SECTION I

SUBJECT AREA AND COURSE NUMBER

BUSN 622

COURSE TITLE

PROJECT MANAGEMENT II

TYPE COURSE

NON FEE   VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides instruction in intermediate and advanced project management concepts and tools in business.   Topics include project requirements, project planning, and assessing overall project status vs. the plan.   Advanced concepts in building effective teams, problem solving, decision making, use of creativity and emerging trends in project management are also taught.   The course culminates in a capstone project which includes the proposal, implementation and presentation of a project.   (FT)

LECTURE/LABORATORY HOURS

60

ADVISORY

Successful completion of BUSN 621 Project Management I

RECOMMENDED SKILL LEVEL

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. Apply creativity and innovation in developing project-triggering solutions to business opportunities.
2. Use problem solving and decision making tools including software in a project setting.
3. Work in a team environment culminating in a written and oral presentation of a capstone project.

COURSE OBJECTIVES

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

1. Develop, maintain and present project management plans and schedules.
2. Create teams and evaluate team members for effectiveness.
3. Interface with supervisors and peers to develop and maintain project management plans.
4. Demonstrate working independently when required to establish possible solutions to project management issues and effectively present those solutions to team members and management.
5. Demonstrate use of intermediate and advanced features of a software product.
6. Present a sample project (both orally and in writing) that the student has completed with a team.

SECTION II

COURSE CONTENT AND SCOPE

1. Building Effective Teams
    1.1. Introduction and overview
        1.1.1. Types of teams
            1.1.1.1. By interaction
            1.1.1.2. By makeup
            1.1.1.3. By objective
            1.1.1.4. By location (virtual teams)
            1.1.1.5. Other
        1.1.2. Relevance on projects
        1.1.3. Typical problems
        1.1.4. Key concepts
            1.1.4.1. Roles
            1.1.4.2. Responsibilities
            1.1.4.3. Keys for effectiveness
    1.2. Team life cycle
        1.2.1. Forming
        1.2.2. Storming
        1.2.3. Norming
        1.2.4. Performing
        1.2.5. Stages of team growth

COURSE CONTENT AND SCOPE (CONTINUED)

    1.3. Team process
        1.3.1. Observation of key aspects, i.e., participation and influence
        1.3.2. Diagnosis
        1.3.3. Intervention for effectiveness
    1.4. Individual preferences and team interaction Myers Briggs Type (MBTI) indicator
        1.4.1. Self
        1.4.2. Others
    1.5. Team effectiveness
        1.5.1. Common barriers – how to overcome
        1.5.2. Common characteristics – how to incorporate
    1.6. Conflict management
2. Problem Solving and Decision Making on Projects
    2.1. Introduction and relevance
    2.2. Characteristics of good decision makers
    2.3. Decision making and MBTI
    2.4. Problem solving process
    2.5. Biases and barriers: What gets in the way
    2.6. Generating alternatives
    2.7. Selecting the solution
3. Use of Creativity and Innovation on Projects
    3.1. Introduction and relevance
        3.1.1. Meaningful differences between creativity and innovation
        3.1.2. Applying each in a project setting
    3.2. Strategies for creating alternatives
        3.2.1. Thinking fluently
        3.2.2. Making connections
        3.2.3. Looking at the other side
        3.2.4. Looking in other worlds
        3.2.5. Brainstorming
        3.2.6. Other
    3.3. Creativity/Innovation and MBTI
    3.4. Innovation - taking the idea to action
        3.4.1. Principals
        3.4.2. Types
        3.4.3. Roles
4. Emerging Trends in Project Management
    4.1. Virtual projects and virtual teams
    4.2. "Agile" project management
    4.3. Global collaboration
    4.4. Other
5. Case Studies of Real World Projects
6. Communications Skills for Projects
    6.1. Meetings
    6.2. Presentations
    6.3. Reports
    6.4. Interpersonal (one on one)

COURSE CONTENT AND SCOPE (CONTINUED)

7. Capstone Project
   7.1. Proposal
   7.2. Implementation
   7.3. Presentation
      7.3.1. Written
      7.3.2. Oral

APPROPRIATE READINGS

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

WRITING ASSIGNMENTS

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

OUTSIDE ASSIGNMENTS

Outside 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.   They will develop a capstone project and will present this project both verbally and in writing.

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: participation in and completion of the capstone project, quizzes, assignments, classroom participation and attendance.   Upon successful completion of the course a Certificate of Course Completion will be issued.   Upon successful completion of BUSN 621 and BUSN 622 a Certificate of Program 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, 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