

Syllabus for MNP-5100

PROJECT MANAGEMENT IN PUBLIC SERVICE

COURSE DESCRIPTION

This course introduces project management from the standpoint of a manager who must organize, plan, implement, and control tasks to achieve an organization's schedule, budget, and performance objectives. Tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies are studied. Students will practice with Microsoft Project software to be able to manage a project from start to deployment. What is a project? How is it managed? What is the best approach? This is an opportunity to learn the project management fundamentals that can guide a project through a maze of challenges to successful completion. Successful projects do not occur by luck or by chance. In fact, many projects do not achieve their organization's goals.

COURSE OBJECTIVES

After completing this course, you should be able to:

- CO1** Apply project management methodologies, processes, and tools to execute complex projects in organizations.
- CO2** Examine the roles that project management play in accomplishing an organization's strategic objectives.
- CO3** Develop effective approaches for managing high-performance project teams, communication strategies, and best practice closeout strategy that maximizes the value of the project experience.
- CO4** Critique the impacts of schedule, cost, and scope elements in projects and analyze different techniques for managing risks.
- CO5** Create project Charters, Scope statements, Work Breakdown Structures (WBS), Project Network Diagrams, and Responsibility Assignment Matrix (RAM).

COURSE MATERIALS

You will need the following materials to complete your coursework. Some course materials may be free, open source, or available from other providers. You can access free or open-source materials by clicking the links provided below or in the module details documents. To purchase course materials, please visit the [University's textbook supplier](#).

Required Textbooks

- Gido, J., Clements, J., & Baker, R. (2018). *Successful project management* (7th ed.). Thomson/South-Western.
ISBN-13: 978-1337095471
- Kerzner, H. (2017). *Project management case studies* (5th ed.). Wiley.
ISBN-13: 978-1119385974

COURSE STRUCTURE

Project Management in Public Service is a three-credit online course, consisting of **six** modules. Modules include an overview, topics, learning objectives, study materials, and activities. Module titles are listed below.

- **Module 1: Project Fundamentals**
Course objectives covered in this module:
- **Module 2: Proposals and Bidding; Project Overview**
Course objectives covered in this module:
- **Module 3: Project Structure**
Course objectives covered in this module:
- **Module 4: Resource Management**
Course objectives covered in this module:
- **Module 5: Project Personnel**
Course objectives covered in this module:
- **Module 6: Project Communications and Organizational Issues**
Course objectives covered in this module:

ASSESSMENT METHODS

For your formal work in the course, you are required to participate in online discussion forums, complete written assignments, take a proctored midterm examination, and complete a final project. See below for details.

Consult the Course Calendar for due dates.

Promoting Originality

One or more of your course activities may utilize a tool designed to promote original work and evaluate your submissions for plagiarism. More information about this tool is available in [this document](#).

Discussion Forums

Each module you will participate in an online class discussion forum. All discussion forums take place asynchronously.

Online discussions provide an opportunity for you to interact with your classmates. During this aspect of the course, you respond to prompts that assist you in developing your ideas, you share those ideas with your classmates, and you comment on their posts. Discussion forum interactions promote development of a community of learners, critical thinking, and exploratory learning.

Please participate in online discussions as you would in constructive face-to-face discussions. You are expected to post well-reasoned and thoughtful reflections for each item, making reference, as appropriate, to your readings. You are also expected to reply to your classmates' posts in a respectful, professional, and courteous manner. You may, of course, post questions asking for clarification or further elucidation on a topic.

Consult the Online Discussion Rubric for grading in the **Evaluation Rubrics** folder located in the course website.

Written Assignments

You are required to complete **six** written assignments. The written assignments are on a variety of topics associated with the course modules. Consult the Written Assignment Rubric located within the assignment link in Moodle for grading.

Final Project

At the end of the semester, you are required to submit a final paper (between 10–12 pages) in the form of an executive project management *high level* report to your company's Vice Presidents and Directors. The goal is to produce a report addressing project management activities and tasks that will be handled by the team that you will lead. In this paper, you will apply a range of project management principles and methodologies presented throughout the course.

Consult the Final Project section of the course website for details and consult the Course Calendar for due dates. Refer to the Final Project Rubric located within the assignment link in Moodle for grading.

GRADING AND EVALUATION

Your grade in the course will be determined as follows:

- **Online discussions (6)**—20%
- **Written assignments (6)**—45%
- **Final project**—35%

All activities will receive a numerical grade of 0–100. You will receive a score of 0 for any work not submitted. Your final grade in the course will be a letter grade. Letter grade equivalents for numerical grades are as follows:

A	=	93–100	B	=	83–87
A–	=	90–92	C	=	73–82
B+	=	88–89	F	=	Below 73

To receive credit for the course, you must earn a letter grade of C or higher on the weighted average of all assigned course work (e.g., assignments, discussion postings, projects, etc.). Graduate students must maintain a B average overall to remain in good academic standing.

STRATEGIES FOR SUCCESS

First Steps to Success

To succeed in this course, take the following first steps:

- Read carefully the entire Syllabus, making sure that all aspects of the course are clear to you and that you have all the materials required for the course.
- Take time to read the entire Online Student Handbook. The Handbook answers many questions about how to proceed through the course and how to get the most from your educational experience at Thomas Edison State University.
- Familiarize yourself with the learning management systems environment—how to navigate it and what the various course areas contain. If you know what to expect as you navigate the course, you can better pace yourself and complete the work on time.
- If you are not familiar with web-based learning be sure to review the processes for posting responses online and submitting assignments before class begins.

Study Tips

Consider the following study tips for success:

- To stay on track throughout the course, begin each week by consulting the Course Calendar. The Calendar provides an overview of the course and indicates due dates for submitting assignments, posting discussions, and scheduling and taking examinations.
- Check Announcements regularly for new course information.

Using AI Ethically: A Guide for TESU Students

TESU's [Academic Code of Conduct](#) permits student AI use in support of their writing and research process--not as a replacement for original writing. Document AI use with an acknowledgment statement at the end of each assignment, noting the tools and prompts used. Cite any AI-generated content on the References page. Please review [Using AI Ethically: A Guide for TESU Students](#) for more detailed information.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Thomas Edison State University recognizes, values, and relies upon the diversity of our community. We strive to provide equitable, inclusive learning experiences that embrace our students' backgrounds, identities, experiences, abilities, and expertise.

ACCESSIBILITY AND ACCOMMODATIONS

Thomas Edison State University adheres to the Americans with Disabilities Act (ADA, 1990; ADAAA, 2008) and Section 504 of the Rehabilitation Act of 1973. The Office of Student Accessibility Services (OSAS) oversees requests for academic accommodations related to disabilities; a student who is pregnant, postpartum, or a student parenting a newborn who is not the birth parent [as covered under NJSA18A]; and students requesting academic accommodation for a short-term/temporary illness and/or injury. Information can be found on the [Office of Student Accessibility Services](#) webpage and questions can be sent to ADA@tesu.edu.

ACADEMIC POLICIES

To ensure success in all your academic endeavors and coursework at Thomas Edison State University, familiarize yourself with all administrative and academic policies including those related to academic integrity, course late submissions, course extensions, and grading policies.

For more, see:

- [University-wide policies](#)
- [Undergraduate academic policies](#)
- [Undergraduate course policies](#)

- [Graduate academic policies](#)
- [Graduate course policies](#)
- [Nursing student policies](#)
- [Nursing graduate student policies](#)
- [International student policies](#)
- [Academic code of conduct](#)