



## COURSE OUTLINE: CYB104 - PROJECT MANAGEMENT

Prepared: IT Studies

Approved: Corey Meunier, Chair, Technology and Skilled Trades

<b>Course Code: Title</b>	CYB104: PROJECT MANAGEMENT
<b>Program Number: Name</b>	5911: CYBERSECURITY
<b>Department:</b>	PPP triOS
<b>Academic Year:</b>	2022-2023
<b>Course Description:</b>	Communication as well as time and project management skills are vital for success in today's Canadian IT industry. Through the use of examples, demonstrations, projects and group activities, students will examine various communication, time and project management strategies and techniques that are commonly used within the context of Cybersecurity projects in the Canadian IT industry.
<b>Total Credits:</b>	4
<b>Hours/Week:</b>	4
<b>Total Hours:</b>	56
<b>Prerequisites:</b>	There are no pre-requisites for this course.
<b>Corequisites:</b>	There are no co-requisites for this course.
<b>Vocational Learning Outcomes (VLO's) addressed in this course:</b>	<b>5911 - CYBERSECURITY</b>
<b>Please refer to program web page for a complete listing of program outcomes where applicable.</b>	VLO 1 Develop and implement cyber security solutions to protect network systems and data.
	VLO 2 Plan and implement security assessment methodologies, vulnerability management strategies and incident response procedures to generate and communicate security analysis reports and recommendations to the proper level of the organization.
	VLO 3 Recommend processes and procedures for maintenance and deployment of cyber security solutions.
	VLO 4 Select and deploy optimal security appliances and technologies to safeguard an organization's network.
	VLO 10 Maintain ongoing personal and professional development to improve work performance in the field of information technology.
	VLO 11 Communicate effectively and professionally in an information technology workplace to increase overall productivity and support a positive work environment.
<b>Essential Employability Skills (EES) addressed in this course:</b>	EES 1 Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
	EES 2 Respond to written, spoken, or visual messages in a manner that ensures effective communication.
	EES 4 Apply a systematic approach to solve problems.
	EES 6 Locate, select, organize, and document information using appropriate technology and information systems.



	<p>EES 7 Analyze, evaluate, and apply relevant information from a variety of sources.</p> <p>EES 9 Interact with others in groups or teams that contribute to effective working relationships and the achievement of goals.</p> <p>EES 10 Manage the use of time and other resources to complete projects.</p>						
<b>Course Evaluation:</b>	<p>Passing Grade: 50%, D</p> <p>A minimum program GPA of 2.0 or higher where program specific standards exist is required for graduation.</p>						
<b>Other Course Evaluation &amp; Assessment Requirements:</b>	<p>OTHER EVALUATION CONSIDERATIONS</p> <ol style="list-style-type: none"> <li>1. In order to pass this course, the student must obtain an overall test/quiz average of 50% or better, as well as, an overall assignment average of 50% or better. A student who is not present to write a particular test/quiz, and does not notify the professor beforehand of their intended absence, may be subject to a zero grade on that test/quiz.</li> <li>2. There will be no supplemental or make-up quizzes/tests in this course unless there are extenuating circumstances.</li> <li>3. Assignments must be submitted by the due date according to the specifications of the professor. Late assignments will normally be given a mark of zero. Late assignments will only be marked at the discretion of the professor in cases where there were extenuating circumstances.</li> <li>4. Any assignment/projects submissions, deemed to be copied, will result in a zero grade being assigned to all students involved in that particular incident.</li> <li>5. It is the responsibility of the student to ask the professor to clarify any assignment requirements.</li> <li>6. The professor reserves the right to modify the assessment process to meet any changing needs of the class.</li> </ol> <p>Attendance:</p> <p>Sault College is committed to student success. There is a direct correlation between academic performance and class attendance, therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session. It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers may not be granted admission to the room.</p>						
<b>Books and Required Resources:</b>	<p>CompTIA Project+ Study Guide by Kevin Heldman          Publisher: Sybex (Wiley)          ISBN: 978-1-119-28053-8</p>						
<b>Course Outcomes and Learning Objectives:</b>	<table border="1"> <thead> <tr> <th data-bbox="505 1147 802 1182"><b>Course Outcome 1</b></th> <th data-bbox="802 1147 1446 1182"><b>Learning Objectives for Course Outcome 1</b></th> </tr> </thead> <tbody> <tr> <td data-bbox="505 1182 802 1420">Evaluate the various components of IT project management and documentation.</td> <td data-bbox="802 1182 1446 1420"> <p>PROJECT TOOLS &amp; DOCUMENTATION</p> <ol style="list-style-type: none"> <li>1.1 Compare and contrast various project management tools.</li> <li>1.2 Analyze project-centric documentation.</li> <li>1.3 Identify common partner or vendor-centric documents and their purpose.</li> <li>1.4 Create formal and informal reports.</li> <li>1.5 Use proper English grammar and effective communication skills in a variety of IT communications.</li> </ol> </td> </tr> <tr> <th data-bbox="505 1420 802 1456"><b>Course Outcome 2</b></th> <th data-bbox="802 1420 1446 1456"><b>Learning Objectives for Course Outcome 2</b></th> </tr> </tbody> </table>	<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>	Evaluate the various components of IT project management and documentation.	<p>PROJECT TOOLS &amp; DOCUMENTATION</p> <ol style="list-style-type: none"> <li>1.1 Compare and contrast various project management tools.</li> <li>1.2 Analyze project-centric documentation.</li> <li>1.3 Identify common partner or vendor-centric documents and their purpose.</li> <li>1.4 Create formal and informal reports.</li> <li>1.5 Use proper English grammar and effective communication skills in a variety of IT communications.</li> </ol>	<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>
<b>Course Outcome 1</b>	<b>Learning Objectives for Course Outcome 1</b>						
Evaluate the various components of IT project management and documentation.	<p>PROJECT TOOLS &amp; DOCUMENTATION</p> <ol style="list-style-type: none"> <li>1.1 Compare and contrast various project management tools.</li> <li>1.2 Analyze project-centric documentation.</li> <li>1.3 Identify common partner or vendor-centric documents and their purpose.</li> <li>1.4 Create formal and informal reports.</li> <li>1.5 Use proper English grammar and effective communication skills in a variety of IT communications.</li> </ol>						
<b>Course Outcome 2</b>	<b>Learning Objectives for Course Outcome 2</b>						

