DEFM550

Course Summary

Course : DEFM550 **Title :** Program Manager's Skills
Length of Course : 8
Prerequisites : N/A **Credit Hours :** 3

Description

Course Description: This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies are studied. No prerequisite.

Course Scope:

This course is divided into 8 weeks and is organized to give students a broad context in which to study the recommended program manager's skills. A major component of this course is the research paper, which will analyze selected aspects and /or best practices and/or advances in program management. The course will address the WBS as well as various concepts to assist the program manager be successful long term.

Objectives

After successfully completing this course, you will be able to

1. Define the role of projects and project management.

2. Create a project charter, a scope statement, a Work Breakdown Structure (WBS), and Responsibility Assignment Matrix (RAM).

3. Explain the relationships among tasks based on a WBS, a network diagram and critical path.

4. Assess major schedule, cost, and performance risk elements for managing risks.

5. Explain key elements of a communications plan to keep stakeholders abreast of progress, problems, and controls.

6. Demonstrate project management software to plan, implement, control, and report on a project.

7. Describe the steps required to plan a project.

8. Define the characteristics of a project and its deliverables.

Outline

Week 1:

Topic

Project Management and Complexity

Learning Objectives

LO-1

Readings

Listed in the Lessons area

Assignment

Introduction

Forum 1

Week 2:

Topic

Project Charter, Scope, WBS, RAM

Learning Objectives

LO-2

Readings

Listed in the Lessons area

Assignment

Forum 2

Paper 1

Week 3:

Topic

WBS, Network Diagrams, Critical Path, Transformational Leadership

Learning Objectives

LO-3

Readings

Listed in the Lessons area

Assignment

Forum 3

Paper 2

Term Project Part 1

Week 4:

Topic

Program Management, Communication, Trust

Learning Objectives

LO-4

Readings

Listed in the Lessons area

Assignment

Forum 4

Term Project Part 2

Week 5:

Topic

Communication Plan

Learning Objectives

LO-5

Readings

Listed in the Lessons area

Assignment

Forum 5

Term Project Part 3

Week 6:

Topic

Program Management, Systems and Software

Learning Objectives

LO-6

Readings

Listed in the Lessons area

Assignment

Forum 6

Paper 3

Week 7:

Topic

Planning a Program

Learning Objectives

LO-7 & LO-8

Readings

Listed in the Lessons area

Assignment

Forum 7

Paper 4

Week 8:

Topic

Reflections and Course Feedback

Learning Objectives

LO-1 to LO-8

Readings

Listed in the Lessons area

Assignment

Forum 8

Term Project Paper

Evaluation

Please see the Student Handbook to reference the University's grading scale.

Grading:

Name	Grade %

Materials

Book Title: Successful Program Management: Complexity Theory, Communication, and Leadership

Author: Wanda Curlee and Robert Lee Gordon

Publication Info: Taylor and Francis

ISBN: 9781466568792

Other Course Material

Other course materials are all online or from the APUS online library. They are contained in the course lessons and Forums and Assignments as needed.

Required Readings: Per Weekly Lesson

Web Sites

In addition to the required course texts, the following public domain web sites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Web Site URL/Address
National Contract Management Association	http://www.ncmahq.org/
International Association for Contract and Commercial Management	https://www.iaccm.com/

Course Guidelines

Citation and Reference Style

- Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business.
- Please note that no formal citation style is required on forum assignments in the School of Business—only attribution of sources (please see details regarding forum communication below).

Tutoring

- Tutor.com offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a SkillCenter Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these

resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

- Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. The due date for each assignment is listed under each assignment.
- Generally speaking, if arrangements are not made in advance, a late penalty of 10% will be assessed for any assignment submitted 1-7 days past the due date. Assignments will not be accepted after the 7th day. No work will be accepted past the final day of class, unless prior arraignments have been made with the instructor.
- As a working adult, your time is limited and often out of your control. Faculty may be more flexible if they know ahead of time of any potential late assignments.

Turn It In

- Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

- Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such web services is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

- Some assignments may have very specific requirements for formatting (such as font, margins, etc) and submission file type (such as .docx, .pdf, etc). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified.
- It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

- Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Forum

- Forums are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the forum. The purpose of the forums is to actively participate in an on-going discussion about the assigned content.

- "Substantive" means comments that contribute something new and important to the discussion. Thus a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc.
- As a class, if we run into conflicting view points, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated.
- Students must post a response to the weekly forums prompt and post the required number of replies to

other students – refer to the grading rubric and/or forum instructions for specific expectations on number of replies and word count requirements.

- The main response to the forum need to be provided mid-week – refer to the grading rubric and/or forum instructions for specific expectations. Late main response posts to a forum will not be accepted without prior instructor approval.
- Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

- Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect. Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

University Policies

Student Handbook

- Drop/Withdrawal policy
- Extension Requests
- Academic Probation
- Appeals
- Disability Accommodations

The mission of American Public University System is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.