

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

SUBJECT AREA AND COURSE NUMBER

BUSN 623

COURSE TITLE

PROJECT MANAGEMENT III

ALTERNATE TITLE(S)

ADVANCED PROJECT MANAGEMENT

TYPE COURSE

NON FEE    VOCATIONAL

CATALOG COURSE DESCRIPTION

This course provides instruction in intermediate and advanced project concepts and tools that are not covered in the Project Management I and Project Management II courses. Topics include project cost management, project governance, project procurement management, project quality management, and project stakeholder management. Advanced concepts in the iterative project management tool Agile, project management leadership and communication competencies are also taught. The topics are interconnected via the project life cycle framework and the development and presentation of a project by the course students. (FT)

LECTURE/LABORATORY HOURS

60

ADVISORY

Successful completion of BUSN 621 Project Management I and BUSN 622 Project Management II, or equivalent.

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. Gain an understanding of Project Cost Management and the processes involved in planning, estimating, budgeting, financing, funding, managing, and controlling costs so that the project can be completed within the approved budget.
2. Learn the elements of Project Procurement Management, i.e., the processes necessary to purchase or acquire products or services needed from outside the project team.
3. Define the purpose, processes, and tools of Project Quality Management that determine quality policies, objectives, and responsibilities in order that the project will satisfy the needs for which it was undertaken.
4. Identify those processes of Project Stakeholder Management required to discover the people, groups, or organizations that could impact or be impacted by the project, and to develop appropriate management strategies for effectively engaging these stakeholders in project decisions and execution.
5. Understand the principles and values behind Agile project management methodology and demonstrate applicability to a broad range of projects and business environments.
6. Explain how projects are typically requested, selected, prioritized, budgeted for, and monitored.

### COURSE OBJECTIVES

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

1. Effectively apply project cost processes in managing and controlling project costs.
2. Demonstrate the steps necessary to initiate, plan, select, contract write, monitor, and close all project procurement-related activities.
3. Explain the characteristics and importance of the processes and activities of project quality management with regard to identifying, auditing, and monitoring and controlling quality requirements and results.
4. Demonstrate knowledge of the importance of the project stakeholder management element of the project and specifically with the management process used to deliver stakeholder satisfaction.
5. Demonstrate and use the Agile concepts, methodology, and tools in managing a project.

## **SECTION II**

### **COURSE CONTENT AND SCOPE**

1. Project Cost Management
  - 1.1. Introduction and overview
  - 1.2. Relevance
  - 1.3. Terms and key concepts
  - 1.4. Resource planning
  - 1.5. Budgeting
  - 1.6. Cost control
2. Project Management and Governance
  - 2.1. Portfolio/program/project definition
  - 2.2. Project portfolio governance and decision making
  - 2.3. Portfolios, program and project offices
  - 2.4. The function of a Project Management Office (PMO)
  - 2.5. PMO models
  - 2.6. Alignment of project management with portfolio management
3. Project Procurement Management
  - 3.1. Procurement planning: What and When
  - 3.2. Source planning
    - 3.2.1. Requirements and sources
  - 3.3. Solicitation: quotes, bids, offers, and proposals
  - 3.4. Source selection
  - 3.5. Contract administration
  - 3.6. Contract close-out
4. Project Quality Management
  - 4.1. Introduction and overview
  - 4.2. Relevance
  - 4.3. Processes
    - 4.3.1. Plan project quality management
    - 4.3.2. Perform project quality assurance
    - 4.3.3. Control project quality
5. Project Stakeholder Management
  - 5.1. Introduction and overview
  - 5.2. Stakeholder identification and relevance
  - 5.3. Stakeholder analysis and evaluation
  - 5.4. Stakeholder communication and engagement
6. Project Leadership
  - 6.1. Relevance
  - 6.2. Manager/Leader
    - 6.2.1. Differences
  - 6.3. Skills and tools
7. Agile Project Management
  - 7.1. Concepts
  - 7.2. Methodologies
  - 7.3. Project phases
    - 7.3.1. Initiation
    - 7.3.2. Planning and executing

COURSE CONTENT AND SCOPE (CONTINUED)

7.4. Teams

APPROPRIATE READINGS

Reading assignments may include, but are not limited to, readings from the textbook, informational handouts, related trade magazines and internet articles best practices for procurement management.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, completing assigned reports, providing written answers to assigned questions, performing internet research and reporting on that research related to project planning, estimating, budgeting, financing, funding, managing, and controlling cost project.

OUTSIDE ASSIGNMENTS

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

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrates critical thinking may include, but are not limited to, required participation 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. Upon successful completion of all courses in the program, 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*, corporate author, Project Management Institute, current edition

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Date: September 16, 2020

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