

**Project Management for High Tech Systems**  
**Instructor-led On-line Course Syllabus**  
**October – December, 2020**

**Course Material Review**

**Friday, October 30 – Thursday, November 12**

Students are recommended to review Lessons 1-3 of the course material found in Moodle.

- Lesson 1: Introduction to Project Management
- Lesson 2. Project Initiation – Feasibility
- Lesson 3. Project Planning

**Friday, November 13 – Thursday, December 2**

Students are recommended to review Lessons 4-6 of the course material found in Moodle.

- Lesson 4: System Planning
- Lesson 5. Project Execution
- Lesson 6. Project Close-Out

**Conference Calls**

**Wednesday, November 4, 2:00 – 2:30 PM (ET)**

The instructor will introduce the course and let students know what will be expected from them. Students will be able to ask questions about upcoming course workshops and any course material reviewed to date.

**Wednesday, November 18, 2:00 – 3:00 PM (ET)**

Conference call with the instructor – If students have any questions about the course material reviewed to date or the course workshop, they should submit them to the instructor via e-mail by 9:00 AM (ET) the day of the call. The instructor will answer them during the conference call and will also discuss Course Workshop # 1.

**Wednesday, December 9, 2:00 - 3:00 PM (ET)**

Conference call with the instructor – If students have any questions about the course material reviewed to date or the course workshop, they should submit them to the instructor via e-mail by 9:00 AM (ET) the day of the call. The instructor will answer them during the conference call and will also discuss Course Workshop # 2.

**Course Workshops**

**Course Workshop #1**

Saturday, November 14 - Students are to post their answer to this workshop in the “Forums” section by 11:55 PM (ET).  
Monday, November 16 - Students are to review other student submittals and comment on at least three of them by 11:55 PM (ET). Answers to this workshop will be discussed during the conference call on November 18.

**Course Workshop #2**

Saturday, December 5 - Students are to post their answer to this workshop in the “Forums” section by 11:55 PM (ET).  
Monday, December 7 - Students are to review other student submittals and comment on at least three of them by 11:55 PM (ET). Answers to this workshop will be discussed during the conference call on December 9.

**Final Exam**

**Wednesday, December 9 – Sunday, December 13**

The final exam will be available in Moodle from 3:30 PM (ET) on Wednesday, December 9 through 11:55 PM (ET) on Sunday, December 13. Students will complete the final exam online. In order to receive continuing education units (CEUs), student must also complete the online course survey.

**Course Grades**

Grades for the course will be determined by student participation in the following items and will be weighted as shown below. Students need to receive a 70% or better to pass the course.

65%	Final Exam
15%	Course Workshop #1
15%	Course Workshop #2
<u>5%</u>	Completed Survey
100%	