MINDEDGE LEARNING

Project Management Syllabus

Delivery Method: *Online, Asynchronous*
Contact: support@mindedge.com
Prerequisites/Co-requisites: *None*
Required Texts and Resources: *MindEdge course bundle*

Course Description:
This online course introduces learners to the basics of project management. Throughout six segments, learners will practice the foundational skills of project management, consider the ethics involved in leading a team, and explore similarities and contrasts between Agile and Waterfall project management methodologies. The self-paced course offers an assortment of interactive exercises, videos, selected readings, case studies, and self-assessments that engage students and provide opportunities to practice project management skills.

Topics covered in the course:

- Managing Real World Projects
- Project Management Team Leadership
- Ethics for Project Managers
- Emotional Intelligence for Project Managers
- Effectively Managing Project Stakeholders
- Integrating Agile into a Waterfall Environment

For any questions or concerns related to content, IT, and accommodations, please contact support@mindedge.com

Students will have access to the course for 1 year. Completion of all components of the material will take approximately 43 hours. Students are able to self-pace their progress through the material, as all content is delivered online and asynchronously.

Grading:
A student's grade in the course will be based on their performance on a final, cumulative exam. The final exam is composed of 50 multiple-choice questions. Students will have 2 hours to complete the exam.

If students do not earn a passing score of 70% on their first attempt, they will have the opportunity to take the exam 1 additional time (2 total attempts). Students must wait 24 hours between exam retakes.

Honor Code:

At MindEdge, we believe in the power of online learning and the power of learners to improve their lives through education. We believe in the honesty and integrity of our learners and the ability of our courses to further competencies in critical subjects crucial to personal and professional development.

When taking MindEdge courses that may confer college credit equivalency, we use additional measures to ensure the integrity of end-of-course exams and projects. This includes the use of online proctoring software. End-of-course exams are those built in a self-contained MindEdge "course" — separate from the material used for learning review and study. It's expected that learners focus exclusively on the exam when taking the exam.

- Referencing the course materials used for learning is not permitted.
- Reviewing other course materials on separate devices or screens is not permitted.
- Working in tandem or communicating with others — either in your immediate proximity or via digital methods (text, chat, FaceTime, etc.) — is not permitted.
- Using alternate browsers or browser windows and search engines of any kind to aid in answering exam questions is not permitted.

The use of the proctoring software is to help ensure these activities don't happen. Learners are expected to abide by the proctoring process, including the verification of a learner's true identity as the registered exam taker by providing appropriate and valid identification.

Should the proctoring process raise any flags of suspicion on the items above, MindEdge will contact the learner with the information provided by our provider.

Should MindEdge have sufficient proof that the rules of this honor code were not followed — the learner will not have the opportunity to earn college credit or other continuing education units, as applicable. Any applicable fees paid to any party to take the course are not eligible for a refund of any kind.

Learning Objectives
Below, learning objectives are listed according to topic.

Managing Real World Projects

- Understand the five project stages (Initiating, Planning, Controlling, Executing and Closing)
- Recognize constraints for projects (scope, time, and budget)
- Explain key project management terminology
- Outline the keys to a successful project launch
- Understand how to establish project goals and deliverables with stakeholders
- Recognize project management best practice, including Agile, Lean, and other techniques

- Understand project team dynamics
- Understand how to communicate clearly with stakeholders and project team members
- Recognize effective tools for change management

Project Management Team Leadership

- Define a team and identify six common types of teams
- Explain Bruce Tuckman's model of group development
- Describe how the project life cycle is relevant to team issues
- List the three sources of power for project management team leaders
- Describe ways to manage stakeholder expectations
- Define reflective listening
- Identify the challenges of virtual teams and how they relate to the project management team leader's roles
- Compare and contrast voting and consensus as methods for decision-making
- Explain the different characteristics of effective and open team communication
- Identify the best practices for using e-mail and telephone among team members
- Identify several common team problems and apply methods for resolving these issues

Ethics for Project Managers

- Understand the role of ethics in the workplace
- Define key terms related to business ethics
- Discuss project managers and the Ethical Triangle and its three components: Individual Ethics, Leadership Ethics, and Governance and Control
- Recognize key ethical issues in project management
- Describe the provisions of the Project Management Institute® Code of Ethics and Professional Conduct
- Discuss the four foundational values (Responsibility, Respect, Fairness, and Honesty) of the PMI® Ethics Code

Emotional Intelligence for Project Managers

- Identify the role of emotional intelligence for managers and project managers
- Explain why improving emotional intelligence can improve managerial performance
- Recognize the importance of emotional intelligence in successful project management
- Define the nine key EI factors
- Apply EI factors to project scenarios

Effectively Managing Project Stakeholders

- Recognize possible underlying causes of stakeholder problems
- Identify strategies for managing stakeholder expectations
- Outline appropriate strategies for selecting project stakeholders

- Explain why communication and interpersonal skills are crucial for effectively managing project stakeholders

Integrating Agile into a Waterfall Environment

- Describe tools and techniques that could assist in Agile integration
- Recognize the problems that Agile and Waterfall collaborators contend with on a regular basis
- Recognize the advantage of "failing fast"
- Uncover impediments or obstacles that may occur when running Agile and Waterfall in parallel
- Examine several project artifacts that can be used to show progress during transitional states
- Identify the essential elements of an integration framework
- Describe ways to temper expectations as integration takes hold