	Determine the importance of target audience and classify different communication methods and their rationale.	<p>COMMUNICATION AND CHANGE MANAGEMENT</p> <p>2.1 Use appropriate communication methods for different scenarios.</p> <p>2.2 Compare and contrast factors influencing communication methods.</p> <p>2.3 Explain common communication triggers and determine the target audience and rationale.</p> <p>2.4 Use the change control process within the context of a project.</p> <p>2.5 Recognize the types of organizational change.</p>
	<b>Course Outcome 3</b>	<b>Learning Objectives for Course Outcome 3</b>
	Outline basic project management techniques for IT professionals.	<p>PROJECT BASICS</p> <p>3.1 Summarize the properties of a project.</p> <p>3.2 Classify project roles and responsibilities.</p> <p>3.3 Compare and contrast standard project phases.</p> <p>3.4 Identify the basics of project cost control.</p> <p>3.5 Identify common project team organizational structures.</p> <p>3.6 Execute and develop project schedules.</p> <p>3.7 Identify the basic aspects of the Agile methodology.</p> <p>3.8 Explain the importance of human resource, physical resource, and personnel management.</p>
	<b>Course Outcome 4</b>	<b>Learning Objectives for Course Outcome 4</b>
	Assess effective risk mitigation and time management tactics.	<p>PROJECT CONSTRAINTS</p> <p>4.1 Predict the impact of various constraint variables and influences throughout a project.</p> <p>4.2 Explain the importance of risk strategies and activities.</p>
	<b>Course Outcome 5</b>	<b>Learning Objectives for Course Outcome 5</b>
Create a presentation for delivery to a group of people.	<p>5.1 Use presentation software to develop a slide deck.</p> <p>5.2 Apply good presentation structure and design.</p> <p>5.3 Deliver a presentation to a group.</p>	

**Evaluation Process and Grading System:**

Evaluation Type	Evaluation Weight
Final Projects (Informal Report, Presentation, IT Project Management)	60%
Lab Work and Assignments	30%
Professional Performance	10%

**Date:**

July 6, 2022

**Addendum:**

Please refer to the course outline addendum on the Learning Management System for further information.

