



Course Title: PROJECT MANAGEMENT
Course #: IT 280

Credit Hours:3
Semester: SPRING 2022
Cap:15

Faculty: SUMATHI RAGAVANANATHAM

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Office Phone: 505-786-4100

Office Hours (face-to-face or online) : Monday 1-2 pm ONLINE

Preferred Communication (email and/or text; will respond within 24 hours)

Modality (face-to-face, hybrid, or online): face to face

Class Location and Meeting Times (if face-to-face):(Wednesday 2:00 pm to 3:20 pm)

Meeting Hours and Online Hours (if hybrid): (Monday 2:00 am to 3:20 pm)

Required Materials:

Textbook: Making Things Happen – Mastering Project Management (Paperback)

by Scott Burken

ISBN: 978-0-596-51771-7

Tools: USB drive

Lab Fee: None

Mission, Vision, and Philosophy

Mission: Navajo Technical University honors Diné culture and language, while educating for the future.

Vision: Navajo Technical University provides an excellent educational experience in a supportive, culturally diverse environment, enabling all community members to grow intellectually, culturally, and economically.

Philosophy: Through the teachings of Nitsáhákees (thinking), Nahátá (planning), Íina (implementing), and Siihasin (reflection), students acquire quality education in diverse fields, while preserving cultural values and gaining economic opportunities.

Course Description

This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, scheduling and managing resources. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using project management software.

Course Outcomes	Course Assessments
Creation of a report on learning	Complete reading assignments, pretests (quizzes), final exams and projects if any.
Understanding the scheduling	
Figuring out what to do and writing things down	
Writing good specifications	
Making good decisions	
Establishing good communication and relationships	
Following proper protocols in process, email, and meetings	

Course Activities

Week	Date	Class Topics/Reading Due	Assignments Due	Assessments
1	01/19/2022	Introduction to Project Management	Due before next class	
2	01/24/2022	Chapter 1 (A Brief History Of Project Management)	“	
	1/21/2022	Last day to add/drop		
3	01/26/2022	Chapter 2 (The Truth About Schedules)	“	
4	02/31/2022	Chapter 3 (How To Figure Out What To Do)	“	
5	02/02/2022	Chapter 4 (Writing The Good Vision)	“	
6	02/07/2022	Chapter 5 (Where Ideas Come From)	“	
7	02/09/2022	– Chapter 6 (What To Do With Ideas Once You Have Them)	“	
8	02/14/2022	Chapter 7 (Writing Good Specifications)	“	
9	02/16/2022	Project Specification Requirements	“	
10	02/21/2022	Cost-benefit evaluation technology	“	
11	02/23/2022	Risk evaluation	“	
	2/25/2022	Graduation Petition due		
12	02/28/2022	Critical path (CRM) method		
13	03/02/2022	Stepwise Project Planning.	“	

14	03/07/2022	MidTerm Review	“	
15	03/09/2021		MidTerm Exam	
	3/14-18	SPRING BREAK		
16	03/21/2022	– Chapter 8 (How To Make Good Decisions)	“	
17	03/23/2022	PERT technique	“	
18	03/28/2022	Chapter 9 (Communication and Relationships)	“	
19	03/30/2022	Chapter 10 (How To Annoy People: Process, Email, and Meetings)	“	
20	04/04/2022	Chapter 11 (What To Do When Things Go Wrong)	“	
21	04/06/2022	Chapter 12 (Why Leadership is Based on Trust)	“	
22	04/11/2022	Risk Management	“	
23	04/13/2022	Chapter 13 (Making Things Happen)	“	
24	04/18/2022	Resource Allocation	“	
25	04/20/2022	Chapter 14 (Middle-game Strategy)	“	
26	04/25/2022	Chapter 15 (End-game Strategy)	“	
27	04/27/2022	Chapter 16 (Power and Politics)	“	
28	05/02/2022	Final Review class	“	
29	05/04/2022	Discussion about the complete assignments psrts	“	
30	05/09/2022		Finals	
	5/13/2022	Grades due to the Registrar		
	5/13/2022	Graduation		

Grading Plan

Homework: :20%
Class Participation: :5%
Project(s): :10%
Quizzes: :10%
Mid-term: :25%
Final Exam: :25%
Portfolio: 5%

A = 100-90%
B = 89-80%
C = 79-70%
D = 69-60%
F = 59% or less

Grading Policy

Students must do their own work. Cheating and plagiarism are strictly forbidden. Cheating includes (but is not limited to) plagiarism, submission of work that is not one's own, submission or use of falsified data, unauthorized access to exams or assignments, use of unauthorized material during an exam, or supplying or communicating unauthorized information for assignments or exams.

Participation

Students are expected to attend and participate in all class activities. Points will be given to students who actively participate in class activities including guest speakers, field trips, laboratories, and all other classroom events.

Cell phone and headphone use

Please turn cell phones off **before** coming to class. Cell phone courtesy is essential to quality classroom learning. Headphones must be removed before coming to class.

Attendance Policy

Students are expected to attend all class sessions. A percentage of the student's grade will be based on class attendance and participation. Absence from class, regardless of the reason, does not relieve the student of responsibility to complete all course work by required deadlines. Furthermore, it is the student's responsibility to obtain notes, handouts, and any other information covered when absent from class and to arrange to make up any in-class assignments or tests if permitted by the instructor. Incomplete or missing assignments will necessarily affect the student's grades. Instructors will report excessive and/or unexplained absences to the Counseling Department for investigation and potential intervention. **Instructors may drop students from the class after three (3) absences unless prior arrangements are made with the instructor to make up work and the instructor deems any excuse acceptable.**

Study Time Outside of Class for Face-to-Face Courses

For every credit hour in class, a student is expected to spend two hours outside of class studying course materials.

Study Time for Hybrid or Blended Courses

For a hybrid or blended course of one credit hour, a student is expected to spend three hours per week studying course materials.

Study Time for Online Courses

For an online course of one credit hour, a student is expected to spend four hours per week studying course materials.

Academic Integrity

Integrity (honesty) is expected of every student in all academic work. The guiding principle of academic integrity is that a student's submitted work must be the student's own. Students who engage in academic dishonesty diminish their education and bring discredit to the University community. Avoid situations likely to compromise academic integrity such as: cheating, facilitating academic dishonesty, and plagiarism; modifying academic work to obtain additional credit in the same class unless approved in advance by the instructor, failure to observe rules of academic integrity established by the instructor. **The use of another person's ideas or work claimed as your own without acknowledging the original source is known as plagiarism and is prohibited.**

Diné Philosophy of Education

The Diné Philosophy of Education (DPE) is incorporated into every class for students to become aware of and to understand the significance of the four Diné philosophical elements, including its affiliation with the four directions, four sacred mountains, the four set of thought processes and so forth: Nítsáhákees, Nahát'á, Íína and Siih Hasin which are essential and relevant to self-identity, respect and wisdom to achieve career goals successfully.

Students with Disabilities

The Navajo Technical University and **Sumathi Ragavanantham , Assistant Professor, School of Engineering, Math and Technology** are committed to serving all enrolled students in a non-discriminatory and accommodating manner. Any student who feels he/she may need an accommodation based on the impact of disability or needs special accommodations should inform NTU in accordance with the procedures of the subsection entitled “Students with Disabilities” under Section 7: Student Support Programs, NTU Student Handbook.

Email Address

Students are required to use NTU’s email address for all communications with faculty and staff.

Final Exam Date: May 09th 2022