

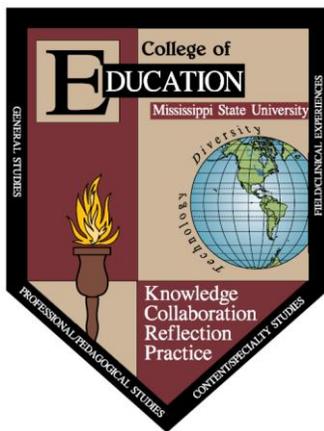
MISSISSIPPI STATE UNIVERSITY COLLEGE OF EDUCATION
DEPARTMENT of INSTRUCTIONAL SYSTEMS and WORKFORCE DEVELOPMENT
COURSE SYLLABUS

Course Prefix and Number: TECH 8523
Course Title: Project Management in Instructional Design
Credit Hours: 3 credit hours
Method of Instruction: *LECTURE = UCCC Code C*

Catalogue Description :

Three hours lecture. This course explores project management principles and methodologies used to analyze, manage, plan, and implement instructional design projects and program systems.

College of Education Conceptual Framework:



The faculty in the College of Education at Mississippi State University are committed to assuring the success of students and graduates by providing superior learning opportunities that are continually improved as society, schools, and technology change. The organizing theme for the conceptual framework for the College of Education at Mississippi State University is educational professionals - dedicated to continual improvement of all students' educational experiences. The beliefs that guide program development are as follows:

1. **KNOWLEDGE** - Educational professionals must have a deep understanding of the organizing concepts, processes, and attitudes that comprise their chosen disciplinary knowledge base, the pedagogical knowledge base, and the pedagogical content knowledge base. They must also know how to complement these knowledge bases with the appropriate use of technology.
2. **COLLABORATION** - Educational professionals must continually seek opportunities to work together, learn from one another, forge partnerships, and assume positions of responsibility.
3. **REFLECTION** - Educational professionals must be willing to assess their own strengths and weaknesses through reflection. They must also possess the skills, behaviors, and attitudes necessary to learn, change, and grow as life-long learners.
4. **PRACTICE** - Educational professionals must have a rich repertoire of research-based strategies for instruction, assessment, and the use of technologies. They must be able to focus that array of skills on promoting authentic learning by all students or clients, while exhibiting an appreciation and commitment to the value and role of diversity.

Course Objectives:

Upon completion of this course, students will be able to:

1. Identify the processes and knowledge areas of the discipline of project management (CFPO # 1, 3, 4, 7, 8, 10,13)
2. Describe how the project management processes and knowledge areas relate to instructional design processes (CFPO # 1, 3, 7, 8, 10, 13)
3. Apply the basic components of a project plan in a project (CFPO # 3, 4, 8, 10, 13)
4. Identify the various roles of project stakeholders and the influence of those stakeholders on project processes and outcomes (CFPO # 2, 3, 4, 5, 6, 10)
5. Apply instructional design principles associated with the development of technology resources (CFPO # 1, 2, 3, 4, 7, 10, 13).
6. Develop instructional design, evaluation, and/or assessment projects, including planning, budgeting of time and resources, and implementation of work plans (CFPO # 3, 4, 5, 6, 9, 10).
7. Describe the concepts of planning, resourcing, budgeting, scheduling, monitoring, and terminating projects (CFPO # 1, 3, 4, 8, 10, 13)
8. Create an appropriate project plan and timeline using technology tools (CFPO # 3, 7)

Detailed Course Outline:

1. Instructional Design and Project Management (3 hours)
 - Definition of project management
 - The value of project management
 - List of stakeholders
2. Analysis (4 hours)
 - Questions to consider when conducting analysis (2 hours)
 - Training Needs Analysis (2 hours)
3. Initiating the Project (4 hours)
 - Defining project initiation (2 hours)
 - Reviewing project charter (1 hour)
 - Identifying stakeholders (1 hour)
4. Concluding project initiation (3 hours)
 - Designing Document
 - The design document
 - System Training
5. Project-Management Plan (5 hours)
 - Scope definition (1 hour)
 - Activity definition, sequencing, resource, and duration estimating, schedule development, cost estimating and budgeting (1 hour)
 - Quality planning, human resources management (1 hour)

