

EDISON COMMUNITY COLLEGE
SYLLABUS
MGT 223SS – PROJECT MANAGEMENT
3 CREDIT HOURS

Instructor: Dr. Maggie Sykes

Email address: msykes@edisonohio.edu

Course Description

Study of the structure, techniques, and application of project management including mathematical models, decision-making, styles of management, and communications. Analysis of and oral reports on project management problems. Semester team project with written and oral presentations. Prerequisite: CIS110S.

Course Goals

The student will:

1. Describe the specific characteristics, techniques, and insights that are necessary to be an effective project manager.
2. Explain what it takes to be an effective team leader and member.
3. Create a project budget.
4. Develop a project proposal.
5. Design a project plan.
6. Prepare a project Schedule.
7. Defend their project orally.

Required Materials (Purchase through Edison ECampus)

TEXTS: Project Management Absolute Beginners Guide, 5th ed. Horine, QUE

ISBN:9780137646951

Practical Project Management: Student Workbook.

ISBN: 9798884123137

Weekly Schedule of Topics, Activities, and Assignments

June 8-14, 2026

Week 1 – *Project Charter*

Topic: Introduction and Start

Read: Chapter 1-5.

Workbook 1-18.

Case Study 1-5

Review: Power point slides

Assignment: Complete the Project Charter for the Duck Jazz Festival based on the information in the corresponding pages of the case study. Submit by Friday at midnight.

Discussion Board: *Share a little bit about yourself and any formal or informal experience or training you have in project management.*

June 15-21, 2026

Week 2 – *Work Breakdown Structure (WBS)*

Topic: Prepare

Read: Chapter 6

Workbook 8-18

Case Study 6-10

Review: Power point slides

Assignment: Complete the detailed WBS based on the correct high-level WBS using the corrected project charter posted in blackboard and the information in the corresponding pages of the case study. Submit by Friday at midnight.

Discussion Board: *What are three challenges associated with working on team projects?*

June 22-28, 2026

Week 3 - *Resource Matrix*

Topic: Prepare

Read: Chapter 7

Workbook 22

Case Study 6-10

Review: Power point slides

Assignment: Complete the Resource Matrix based on the correct high-level WBS from the corrected project charter posted on the blackboard and the information in the corresponding pages of the case study. Submit by Friday at midnight.

June 29–July 5, 2026**Week 4 – *Responsibility Matrix*****Topic:** Prepare**Read:** Chapter 16

Workbook 23

Case Study 12

Review: Power point slides**Assignment:** Complete the Responsibility Matrix based on the correct high-level WBS from the corrected project charter posted in Blackboard and the information in the corresponding pages of the case study. Submit by Friday at midnight.**July 6–12, 2026****Week 5 – *Network Diagram*****Topic:** Prepare**Read:** Chapter 8, Page 120

Workbook 24-25.

Case Study 13-14

Review: Power point slides**Assignment:** Complete the Network Diagram (Predecessor/Duration List) based on the correct high-level WBS from the corrected project charter posted in blackboard and the information in the corresponding pages of the case study. Submit by Friday at midnight.**July 13-19, 2026****Week 6 – *Critical Path*****Topic:** Prepare**Read:** Chapter 20

Workbook 26

Review: Power point slides**Assignment:** Complete the Critical Path based on the corrected Network Diagram (Predecessor/Duration list) posted in Blackboard and the corresponding workbook pages. Submit by Friday at midnight.

July 20-26, 2026

Week 7 – Gantt Chart

Topic: Prepare

Read: Pages 119, 333, 344, 410

Workbook 27

Review: Power point slides

Assignment: Complete the Gantt Chart based on the corrected Network Diagram and the corresponding workbook pages. Submit by Friday at midnight.

Discussion Board: *Identify 5 challenges mentioned in the discussions from week two, list them and identify what tools learned in this class will help to overcome these challenges – and why.*

July 27-3, 2026 (5 days only)

Week 8 – Summary and Integration

Topic: Act, Check, Evaluate

Read:

Review: Power point slides

Assignment: Complete the final exam IF you miss an assignment.

Check with the instructor if you are not sure if you need to complete the exam.

Discussion Board: *Explain how you could use the information covered in this class in your chosen career field.*

Homework Assignment Expectations

Weekly Assignments

Each week's assignment is due by Friday, at the end of day.

