly	TEAM will produce standard documentation for several projects over the quarter: Project Name, Scope (what/when/\$), WBS, Critical Path, etc.	20%

Be sure to put the course number (180) in the Subject line of any email message so it does not get lost. Use your **Shoreline college email account** for this class and for other communications with me (sign up at <http://www.shoreline.edu/StudentAccounts.aspx>). These accounts are free to you. Use clear business-style English (not text-messaging). Avoid graphics unless requested.

See the tentative schedule below.

Read the additional syllabus details. They apply to this class, as they are included by this reference. Check on my web site (<http://www.shoreline.edu/rshields/>) daily for changes to this schedule.

All reading and work is due by the time class starts (or time specified below) on the day listed.

Ch. = chapter/lesson in the text book. Read assigned material before class. Submit answers by start of class.

Apx. = Appendix in the text book. **p.** = page number or numbers in the text book.

KA = Knowledge Assessment: Fill in the blank, T/F, Multiple choice, etc. all sections, all odd questions

PR = Projects: **CA** = Competency Assessment, **PA** = Proficiency Assessment, or **MA** = Mastery Assessment

TE = Team Exercises – these must include all member’s full names and the date and exercise numbers. Unless specified otherwise below, submit all TE work together by noon Fri. of the week it is assigned.

SP = Solo Project. Email SP file to me by due time/date; the file name must include your name.

Printed work must be submitted **by the start of class to earn full credit**; late work is discounted.

web = topics you must research on the internet before class. For each topic, email a 1-sentence summary and 2 non-Wikipedia URL references. You may consult Wikipedia; but, must submit at least 2 other sources.

Late Work: work received after the due time / date will receive discounted credit. (Late business projects often must pay an added penalty fee.) You will not be able to resubmit your assignments with corrections.

This is a Tentative Schedule; check the web site for the latest version.

week	Mon.	Tue	Wed	Thu	Fri (no classroom)
1 9/20	Read the syllabus and additional syllabus details on the class web site; get the required text book	visit the book web site to get the student files; email me your name to get Microsoft Project	1 st class day: Introductions: <ul style="list-style-type: none"> • me, • you, • this course overview, BOK Quiz: Syllabus	Before class SP1A: web: Wikipedia PM & SMART criteria , email summaries Bring a list of 7 possible projects to consider	Due noon: all this week’s TE Due 11PM Sat. email: SP1: List & explain your preferred SMART terms expect quiz Mon
2 9/27	Before class Ch. 1-3 phases, WBS, linking, milestones, Resources, cost Due by the start of class KA+ PR 1-1, 2-1, 3-1	web: Scope WBS + estimating task duration TE: PR 1-2 thru 1-3	web: TE: PR 2-2 thru 2-3 Project Status Report	web: Due TE: PR 3-2 thru 3-3 Refined Scope & project WBS & Team feedback to PM & PM averages to me.	Due noon: all this week’s TE Due 11PM Sat. SP2: PR 1-4, 2-4, 3-4; email a list of 7 project ideas to consider
3 10/4	Before class web: CPM , Ch. 4-5 calendar, recurring tasks KA+PR 4-1,5-1 Next project	TE: PR 4-2 thru 4-3 critical path, sort	web: TE: PR 5-2 thru 5-3 Project Status Report	web: Due TE: Refined Scope & project WBS, feedback to PM & PM ave. to me.	Due noon: all this week’s TE Due 11PM Sat. SP: PR 4-4., 5-4

4 10/11	web: PERT & Gantt Ch. 6-7 Gantt, views, reports, WBS techniques KA+PR 6-1,7-1	TE: PR 6-2 thru 6-3	TE: PR 7-2 thru 7-3 Project Status Report	Due TE: Refined Scope & project WBS & Team feedback to PM & ave. to me	Due noon: all this week's TE Due 11PM Sat. SP: PR 6-4 7-4 , 7 project ideas
5 10/18	web: Sponsor Ch. 8-9 baseline, tracking, over budget, KA+PR 8-1,9-1 Next project	TE: PR 8-2 thru 8-3 consolidating, dependencies	web: project portfolio TE: PR 9-2 thru 9-3 Project Status Report	Due TE: Refined Scope & project WBS & Team feedback to PM & ave. to me.	Due noon: all this week's TE Due 11PM Sat. SP: PR 8-4., 9-4
6 10/25	Exam 1: Ch. 1-9 + reading & lecture	Ch. 10-11 other tools, constraints, deadlines, dependencies KA+PR 10-1, 11-1	TE: PR 10-2 thru 10-3	web: Pareto & proj. priority TE: PR 11-2 thru 11-3 Project Status Report SP: 7 project ideas	Due noon TE: Refined Scope & project WBS & Team feedback & PM averages Due 11PM Sat. SP:PR 10-4,11-4
7 11/1	web: leveling Ch. 12-13 Resource consumption, cost, pay/cost rates, timing, KA+PR 12-1,13-1 Next project	TE: PR 12-2 thru 12-3 over allocation, adjustments, delay, contour ~ time allocation optimization	TE: PR 13-2 thru 13-3 Project Status Report	Due TE: Refined Scope & project WBS & Team feedback to PM & PM ave. to me.	Due noon: all this week's TE Due 11PM Sat. SP:PR 12-4,13-4
8 11/8	Web: free PM collaboration tools Ch. 14 Calendar WBS codes, network view KA+PR 14-1	TE: PR 14-2 thru 14-3	web: TE: start PR 15-2 thru 15-3 Project Status Report	Veterans Holiday SP: last 7 project ideas	Due noon: all TE Scope, WBS feedback, ave. Due 11PM Sat. SP:PR 14-4
9 11/15	Ch. 15-16 track, earned value anal. KA+PR 15-1,16-1 Last next project	TE: PR 15-2 thru 15-3, Resource pools	web: TE: PR 16-2 thru 16-3 Status Report	web: Due TE: Scope, WBS feedback, ave.	Due noon: all this week's TE Due 11PM Sat. SP:PR 15-4,16-4
10 11/22	Ch. 17 preferences, KA+PR 17-1	TE: PR 17-2 thru 17-3 templates	TE: Project Status Report	Thanks Holiday	Thanks Holiday
11 11/29	TE: Scope, WBS, feedback. SP:PR 17-4		TE: final Status Report		
12 12/16	preparation day	Final Exam: Ch. 1-17 + lecture			