

CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT-Part I
Assessment Data Results

The purpose of this form is to provide a written summary of your assessment results for the current assessment cycle.

Fall 2012 – Spring 2013
 (Assessment Period Covered)

June 30, 2013
 (Date Report Submitted)

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 (Contact Person/email/phone)

Choose ONE of the following 3 areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:

See definitions for each category in Assessment Process document

Gen Ed Area (see definitions)	or	Program	Project Management
AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>		Certificate AA/AS AAS	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Or Discipline Area (see definitions) _____			

Outcome(s) assessed:

1. *Demonstrate knowledge and skills in basic project management and organization (Not Measured this Cycle)*
2. *Evaluate systems and procedures for budgeting, cost control, and earned value in project management. (Not Measured this Cycle)*
3. **Interpret project documents, specifications, contracts, and subcontracts.**
4. **Develop a systematic approach to cost control and project scheduling techniques.**
5. **Illustrate proficiency in the use of computers and project management related software including managing, budgeting,**

project scheduling and basic word processing.

Classes/Cohort Assessed:

Outcome 1: PM 1150, Fall 2012 and Spring 2013 N/A this cycle
Outcome 2: PM 2200 Fall 2012 and Spring 2013 N/A this cycle
Outcome 3: PM 2250 Fall 2012 and Spring 2013

Measurement tool(s):

PM 1150 Final Project
PM 2200 Final Project
PM 2250 Final Project

Type of tool (for each tool listed above, indicate type of tool):

PM 1150 Project Rubric
PM 2200 Project Rubric
PM 2250 Project Rubric

Achievement Target (if more than one measurement tool, list target for each tool separately):

PM 1150 Project : 80% of students scoring at least 80%
PM 2200 Project : 80% of students scoring at least 80%
PM 2250 Project: 80% of students scoring at least 80%

Assessment Results/Findings (if more than one measurement tool, list results for each tool separately):

PM2250 Data

13 student grades were collected in 1 section1 of PM2250 over the Fall 2012 and Spring 2013 terms.
The following is the grading breakdown for the 13 students on the Capstone Project Rubric:

Possible Score	Number of Students	% of Sample
91-100	10	78%
81-90	2	15%
71-80	1	7%
61-70	0	0%
Below 61	0	0%

PROJECT MANAGEMENT PROGRAM EVALUATION:

Grading rubric for instructor evaluation of each student enrolled in the Project Management Capstone Course. Areas evaluated will consist of individual work and individual project participation in six Project Management Knowledge Areas relating to the proper use of technology tools and critical thinking methods used throughout the course.

Project Management Core Grading Rubric:

PM Knowledge Area #1: Project Integration Management (project charter, project management plan)					
	1 point	2 points	3 points	4 points	Your Points

Discussion	Does not participate. Considerably below expectations in meeting weekly requirements. Complete	Post one time. Meets weekly requirements and objectives of discussions. Provide valuable	Posts two times. Slightly exceeds expectations in meeting weekly requirements Respond to	Posts three times. Exceeds weekly requirements in exemplary manner. 	
Project Charter	assignment by due date. Complete assignment by	and thoughtful responses for peers with the discussions and lessons learned postings. Provide valuable and thoughtful responses for peers with the discussions and	assignment and the lessons learned with applicable information and concepts shared in the readings, to answer questions and/or solve problems. Respond to assignment and the lessons learned with	Present original thoughts and ideas in postings, (avoid simple agreement/disagreement with, or restatement of other's postings.	
Project Plan	due date.	lessons learned postings. Documents actions	applicable information and concepts shared in the readings, to answer	Present original thoughts and ideas in postings,	

		necessary to define project.	questions and/or solve problems. Documents actions necessary to define and prepare the project.	(avoid simple agreement/ disagreement with, or restatement of other's postings. Documents actions necessary to define, prepare, integrate, and coordinate all subsidiary plans into the project plan.	
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PM Knowledge Area #2: Project Scope Management

(scope planning, scope definition, work breakdown structure, and scope verification)

	1 point	2 points	3 points	4 points	Your Points
Discussion	Does not participate. Considerably below expectations in meeting weekly requirements.	Post one time. Meets weekly requirements and objectives of discussions.	Posts two times. Slightly exceeds expectations in meeting weekly requirements	Posts three times. Exceeds weekly requirements in exemplary manner.	
Technology Tools	Complete assignment in MS Project by due date.	Provide valuable and thoughtful responses for peers with the discussions and lessons learned postings in MS Project. Creates project	Respond to MS Project assignment and the lessons learned with applicable information and concepts shared in the readings, to answer questions and/or solve problems. Creates project	Present original thoughts and ideas in MS Project, (avoid simple agreement/disagreement with, or restatement of other postings.	

		scope and develops WBS. Identifies and documents tasks to complete project.	scope and develops WBS. Identifies and documents tasks to complete project. Subdivides tasks into smaller and more manageable components.	Creates project scope and develops WBS. Identifies and documents tasks to complete project. Subdivides tasks into smaller and more manageable components. Identifies and documents predecessor and successor task relationships.	
Work Breakdown Structure	Creates project scope and develops WBS.				

