

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

BUSN 621

COURSE TITLE

PROJECT MANAGEMENT I

TYPE COURSE

NON FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides an introduction and overview of the fundamental aspects of project planning and management in business including defining and managing a project. Topics follow the Project Life Cycle model as the framing project management concept and include an introduction to Microsoft Project or equivalent software. Course content includes exploring the use of projects to accomplish an objective, consideration of the key process steps such as alternatives to consider, selection of solution, implementation and closure. (FT)

LECTURE/LABORATORY HOURS

60

ADVISORY

NONE

RECOMMENDED SKILL LEVEL

Familiarity with the concept of using projects in a business setting to solve problems and achieve specific goals.

Ability to use a computer to perform tasks such as document preparation, file manipulation, and internet searches.

Ability to read at the eighth grade level and communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility SDCE students demonstrate interpersonal skills by leaning and working cooperatively in a diverse environment.
2. Effective Communication SDCE students demonstrate effective communication skills.
3. Critical Thinking SDCE students critically process information, make decisions, and solve problems independently or cooperatively.
4. Personal and Professional Development SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

1. Introduce the elements of projects and project management and their relevance in business.
2. Demonstrate knowledge of the steps necessary in requirements identification and subsequent project planning.
3. Define the characteristics of effective project teams.
4. Identify and explain the roles and responsibilities of both project managers and project team members.
5. Use a software package for planning and tracking projects.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Identify and explain the elements of projects and project management in business.
2. Demonstrate the steps necessary in requirements identification and subsequent project planning.
3. Identify and explain the characteristics of effective project teams, and the roles and responsibilities of both project managers and project team members.
4. Demonstrate and use Microsoft Project or a similar tool on a computer system to create and manage a project.

SECTION II

COURSE CONTENT AND SCOPE

1. Fundamentals of Project Management
 - 1.1. Introduction and overview
 - 1.2. Relevance in business
 - 1.3. Definitions and key concepts
 - 1.4. Brief history of project management
 - 1.5. Common problems encountered
 - 1.6. Factors leading to success and/or failure
 - 1.7. Common constraints; the Triple Constraint Triangle

COURSE CONTENT AND SCOPE (CONTINUED)

- 1.8. Project life cycle as the framing project management program concept
 - 1.8.1. Identifying the need; including request for proposal activity
 - 1.8.2. Selecting the solution; including proposal and contract activities
 - 1.8.3. Performing the tasks; including project plan and tracking activities
 - 1.8.4. Close the project; including performance evaluation activities
- 1.9. Important resources
 - 1.9.1. The Project Management Body of Knowledge (PMBOK)
 - 1.9.2. Project Management Institute (PMI)
 - 1.9.3. Other
- 2. Defining the Project
 - 2.1. Managing tools at startup; project charter
 - 2.2. Work breakdown structure
 - 2.2.1. Structure
 - 2.2.2. Multiple uses in projects
- 3. Resources
 - 3.1. Concept
 - 3.2. Types
 - 3.3. Allocation
 - 3.4. Budget
- 4. Estimation of Task Times
- 5. Concept of Task Dependencies and Predecessors
- 6. Network Diagrams
- 7. Concept of Critical Path
- 8. Gantt Charts Introduction
- 9. Managing the Project
 - 9.1. Roles and responsibilities
 - 9.1.1. Project manager
 - 9.1.2. Project team leader
 - 9.1.3. Project team member
 - 9.1.4. Other roles
 - 9.2. Necessary skills
 - 9.2.1. Communication
 - 9.2.2. Delegation
 - 9.2.3. Time management
 - 9.2.4. Other
 - 9.3. Tools and processes
 - 9.3.1. Process of project management during task execution
 - 9.3.2. Project status
 - 9.3.2.1. Determination of project health
 - 9.3.2.2. Concept of variances
 - 9.3.2.3. Reporting
 - 9.3.3. Corrective action; alternatives

COURSE CONTENT AND SCOPE (CONTINUED)

10. Common Mistakes of Project Management
 - 10.1. The issues
 - 10.2. The causes
 - 10.3. The red flags; early warnings
 - 10.4. The corrective actions; turning things around
 - 10.5. The systemic actions; avoiding it again on the next project
11. Planning
 - 11.1. Impact of business type on project manager authority & responsibility
 - 11.2. Alternate project life cycles, and implications
12. Controlling
 - 12.1. Control charts
 - 12.2. Project Evaluation and Review Technique (PERT) charts
 - 12.3. Gantt charts (advanced use)
 - 12.4. Earned Value Management System (EVMS):
 - 12.4.1. Where are we on schedule?
 - 12.4.2. Where are we on budget?
 - 12.4.3. Where are we on tasks completed?
13. Introduction to Microsoft Project (or equivalent software product)
 - 13.1. Overview of viable project management software options for business
 - 13.2. Defining a project
 - 13.2.1. Properties of projects
 - 13.2.2. Working calendar
 - 13.2.3. Common views
 - 13.3. Creating a project task list
 - 13.3.1. Task information
 - 13.3.2. Milestones
 - 13.3.3. Tasks into project phases
 - 13.3.4. Task relationships (dependencies and predecessors)
 - 13.4. Setting up project resource information
 - 13.4.1. Define people, equipment, and material
 - 13.4.2. Introduce cost information
 - 13.4.3. Introduce work calendar information
 - 13.5. Assigning resources to tasks
 - 13.5.1. People
 - 13.5.2. Equipment
 - 13.5.3. Material
 - 13.6. Formatting and printing a plan
 - 13.6.1. Customization
 - 13.6.2. Previewing
 - 13.6.3. Inserting drawings
 - 13.6.4. Changing the formats
 - 13.6.5. Editing and printing
 - 13.6.6. Importing
 - 13.6.7. Exporting

COURSE CONTENT AND SCOPE (CONTINUED)

- 13.7. Tracking progress on tasks
 - 13.7.1. Using baseline plans
 - 13.7.2. Recording task progress
 - 13.7.3. Adjusting task links
 - 13.7.4. Applying constraints to tasks
 - 13.7.5. Identifying tasks on the critical path
 - 13.7.6. Splitting tasks
 - 13.7.7. Changing task types
 - 13.7.8. Recording task deadlines
 - 13.7.9. Setting up recurring tasks

APPROPRIATE READINGS

Students may be given reading assignments from the textbook, informational handouts, related trade magazines and internet articles.

WRITING ASSIGNMENTS

Typical writing assignments will include completing assigned reports, providing written answers to assigned questions, performing internet research and reporting on that research.

OUTSIDE ASSIGNMENTS

Assignments may include, but are not limited to: appropriate internet research, reading, preparing reports and studying as needed to perform successfully in class.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Students will be required to participate in teams that research specific areas related to project management and present verbal and written presentations on the material to the class.

EVALUATION

A student's grade will be based on multiple measures of performance related to the course objectives. The assessment will measure development of independent critical thinking skills and will include evaluation of the student's ability. Multiple measures may include but are not limited to the following: quizzes, assignments, classroom participation and attendance. Upon successful completion of the course a Certificate of Course Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to; lectures, laboratory, group exercises, supplemental online material and field trips. This course, or sections of this course, may be offered through distance education.

TEXT AND SUPPLIES

Textbooks:

A Guide to the Project Management Body of Knowledge (2011), Corporate Author, Current Edition, Project Management Institute

PREPARED BY Joe McGerald/Dave Almos DATE February 23, 2013

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100
California Community Colleges, Title 5, Section 55002
Continuing Education Catalog