- 1) *Open attached assignment file*
- 2) *Save to your desktop or memory stick.*
- 3) *Complete assignment*
- 4) *Save assignment.*
- 5) *Click on MGT 223 Week Assignment*
- 6) *Attach file (Browse Local files)*
- 7) *Submit (Do not submit until you have completed assignment)*

PLEASE NOTE: NO POINTS WILL BE AWARDED FOR WORK SUBMITTED AFTER THE DEADLINE

Discussion Boards

There are four discussion boards included in the class. Please complete discussion boards the week that they are assigned. Postings are due by Friday at midnight. Use complete sentences and proper grammar/punctuation.

Exams

A final exam for the Project Management course will be administered if a student is missing any assignments.

Evaluation Methods

Course will be graded on the following activities.

Assignments	15 pts each (105 points)
Four Discussions	15 pts each (60 pts)
Final Exam	Will substitute for one assignment.

Grading Scale (points)

148-165	A
132-147	B
115-146	C
100-115	D
0-99	F

Coursework will be graded for accuracy and completeness. Final grade will be determined by the quality and quantity of work according to the above schedule of accumulated points. The instructor reserves the right to raise or lower the final grade based on the student's participation attendance, late submission of assignments, or other circumstances.

PLEASE NOTE: Proper spelling, grammar, and punctuation will be expected and will be part of your grade. The instructor reserves the right to reject any written assignment with five or more grammatical errors.

The grade book function of Blackboard will be used in this course. Up to date grades will be found in that area.

CLASS POLICY STATEMENTS

Academic Integrity

Sharing of ideas and a work-group atmosphere will be encouraged. However, each student is expected to do his or her own work on assignments and projects. The ECC Academic Honesty Policy will be adhered to. Please refer to your student Handbook posted on the Edison Website.

If a student is found to have cheated or copied another's work, the student will receive no credit for the assignment, and the assignment may not be resubmitted nor substituted.

Communication

I can be reached by email at any time during this course. I will respond to your email within 48 hours of receiving the communication – except Sundays. To facilitate a quicker response, **please list YOUR name and MGT 223S in the subject line of the email.** For example, Sykes - MGT 226S.

Homework

No late work will be accepted in this class. There will be no make-up work for this class and no extra credit. You will be required to prepare for and participate in all activities on the scheduled dates. Homework is assigned each week of class. These assignments will be submitted and graded. Timely completion of homework is expected and will enable you to detect difficulties before they become a problem for you. The official assignments should be considered the minimum and you are encouraged to go beyond the assigned work to increase the value of your learning.

Additions and/or deletions may be required of this proposed outline in order to ensure the maximum learning experience for all.

The grade book function of Blackboard will be used in this course. Up to date grades will be found in that area.

COLLEGE POLICY STATEMENTS

ACCOMMODATIONS /ACCESSIBILITY AND DISABILITY SUPPORT SERVICES

Edison State Community College will provide reasonable accommodation for students with documented disabilities. If you believe you may need accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If

you do not have a self-identification letter, contact Accessibility and Disability Support Services by emailing accessibilitysupport@edisonohio.edu or by calling 937.381.1548. Accessibility and Disability Support Services is located on the Piqua Campus in Room 160. For additional information, visit the **Accessibility and Disability Services** page.

ADVISING SERVICES

Edison State's career pathway advisors are your partners in success. A career pathway advisor is the first advisor that you will meet with once you have made the decision to further your education. Together, you and your career pathway advisor will:

- Identify the right academic major to set you on your desired career path.
- Identify the courses you will need to accomplish your academic goals.
- Help you develop a student plan tailored to your lifestyle and work schedule.
- Prepare you to navigate your first semester at Edison State.

You can find your career pathway advisor and faculty advisor information, including their email address, by logging into MyESCC and clicking on Student Planning. Go to Plan and Schedule and click on the Advising tab. You may also call 937-778-7850 to connect via phone call.

BOOKSTORE SERVICES

The Edison State Bookstore is here for all your educational supplies including textbooks, access codes, technology, and more! Contact us at 937-778-7970, through our email at 1165mgr@follett.com, or check us out online at <https://www.bkstr.com/edisonccstore/home>.

CAREER AND JOB SERVICES

Our Career and Job Services advisors are dedicated to helping students and alumni advance their professional development as they make career decisions, develop job search strategies, pursue experiential opportunities, and secure employment. Career and Job Services also provides career assessments, career information, resume and cover letter help, job postings and resources, tips for interviewing and more. Visit <https://www.edisonohio.edu/Career-and-Job-Services/> for more information.

COMPUTERS

If you are working on campus, computers with internet access are available in the internet café. The Library and Tutoring Center has computers and printers available for your use.

LIBRARY SERVICES

The Edison State library is not only a comfortable place to study, it has an expansive collection of online resources available to help you with your research. Check out the library webpage here: <https://www.edisonohio.edu/Library/>. Libguides and short instructional videos are available to help you use these resources and can be found at:

<https://libguides.edisonohio.edu/>. Please contact the library staff with any library questions you may have at library@edisonohio.edu, 937-778-7950, or stop in!