PM Knowledge Area #3: Project Time Management

(schedule estimating, critical path analysis, and project tracking)

	1 point	2 points	3 points	4 points	Your Points
Discussion	Does not participate. Considerably below expectations in meeting weekly requirements.	Post one time. Meets weekly requirements and objectives of discussions.	Posts two times. Slightly exceeds expectations in meeting weekly requirements	Posts three times. Exceeds weekly requirements in exemplary manner.	
Technology Tools	Complete assignment in MS Project by due date.	Provide valuable and thoughtful responses for peers with the discussions and lessons learned postings in MS Project. Provides activity	Respond to MS Project assignment and the lessons learned with applicable information and concepts shared in the readings, to answer questions and/or solve problems. Provides activity	Present original thoughts and ideas in MS Project, (avoid simple agreement/disagreement with, or restatement of other postings.	

		definition and sequencing via WBS. Estimates time and	definition and sequencing via WBS. Estimates time and		
Project Schedule	Provides activity definition and sequencing via WBS.	quantities of resources to perform each schedule activity.	quantities of resources to perform each schedule activity. Demonstrates appropriate knowledge to level resources and critical path.	Provides activity definition and sequencing via WBS. Estimates time and quantities of resources to perform each schedule activity. Demonstrates appropriate knowledge to level resources and critical path. Comprehends project scope creep and overrun. Demonstrates ability to implement control changes and keep project within schedule and cost.	

PM Knowledge Area #4: Project Cost Management

(cost estimating, budgeting, and cost & schedule control system)

	1 point	2 points	3 points	4 points	Points
Discussion	Does not participate. Considerably below expectations in meeting weekly requirements.	Post one time. Meets weekly requirements and objectives of discussions.	Posts two times. Slightly exceeds expectations in meeting weekly requirements.	Posts three times. Exceeds weekly requirements in exemplary manner.	
Technology Tools	Project by due date.	Provide valuable and thoughtful responses for peers with the discussions and lessons learned postings in MS Project. Sets up baseline project schedule in MS Project by	Respond to MS Project assignment and the lessons learned with applicable information and concepts shared in the readings, to answer questions and/or solve problems. Sets up baseline project schedule	Present original thoughts and ideas in MS Project, (avoid simple agreement/disagreement with, or restatement of other postings.	

		due date. Commits	in MS Project by due date.		
Work Packages	Sets up baseline project schedule in MS Project by due date. Demonstrates knowledge of	resources needed to complete project activities. Demonstrates knowledge of task relationships and milestones. Identifies cost for each	Commits resources and direct costs needed to complete project activities. Demonstrates knowledge of task relationships and milestones. Identifies cost for each	Sets up baseline project schedule in MS Project by due date. Commits resources, direct and indirect costs, and completes schedule needed to complete project activities. Demonstrates knowledge of task relationships and milestones.	
Management Control Points	task relationships and milestones.	milestone and project control changes.	milestone, project control changes, resource leveling, and cost variances.	Identifies cost for each milestone, project control changes, resource leveling, cost variances, budget at completion, and estimated budget at completion.	

PM Knowledge Area #5: Project Quality Management
(quality planning, quality assurance, and quality control)

	1 point	2 points	3 points	4 points	Points
Discussion	Does not participate. Considerably below expectations in meeting weekly requirements.	Post one time. Meets weekly requirements and objectives of discussions.	Posts two times. Slightly exceeds expectations in meeting weekly requirements	Posts three times. Exceeds weekly requirements in exemplary manner.	
Work Breakdown Structure	Creates project scope and develops WBS.	Creates project scope and develops WBS. Identifies and documents tasks to complete project.	Creates project scope and develops WBS. Identifies and documents tasks to complete project. Subdivides tasks into smaller and more manageable components.	Creates project scope and develops WBS. Identifies and documents tasks to complete project. Subdivides tasks into smaller and more manageable components. Identifies and documents predecessor and successor task relationships.	

			Identifies each control point in the project schedule. Ensures that	Identifies each control point in the project schedule. Ensures that management	
Control Accounts	Identifies each control point in the project schedule.	Identifies each control point in the project schedule. Ensures that management control points for scope, budget, actual cost and schedule are integrated into the project schedule.	management control points for scope, budget, actual cost and schedule are integrated into the project schedule. Demonstrates knowledge of control points and work packages.	control points for scope, budget, actual cost and schedule are integrated into the project schedule and compared to earned value for performance measure. Demonstrates knowledge of control points and work packages.	
		Provide valuable and thoughtful	Respond to assignment and the lessons learned with applicable information and	Present original thoughts and ideas in postings, (avoid simple agreement/disagreement with, or	

		responses for peers with the discussions and lessons learned postings.	concepts shared in the readings. Documents actions necessary to	restatement of other's postings. Documents actions necessary	
Risk Management Plan	Complete assignment by due date.	Documents actions necessary to define risk.	define risks.	to define, prepare, and integrate risk.	

