



AACRAO

professional development online

Project Management Essentials SYLLABUS

Course Overview

Almost everyone has managed a project at some point in their lives to accomplish a specific result that has to occur within a definite period of time. In this course, students will learn how to apply a systematic approach to planning and guiding a project from start to finish.

Objectives

Upon completion of Project Management Essentials, students will be prepared to apply the basic project management framework to plan, execute, and manage projects that you can complete at your home institution.

The areas of focus in this course include:

- Project management overview
- How to initiate a project
- Plan a project roadmap
- How to execute a project
- How to monitor and control a project
- Closing a project

Format

Project Management Essentials is a 3-week course presented online via AACRAO's distance learning course management system. Course activities include readings, discussion forums, self-assessment checks, and assignments. The course is highly interactive with discussions among faculty and participants, but there is no requirement that participants be online at the same time as anyone else. The course site is available to participants 24/7 so that materials can be accessed and discussion forum contributions can be posted at times convenient to participants.

Technology requirement: a computer with standard software and Internet access. The course management system is easy to use, and a simple tutorial is provided to ensure participants can navigate the course site. The Online Course Coordinator is available for additional assistance if needed.

Completion Certificate Requirements

In order to earn a certificate of completion from AACRAO, participants must complete all assigned activities. A checklist of readings, discussions, and other activities is included on the course site to assist participants in tracking their progress and ensuring successful completion of the course. Certificates are mailed to the address included in the online registration information. Please allow 4-6 weeks for delivery. If immediate acknowledgment of successful course completion is needed for reimbursement purposes, participants may request an e-mail from the Online Course Coordinator.

Schedule and Module Descriptions

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	October 31 Orientation MODULE 1	November 1 Orientation	November 2 Orientation	November 3 MODULE 2	November 4	November 5
November 6 BREAK (optional)	November 7	November 8	November 9 MODULE 3	November 10	November 11	November 12
November 13	November 14 MODULE 4	November 15	November 16	November 17	November 18 MODULE 5 Closing	November 19 Closing
November 20 Course ends	You may continue to visit the course site for 6-8 weeks after the course ends.					

Orientation and introductions – startup activities.

Orientation

This section provides an overview of the Project Management Essentials course. Students will participate in the introductory discussion forum and review the available project management resources.

Module 1 – Introduction to Project Management

The topics in this module provide an overview of project management, the characteristics of a project, the project management mindset, and the project management life cycle. Students will identify a current or planned project in their home institution to apply the elements of the project management framework discussed in the subsequent modules.

Module 2 – Project Initiation

This module addresses the project initiation phase, the first phase within the project life cycle. Within the initiation phase, the business problem or opportunity is identified, a solution is defined, a project is formed, and a project team is appointed to build and deliver the solution to the customer. Students will outline the business case for their project by defining the problem or opportunity and identifying a preferred solution for implementation.

Module 3 – Project Planning

This module discusses the process of documenting project plans, defining project deliverables and requirements, and creating a project schedule. Students will complete a project planning template that includes:

- Project scope and requirements
- Task Identification
- Project schedule
- Potential risks
- Stakeholder communication plan

Module 4 – Project Execution and Control

The topics for this module discuss the Execution and Control phase, which consists of the activities involved in completing the work to produce the project deliverables. This process includes control processes to track course progress and implement corrections, when necessary, to keep the project on track. Students will construct a plan for monitoring and reporting progress, managing change, and implementing corrective actions for their chosen project.

Module 5 – Project Closure

The topics for this module discuss the process of verifying that the project has met the specified requirements and all acceptance criteria have been met. This phase includes collecting and disseminating project information to formalize acceptance of the product. Students will create a project closure checklist for their chosen project to verify that all of the critical steps in the project have been completed.

Project Management Plan Sharing and Closing Exercises

These sections provide an opportunity for students to share their Project Management plans and engage in final discussions with colleagues.