- Communication planning, risk-management plan, risk identification and risk analysis (1 hour)
 - Plan procurement (1 hour)
6. Work Breakdown Structure (WBS) (3 hours)
 - Definition of WBS
 - The importance of WBS
 - Creation of work-breakdown structure
 - Different types of breakdown structures
 - Development of the WBS
 7. Development and Implementation (4 hours)
 - The communication process (1 hour)
 - Barriers to effective communication (1 hour)
 - Positive expectations and development of key ideas (1 hour)
 - Course material: Concluding, developing and implementing (1 hour)
 8. Executing, Monitoring, and Controlling (5 hours)
 - Performing quality assurance (1 hour)
 - Grouping project team and information, managing stakeholder expectations (1 hour)
 - Conducting procurements, monitoring and controlling project work, verifying and controlling scope (1 hour)
 - Reviewing cost and quality controls (1 hour)
 - Monitoring and controlling risk; administering procurements (1 hour)
 9. Evaluation and Closing the Project (5 hours)
 - Evaluation and project closeout (3 hours)
 - Project closeout (2 hours)
 10. Close procurements
 - Keys to Better Project Team Performance (3 hours)
 - High-performing teams
 - Ten key principles
 - Proven techniques
 11. Project Management Concepts and Topics (3 hours)
 - Portfolio project management
 - Web-based project management and collaboration tools
 - Requirements management tools
 - Mind mapping tools
 12. Cases in Project Management for the Instructional Designer (3 hours)
 - Cases in project management for the instructional designer
 - Case study and discussion

Text(s):

Required:

Cox, D. M. T. (2010). *Project management skills for instructional designers: A practical guide*. Bloomington, IN: iUniverse.

Optional:

Ertmer, P. A., Quinn, J., & Krista, D. (2013). *The ID casebook: Case studies in instructional design* (4th ed.). Columbus, OH: Prentice Hall.

Description of Instruction:

(Campus 1 & 5) Lecture. A variety of methods, such as lecture, class discussion, individual projects, group activities and project presentations will be used during this course. Student participation will play a large part in the success of instructional delivery herein.

(Campus 5 specifically) Lecture. The class will be taught by lecture and discussion method via CANVAS and WebEx. Class materials will include handouts, preparation guidelines, and supplementary materials. Special needs students will receive instruction to accommodate the individual learner's needs.

Honor Code:

(Campus 1 & 5) The honor code states: "As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do."

Upon accepting admission to Mississippi State University, a student immediately assumes a commitment to uphold the honor code, to accept responsibility for learning, and to follow the philosophy and rules of the honor code. Ignorance of the rules does not exclude any member of the MSU community from the requirements or consequences of the honor code.

For additional information please visit: <http://www.honorcode.msstate.edu>

(Campus 5 specifically) Online tests will be administered with random ordered questions. All written assignments must be submitted through Turnitin.

Technology:

Students use various application software programs to prepare materials for the course requirements, including papers and projects. They use other technologies in the preparation of their presentation. They also use the Web for research and for posting and retrieving information.

Diversity:

This course will comply with the Mississippi State University diversity policies, and diversity will be addressed in all content.

Accommodations for Students with Disabilities:

Students with disabilities in need of accommodations to meet the expectations of this course are encouraged to bring this need to the attention of the instructor and should register with the Office of Student Support Services as soon as possible. The Office of Student & Disability Support Services is located in 01 Montgomery Hall, (662) 325-3335, and <http://www.sss.msstate.edu/>.

University Safety Statement:

Mississippi State University values the safety of all campus community members. Students are encouraged to register for Maroon Alert texts and to download the Everbridge App. Visit the Personal Information section in Banner on your mystate portal to register. To report suspicious activity or to request a courtesy escort via Safe Walk, call University Police at 662-325-2121, or in case of emergency, call 911. For more information regarding safety and to view available training resources, including helpful videos, visit ready.msstate.edu.

Field Component:

There is no field component in this course.

Evaluation of Student Progress:

- Exams: Formal written exams will be administered to assess students' knowledge of instructional design (ID) project management discussed in class (Objective 1-8).
- Journal Article Reviews: Students will require to research a min. of 3 journal articles related to project management in instructional design, and reflect thoughts and applications on the subject (Objective 1-7).
- ID Case Study Project: Students will require to apply instructional design principles and associated with the development of instructional design project (Objective 1-8).
- Presentation: Students will research the related literature and present research (e.g., trends, issues, concerns, challenges, tips, or implications) for project management that instructional designers have or face at their jobs (Objective 1-7).

Assignments:	Points
Student Participation (10%)	100
Exams (30%)	300
Journal Article Reviews (20%)	200
Group ID Case Study Project (30%)	300
Presentation (10%)	100
Total:	1000

Grading Scale:

Points	Grade
900-1000	A
800-899	B
700-799	C
600-699	D
Below 600	F

Attendance Policy:

(Campus 1 & 5) In accordance with university policy (AOP 12.09), students should attend all classes. When an absence from class is essential, the student must inform the instructor and provide appropriate documentation.

AOP 12.09 (<http://www.policies.msstate.edu/policypdfs/1209.pdf>)

(Campus 5 specifically) Online discussion is required as part of students' class participation, along with online chats, unless students email the instructor ahead for their excused absence of chatting.

Title IX Policy:

MSU is committed to complying with Title IX, a federal policy that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Director of Title IX IEEO Programs at 325-8124 or by e-mail to titleix@msstate.edu. Additional resources are available at <http://www.msstate.edu/web/security/title9-12.pdf>, or at <http://students.msstate.edu/sexualmisconduct/>.

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