PM Knowledge Area #6: Project Human Resource Management

(human resource planning, acquire and develop project team, and manage project team)

	1 point	2 points	3 points	4 points	Points
Discussion	Does not participate. Considerably below expectations in meeting weekly requirements.	Post one time. Meets weekly requirements and objectives of discussions.	Posts two times. Slightly exceeds expectations in meeting weekly requirements	Posts three times. Exceeds weekly requirements in exemplary manner.	
Project Charter	Complete assignment by due date.	Provide valuable and thoughtful responses for peers with the discussions and lessons learned postings.	Respond to assignment and the lessons learned with applicable information and concepts shared	Present original thoughts and ideas in postings, (avoid	

		Identifies and documents project roles.	in the readings, to answer questions and/or solve problems. Identifies and documents project roles.	simple agreement/ disagreement with, or restatement of other's postings. Identifies and documents project roles.	
	Complete assignment by due date.	Provide valuable and thoughtful responses for peers with the discussions and lessons learned postings.	Respond to assignment and the lessons learned with applicable information and		
Project Plan		Documents actions necessary to define project.	concepts shared in the readings, to answer questions and/or solve problems. Documents actions necessary to define and prepare the project.	Present original thoughts and ideas in postings, (avoid simple agreement/ disagreement with, or restatement of other's postings. Documents actions necessary to define,	

				prepare, integrate, and coordinate all subsidiary plans into the project plan.		
Total for Project Management Knowledge Areas						
		1 point	2 points	3 points	4 points	Points
PM Knowledge Area #1: Project Integration Management						of 4
PM Knowledge Area #2: Project Scope Management						of 4
PM Knowledge Area #3: Project Time Management						of 4
PM Knowledge Area #4: Project Cost Management						of 4
PM Knowledge Area #5: Project Quality Management						of 4

PM Knowledge Area #6: Project Human Resource Management					of 4
<div style="text-align: right;">Total Points => _____ of 24</div>					

Student Name: _____

Instructor Name: _____

Date: _____

**CENTRAL NEW MEXICO COMMUNITY COLLEGE
ASSESSMENT REPORT – Part II
Action Plan & Assessment Plan Update**

The purpose of this form is to provide a written summary of your assessment action plan for the designated assessment cycle and provide an updated assessment cycle plan for the current 5-year cycle

Fall 2012 – Summer 2013
 (Report Period)
 Tom Darling
 (Contact Person/email/phone)

September 15, 2013
 (Date Report Submitted)

Indicate **ONE** of the following 3 areas for this assessment report and insert the name of the general education area, certificate, degree or discipline on the appropriate line:

See definitions for each category in Assessment Process document

Gen Ed Area (see definitions) _____ AA/AS <input type="checkbox"/> AAS <input type="checkbox"/> Or Discipline Area (see definitions) _____	or	Program Project Management Certificate <input checked="" type="checkbox"/> AA/AS <input type="checkbox"/> AAS <input type="checkbox"/>
Data Results Period upon which this Action Plan is based (period which ended 6/30/xx): Fall 2012 – Spring 2013		
Action Plan (close the loop): Continue tracking data from PM 2250 Project. Continue tracking data from PM 2200 Project. Continue tracking data from PM 1150 Project.		

ASSESEMENT PLAN

The assessment plan includes three parts:

1. **The plan description** (This should be a brief written description of the assessment plan(s) for the area/certificate/degree/discipline. If all outcomes are not shown in item #3 below as assessed in the 5 year cycle, this description must include information about their eventual assessment)
2. **The student learning outcomes for the area/program/discipline** for the 5 year cycle.
3. **The assessment cycle timeline**

1 Plan Description

This assessment plan measures the skills identified by the program as necessary for success of our students in the workplace. The measurement tools are an accurate reflection of a student’s learning outcomes identified by the plan.

2 Provide the list of current student learning outcomes for this area or program (you may add more lines if necessary by right clicking and choosing insert row below):

1	Demonstrate knowledge and skills in basic project management and organization
2	Evaluate systems and procedures for budgeting, cost control, and earned value in project management.
3	Interpret project documents, specifications, contracts, and subcontracts.
4	Develop a systematic approach to cost control and project scheduling techniques.
5	Illustrate proficiency in the use of computers and project management related software including managing, budgeting, project scheduling and basic word processing.

3 Assessment Cycle timeline for the above student learning outcomes for the next five years.

Outcome #	When Measured	Where measured (i.e. what course(s))	Measurement tool(s) & Type of tool
1	2011-12	PM1150	Final class Project; direct/internal

2	2011-12	PM2200	Estimate Project; direct/internal
3	2012-14	PM2250	Final Project; direct/internal
4	2012-14	PM2250	Final Project; direct/internal
5	2012-14	PM2250	Final Project; direct/internal
6			
7			
8			
9			
10			