Course Outline for Business 88

INTRODUCTION TO PROJECT MANAGEMENT

Catalog Description:

BUS 88 - Introduction to Project Management 3.00 units
Project management is the ability to define work efforts in terms of time, budget, and resource needs essential for business planning. Covers the forms, tools, and processes to plan and manage these efforts both efficiently and effectively.

Strongly Recommended: CAS 50 Computer Application Systems 8 or, CSCI 8 and, CAS 54A

Grading Option: Optional

Discipline:

<table>
<thead>
<tr>
<th>Units</th>
<th>Contact Hours</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Week Term</td>
</tr>
<tr>
<td>Lecture</td>
<td>3 52.50</td>
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<tr>
<td>Laboratory</td>
<td>0 0</td>
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<tr>
<td>Clinical</td>
<td>0.00 0.00</td>
</tr>
<tr>
<td>Total</td>
<td>3.00 3.00 52.50</td>
</tr>
</tbody>
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Prerequisite Skills:
None

Measurable Objectives:

Upon completion of this course, the student should be able to:
1. relate how project management contributes to business success;
2. describe the various approaches for selecting projects;
3. explain the main tasks involved in and outputs of initiating, planning, executing, monitoring and controlling, and closing projects;
4. use project management tools and techniques such as work breakdown structure, Gantt charts, network diagrams, and critical path analysis;
5. use Microsoft Project 2007 and other software to help plan and manage a project;
6. complete and close projects using Best Practices.

Course Content:

1. Introduction to Project Management
   A. Current business need for project management
   B. Examples of projects, attributes and constraints
   C. Elements of project planning
2. Project Selection
   A. Aligning Projects with business strategy and SWOT
   B. Four stage planning process for project selection
   C. Methods for selecting projects including net present value, return on investment, payback and weighted scores
3. Project Outputs
   A. Project initiation outputs: project charter, kickoff meeting, and scope statement
   B. Project planning: scope, time, cost management
   C. Quality, communications, risk and procurement management
4. Project Management Tools
   A. Work breakdown structure
   B. Gantt charts
   C. Network diagrams
   D. Critical path analysis
5. Managing Project Teams
   A. Directing project execution
   B. Managing team resources
   C. Assessing team performance
6. Using MS Project
   A. Understanding MS Project
   B. Using MS Project to monitor and control projects
   C. Performance Management through MS Project reports
7. Complete and Close Projects and using Best Practices
   A. Complete projects in preparation for closeout
   B. Closing projects using best practices
   C. Completing projects lessons learned

Methods of Presentation

1. Lecture/Discussion
2. PowerPoint presentations
3. Case Study
4. Projects
5. Group discussions
6. Class presentations
7. Online assignments
8. Current events discussion

Assignments and Methods of Evaluating Student Progress

1. Typical Assignments
   A. Analyze project case study for variables that can affect the length, cost, or scope of the project. Prepare a written report that can be presented to management.
   B. In teams of three to five peers, develop a project plan. Prepare a team paper and team presentation that addresses development of the plan.
   C. Develop a communications plan for team members, stakeholders, and customers to assure that project information is conveyed to all appropriate parties.
   D. Develop a closeout list for the project including final budget report, resource reallocation, and any required documentation.

2. Methods of Evaluating Student Progress
   A. Graded written assignments
   B. Graded team presentations/papers
   C. Quizzes
   D. Exams/Tests
   E. Final Examination
   F. Class participation exercises on current articles, online assignments

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Create a Gantt chart.
   B. Create a Network Diagram.
   C. Analyze Critical Path.

Textbooks (Typical):

Special Student Materials
1. Access to PC and printer with Microsoft Office 2007

Abbreviated Class Schedule Description:

Introduction to Project Management. Understand the basic concepts of project management including estimation, implementation, and best practices.

Strongly Recommended: CAS 50 Computer Application Systems 8 or , CSCI 8 and , CAS 54A