STUDENT RESOURCE CENTER AND CHARGER STATION FOOD PANTRIES

Edison State Community College is proud to assist students needing help to obtain basic necessities. The Student Resource Center and Food Pantry is stocked with all kinds of grab-and-go snacks, meal supplies, toiletries, household needs, and community resources. Stop by and check out our Charger Stations in Room 163 at Piqua, in the student lounge at Troy, in the Brooke-Gould Learning Resource Center at Eaton, and in Room 121 (for personal care items) and pantry items in the student lounge at Greenville. If you need additional assistance, please reach out at ResourceCenter@edisonohio.edu or stop in and see Dr. Jessica Chambers in room 160 in Piqua.

TECHNICAL SUPPORT SERVICES

For Blackboard Assignment issues, the instructor should be the first point of contact.

For Log-in or other technology issues:

There are several steps you can follow if you have issues logging in to Blackboard or Office.

During business hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Reach out for help during regular business hours (9-5 Monday-Thursday, 9-4 Friday)
 - email to support@edisonohio.edu
 - Call 937-778-8600 and ask for IT Help Desk

After hours:

- Password reset: Log onto office.com with your Edison email and follow the "forgot password" prompts.
- Go to www.edisonohio.edu into the Resources tab and click "IT Help Desk" then click "Chat".
- Call 937-778-7957 and talk to the off-campus Blackboard company to get help.

TITLE IX STATEMENT - Anti-Discrimination, Harassment and Bullying

It is the policy of the College to maintain a learning environment free from bullying, discrimination, sexual harassment, or sexual violence. Title IX federal law protects students, employees and third parties with a relationship to the college. All Edison State Community College employees are required to report all knowledge of incidents that violate the Title IX policy to the Title IX Coordinator or Deputy Title IX Coordinator immediately. Student and employee confidential consultation is available through the Coordinator of Health and Wellness Services. Title IX Policy and procedure language as

well as contact information for the Coordinator of Health and Wellness, Title IX Coordinator and Deputy Title IX Coordinator can be found at www.edisonohio.edu/TitleIX/.

TUTORING SERVICES

All Edison State students are eligible to receive free tutoring and learning support services through our Tutoring Center. Available services include Edison State tutors, both online and in-person, covering a wide variety of courses including various levels of math and paper reviews, online tutoring through OhioLINK eTutoring, distraction-reduced study rooms, and the use of Tutoring Center resources including subject-specific and general study guides. For more information on tutoring services, visit the Tutoring Center in the Library, email us at tutoringcenter@edisonohio.edu, call 937-778-7959, or visit our webpage at <https://www.edisonohio.edu/tutoring-center/>

CORE VALUES

The Core Values are a set of principles which guide in creating educational programs and environments at Edison. They include communication, ethics, critical thinking, human diversity, inquiry/respect for learning, and interpersonal skills/teamwork. The goals, objectives and activities in this course will introduce/reinforce these Core Values.

STUDENT WELLNESS CENTER

College is stressful! Feeling burnt out, anxious, frustrated? When challenges arise, it is helpful to have someone to talk to. We have partnerships established with many local mental health providers and can connect you with area resources.

The Student Wellness Center helps students navigate obstacles which might cause issues or create a sense of distress during your school year. Edison State has built a network of health professionals to support students. With these partnerships, the Student Wellness Center can assist students who need support in areas such as:

- Recovery and Counseling referral
- Housing
- Food
- Physical well-being

Information and education are also provided on the topics of:

- Alcohol and drug abuse and prevention
- Sexual assault prevention and awareness
- Building healthy relationships
- Inclusion and belonging
- Survivor support
- Self-care
- Anti-Hazing

If you are struggling and need to speak with someone in person, please reach out to Dr. J. Passmore, Dean of Student Affairs, at JPassmore@edisonohio.edu, 937-778-7895, Room 160. Please stop at front desk for assistance.

Walk in hours on campus are Tuesday, Wednesday, Thursday, 8am-5pm. Hours may vary according to the college schedule or events. You may schedule an appointment by clicking [here](#).

If this is a medical emergency, please call 911. If this is a mental health emergency, please call 988. Please note that the Charger Station Food Pantry has been relocated to Room 060 (next to the cafeteria).

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty.

Students must complete the Testing Your Faith Act Accommodations

Form, <https://www.edisonohio.edu/Registration-and-Records/> and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook

at <http://stage.edisonohio.edu/digipub/StudentHandbook/index.html>.