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:

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<tr>
<th>Units</th>
<th>Contact Hours</th>
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<td>Lecture</td>
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<tr>
<td>Laboratory</td>
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<td>Clinical</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
5. Presentation
6. Online Assignments
7. Class and group discussions

**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