

**Course Outline**

**COURSE:** BUS 710                      **DIVISION:** 90                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2020                      **CURRICULUM APPROVAL DATE:** 11/12/2019

**SHORT TITLE:** PROJECT MGMT

**LONG TITLE:** Project Management

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
0	18	Lecture:	3	54
		Lab:	0	0
		Other:	0	0
		Total:	3	54

**COURSE DESCRIPTION:**

This course will provide students with an overview of project management tools and methods needed to initiate, manage and complete projects in a variety of fields. This project management class is an abbreviated version of the credit project management course and is not eligible for credit.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** N - Non Credit

**GRADING MODES**

N - Non Credit

**REPEATABILITY:** R - Course may be repeated

Maximum of 3 times

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

**STUDENT LEARNING OUTCOMES:**

By the end of this course, a student should:

1. Utilize the skills and techniques learned to develop and manage 2 - 3 projects.

## **CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Curriculum Approval Date: 11/12/2019

3 Hours

Content:

Session 1 - Introduction to Project Formation and Project Management

Student Performance Objectives: Explain how a project is formulated from basic requirements, constraints, and resource allocations. List the information required from stakeholders, their expectations and possible regulations.

Session 2 - Tasks Listing, Duration and Resources Development

Student Performance Objectives: Discuss how to formulate the details for a project from a requirement, definition of tasks requiring deliverables, their duration and start/finish schedule. Identify how to get resources.

Session 3 - Allocation of Resources

Student Performance Objectives: Explain what are resources, how to classify them, how to characterize the cost associated with them and then how to allocate them to the project tasks.

3 Hours

Content:

Session 4 - Developing Project Schedule

Student Performance Objectives: Describe how to allocate personnel, equipment and materials to perform the tasks activities. Report how to overcome over-allocations of resources.

Session 5 - Fine Tuning Project to Overcome Resources Constraints

Student Performance Objectives: Express how to establish resources and their allocation allowing most efficient use of resources and to minimize the number needed, all to minimize the project cost.

Session 6 - Developing the Project Baseline

Student Performance Objectives: Recognize how to analyze the various elements of the project, personnel and their associated costs, possibly materials and use of equipment, all which impact cost and schedule.

3 Hours

Content:

Session 7 - What If?s Analysis of Project

Student Performance Objectives: Describe how to analyze tasks and the activities needed to complete them, then including them in the project and establishing the impact. Discuss establishing the risk in performing the tasks the new way.

Session 8 - Implementing the Enhanced Project Performance

Student Performance Objectives: Identify the implementation and resources reallocation's, then how to optimize project and establish a new baseline. Development of presentations for both management and customer.

Session 9 - Advanced Scheduling Techniques: Fine Tune Task Scheduling

Student Performance Objectives: Review how to adjust scheduling through working times, linkage of tasks and use of constraints. Identify when to include deadlines and milestones for reference.

3 Hours

Content:

Session 10 - Advanced Scheduling Techniques: Fine Tune Task Details

Student Performance Objectives: Recognize adjusting of task parameters to be more realistic base on gathered information to reduce schedule and make them more attuned to real working environment. Include tasks involving meetings, status reviews.

Session 11 - Advanced Scheduling Techniques: Fine Tune Resources and Assignment Details

Student Performance Objectives: Explain how to adjust the characteristics of all resources contributing to the project. Describe how to assign resources for the most benefit to the project, meeting schedule and cost requirements.

### Session 12 - Fine Tune the Project Plan

Student Performance Objectives: Discuss making the final adjustments to make the project more realistic as well reviewing the schedule, milestones and overall cost. Explain how to fine tune wherever possible to minimize cost and schedule.

3 Hours

Content:

### Session 13 - Organize the Plan Details

Student Performance Objectives: Identify what would be presented to higher level management and stakeholders and what consists of more understandable views, graphic versus alphabetic. List what data would be presented.

### Session 14 - Track Project Progress

Student Performance Objectives: Report how to compare current project status versus what was postulated initially. Identifying critical tasks and slipping tasks and developing contingency plans. Assessing the risk of such slippages.

### Session 15 - View and Report Project Status

Student Performance Objectives: Review what information is to be presented and in what format. Review choice of appropriate reports to focus on the progress made, any possible issues and how they will be addressed.

3 Hours

Content:

### Session 16 - Format and Print Views: In-Depth Techniques

Student Performance Objectives: Practice formatting the reports to convey the message about the project, along with various views that allow the stakeholders to understand the project status.

### Session 17 - Developing a Power Point Presentation of Project

Student Performance Objectives: Develop presentations for use to present to stakeholders, to team working on project and to track cost, schedule and deliveries for the project.

### Session 18 - Develop Example Projects by Students

Student Performance Objectives: Exercise the knowledge gained so far in the course plus provide the instructor feedback on areas needing review.

3 Hours

Content:

### Session 19 - Working as a Team in Developing Projects

Student Performance Objectives: Assess how others think about a project and its content. Participate in a project with several project managers involved and determine how to interact and work together for the project's success.

### Session 20 - Resolving Project Issues

Student Performance Objectives: Determine how to address issues with a project or within a task and how to resolve the issue. Identify what documentation should be generated and what plan activities are needed to resolve issue.

### Session 21 - Developing Risk Assessment

Student Performance Objectives: Express how to generate a listing of the risk factors and how to address them according to the possible risk becoming real.

3 Hours

Content:

### Session 22 - Developing Contingency Plans

Student Performance Objectives: Discuss the need for a contingency plan for the critical tasks and their activities; especially prevalent for personnel absence, along with equipment and material issues.

### Session 23 - Review Session

Student Performance Objectives: Review the benefits of project management in the industry in which students are involved. Discuss job opportunities in project management.

## Session 24 - Final Review of Terms/Questions

Student Performance Objectives: Review the glossary of terms used in project management. Identify the typical questions raised by management and stakeholders in review of projects that are under management. Discuss what is the acceptance of project management by the industry.

### **METHODS OF INSTRUCTION:**

Lecture, discussion, guided practice, multi-media presentation.

### **OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours: 16

Assignment Description: Homework: Complete assigned exercises and readings.

Required Outside Hours: 32

Assignment Description: Projects: Develop 2 - 3 projects.

### **METHODS OF EVALUATION:**

Problem-solving assignments

Percent of total grade: 60.00 %

50% - 70% Projects

Skill demonstrations

Percent of total grade: 20.00 %

20% - 40% Skill demonstration

Objective examinations

Percent of total grade: 20.00 %

10% - 30% Quizzes/Exams

### **REPRESENTATIVE TEXTBOOKS:**

Lewis, Chatfield, & Johnson. Microsoft Project 2019 Step by Step. Redmond, Washington: Microsoft Press, 2019.

ISBN: 978-1509307425

Reading Level of Text, Grade: 12th Verified by: MS Word

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: J

Noncredit Category: J

Cooperative Education: N

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level:

Non Credit Enhanced Funding: N

Funding Agency Code: A

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number:

Sports/Physical Education Course: N

Taxonomy of Program: 050100