Course Outline for Business 89

PROJECT PLANNING, SCHEDULING AND CONTROL

Catalog Description:

BUS 89 - Project Planning, Scheduling and Control  3.00 units
A successful Project Manager relies on an effective management plan, which provides a baseline for monitoring progress, identifying variances, and taking timely action to mitigate the impact of problems. In this course, you learn how to create such a plan and implement it through to project completion and evaluation. It explores in greater detail the tools and techniques presented in Business 88.

Strongly Recommended: BUS 88

Grading Option: Optional

Discipline:

<table>
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<tr>
<th>Units</th>
<th>Contact Hours</th>
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<tr>
<td></td>
<td>Week</td>
</tr>
<tr>
<td>Lecture</td>
<td>3</td>
</tr>
<tr>
<td>Laboratory</td>
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<tr>
<td>Clinical</td>
<td>0.00</td>
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Prerequisite Skills:
None

Measurable Objectives:

Upon completion of this course, the student should be able to:
1. create a baseline with measurable deliverables and milestones;
2. develop estimates, create budgets, and track project costs;
3. manage project variances using earned value and cost performance calculations;
4. create a risk management plan;
5. create change management procedures;
6. create a communication plan and dashboard for project reporting.

Course Content:

1. Project Management Planning:
   A. Project lifecycle fundamentals
   B. Scope, tactical scope, defining scope
   C. Acceptance criteria, requirement prioritization, requirement detailing
2. Project Scheduling:
   A. WBS creation, top-down and bottom-up
   B. Estimating time and costs
   C. Determining contingencies
   D. Creating deliverable based milestones
   E. Leveling resources
   F. Establishing baselines
3. Project Control:
   A. Network diagrams, critical path, critical chain, buffers
   B. Tracking calculations: earned value, cost performance
   C. Estimate to complete and estimate at completion
4. Risk Management:
   A. Risk identification, assessment and management
   B. Risk prioritization
   C. Mitigation strategies
5. Change Management:
   A. Evaluating scope changes
   B. Documenting change requirements
   C. Analyzing the impacts of change
   D. Defining the approval process
6. Communication Process:
   A. Establishing a communications model
   B. Stakeholder communications
   C. Team communications
   D. Creating a dashboard

Methods of Presentation

1. Lectures
2. Presentation of audio-visual materials
3. Case Study
4. Group Activities
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, execute, and track a project plan. Prepare a team paper and team presentation that provides status updates.
   C. Develop a communications process and plan for team members, stakeholders, and customers to assure that project information is conveyed to all appropriate parties.
   D. Develop a risk management plan which includes risk mitigation and contingency planning.

2. Methods of Evaluating Student Progress
   A. Papers
   B. Group Projects
   C. Quizzes
   D. Exams/Tests
   E. Final Examination or Project
   F. Class Participation
   G. Online Assignments

3. Student Learning Outcomes
   Upon the completion of this course, the student should be able to:
   A. Create a project budget.
   B. Create a risk management plan.
   C. Create a change management plan.

Textbooks (Typical):

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

Abbreviated Class Schedule Description:

Develop an effective management plan, which provides a baseline for monitoring progress, identifying variances, and taking timely action to mitigate the impact of problems.

Strongly Recommended: BUS 88