

HIM-2441: PROJECT MANAGEMENT CAPSTONE

Cuyahoga Community College

Viewing: HIM-2441 : Project Management Capstone

Board of Trustees:

March 2021

Academic Term:

Fall 2021

Subject Code

HIM - Health Information Management

Course Number:

2441

Title:

Project Management Capstone

Catalog Description:

Intermediate capstone course utilizing Project Management Methodologies for completing a project.

Credit Hour(s):

2

Lecture Hour(s):

1

Lab Hour(s):

3

Requisites

Prerequisite and Corequisite

HIM-2200 Introduction to Project Management, or departmental approval.

Outcomes

Course Outcome(s):

Select a project related to Health Information Management Technology

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Confirm project initiatives and expectations.
2. Demonstrate project selection process.
3. Evaluate proposed project outcomes with confidence.

Course Outcome(s):

Accurately organize the assigned or selected project

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Demonstrate basic concept of project management.
2. Demonstrate project task prioritization.
3. Differentiate the capability of the project team and assign project roles.
4. Identify the structure and culture of the organization.

5. Identify quality planning for the project.

Course Outcome(s):

Effectively execute and manage assigned or selected project.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Implement project kickoff and charter.
2. Objectively identify and analyze stakeholders affiliated with project.
3. Demonstrate an ability to communicate plan to the project team members utilizing various online and electronic tools.
4. Demonstrate fundamental leadership skills
5. Define and create project scope and Work Breakdown Structure (WBS).
6. Accurately schedule project components.
7. Manage and negotiate external resources.
8. Manage project budgets.
9. Effectively contribute as a productive role-based team member.

Course Outcome(s):

Conclude and appraise the assigned or selected project.

Essential Learning Outcome Mapping:

Critical/Creative Thinking: Analyze, evaluate, and synthesize information in order to consider problems/ideas and transform them in innovative or imaginative ways.

Objective(s):

1. Initiate and evaluate project final outcomes.
2. Monitor, evaluate and control project.
3. Finish and evaluate project.
4. Accurately report project outcomes and findings.
5. Objectively assess team members' overall contribution and understanding.
6. Create "Lessons Learned" Reflection Document

Methods of Evaluation:

1. Successful completion of a project from start to finish.
2. Capstone Final Team Presentation
3. Faculty evaluation of teamwork skills and leadership methods
4. Peer evaluation

Course Content Outline:

1. Organizing and initiating projects
 - a. Perform analysis of project assignment in a team setting
 - b. Select and prioritize steps for the project with team members
 - c. Evaluate the organizational capability for the facility: structure, culture, and roles
 - d. Utilize software applications to organize project documents
2. Planning Projects
 - a. Identify all stakeholder analysis and implement a communication plan
 - b. Define project scope and create the work breakdown structures
 - c. Schedule project tasks and resources
 - d. Identify and plan project available resources
 - e. Identify project budget and present plan for maintaining the budget
 - f. Establish risk plans for the project
 - g. Demonstrate the kickoff and quality plan for the project
3. Performing projects

- a. Identify Project supply chain management resources
 - b. Demonstrate executing projects
 - c. Monitor and control tasks associated with a project
 - i. Utilize verbal and written communication
 - d. Assess team members
 - e. Finish and submit projects within budget and on time
4. Closing project
 - a. Create lessons learned
 - b. Create transition report
 - c. Create presentation documents and report

Resources

Sayles, Nanette; and Gordon, Leslie. *Health Information Management Technology: An Applied Approach*. 6th. Chicago: AHIMA Press, 2020.

Schwalbe, Kathy. *Healthcare Project Management*. 3rd. Minneapolis: Schwalbe Publishing, 2013.

Cicala, Gus. *Project Management Using Microsoft Project 2016: A Training and Reference Guide for Project Managers using Standard, Professional, Server, Web Application and Project Online for Office 365*. Project Assistants, Inc., 2017.

Harvey Maylor. *Practical Project Management with Microsoft Project 2016*. Conifer, CO: Cold Press Publishing, 2017.

Resources Other

AHIMA Body of Knowledge - <https://bok.ahima.org/>

Project Management Institute - www.pmi.com

Internet research

Project Management blog-sites

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