



COURSE OUTLINE

BCG307

Prepared: NCCP Approved: Sherri Smith

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| Course Code: Title | BCG307: PROJECT MANAGEMENT |
| Program Number: Name | 2035: BUSINESS |
| Department: | BUSINESS/ACCOUNTING PROGRAMS |
| Semester/Term: | 18W |
| Course Description: | In this course, students will develop managerial skills to propose, plan, secure resources, budget, and lead project teams to successful completions of projects. Students will also learn why organizations have developed a formal project management process supported by the Project Management Institute (PMI) and its Project Management Body of Knowledge (PMBOK) to gain a competitive advantage. The case study approach will be used along with an investigation of software and collaboration tools that aid in carrying out activities of project planning and project execution. |
| Total Credits: | 3 |
| Hours/Week: | 3 |
| Total Hours: | 45 |
| Vocational Learning Outcomes (VLO's): | 2035 - BUSINESS |
| Please refer to program web page for a complete listing of program outcomes where applicable. | #5. Support the planning, implementation and monitoring of projects. |
| Essential Employability Skills (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. #2. Respond to written, spoken, or visual messages in a manner that ensures effective communication. #3. Execute mathematical operations accurately. #4. Apply a systematic approach to solve problems. #6. Locate, select, organize, and document information using appropriate technology and information systems. #10. Manage the use of time and other resources to complete projects. |
| Course Evaluation: | Passing Grade: 50%, D |
| Other Course Evaluation & | A+ = 90-100% |

Assessment Requirements:

A = 80-89%
 B = 70-79%
 C = 60-69%
 D = 50-59%
 F < 50%

Students are expected to be present to write all tests in class. If a student is unable to write a test due to illness or a legitimate emergency, that student must contact the professor prior to class and provide reasoning, which is acceptable to the professor. Should the student fail to contact the professor, the student shall receive a grade of zero on the test.

Once the test has commenced, the student is considered absent and will not be given the privilege of writing the test.

Students caught cheating during a test will receive an automatic zero. Please refer to the College Academic Dishonesty Policy for further information.

In order to qualify to write a missed test, the student shall have:

- a) attended at least 80% of the classes.
- b) provided the professor an acceptable explanation for his/her absence.
- c) been granted permission by the professor.

NOTE: The missed test that has met the criteria above will be an end-of-semester test.

Labs and Assignments are due on the due-date indicated by the Professor. Notice by the professor will be written on the lab or verbally announced in the class and / or both. No late labs will be accepted beyond the due date. Once labs / assignments have been marked by the professor and returned to the student, no new labs / assignments will be accepted. It is the responsibility of the student who has missed a class to contact the professor immediately to obtain the lab / assignment. Students are responsible for doing their own work. Labs / assignments that are handed in and are deemed identical in content and personal wording to others may constitute academic dishonesty and result in a zero grade.

The total overall average of test scores combined must be 50% or higher in order to qualify to pass this course. In addition, combined tests, Labs / Assignments total grade must be 50% or higher.

Evaluation Process and Grading System:

| Evaluation Type | Evaluation Weight |
|-----------------|-------------------|
| Assignments | 40% |
| Tests | 60% |

Books and Required Resources:

Successful Project Management by Gido & Clements
 Publisher: Cengage Learning Edition: 7
 ISBN: 1337095478

Course Outcomes and Learning Objectives:**Course Outcome 1.**

#1. Explain project management concepts.

Learning Objectives 1.

- 1.1 Define what a project is.
- 1.2 Explain what is meant by project objective, and project deliverable.
- 1.3 Discuss and identify project constraints.

- 1.4 Describe the phases of the project life cycle.
- 1.5 Explore the role of the project manager.
- 1.6 Discuss the steps of the planning process.
- 1.7 Discuss stakeholder engagement.
- 1.8 Discuss the Project Management Institute.

Course Outcome 2.

#2. Discuss the initiating phase of the project life cycle.

Learning Objectives 2.

- 2.1 Discuss how projects are identified.
- 2.2 Explain how projects are prioritized and selected.
- 2.3 Identify and describe at least eight elements of a project charter.
- 2.4 Prepare a project charter.
- 2.5 Prepare a request for proposal.

Course Outcome 3.

#3. Explore project proposals in response to a customer's request for proposal (RFP)

Learning Objectives 3.

- 3.1 Examine the intricacies of relationships between customers and partners.
- 3.2 Decide whether to prepare a proposal in response to a customer's RFP.
- 3.3 Critique a proposal to improve its likelihood of success.
- 3.4 Discuss how customers evaluate proposals.
- 3.5 Explain types of contracts and various terms and conditions.
- 3.6 Measure the success of proposal efforts.

Course Outcome 4.

#4. Identify the tasks, resources, and roles and responsibilities of all participants and stakeholders.

Learning Objectives 4.

- 4.1 Establish a clear project objective.
- 4.2 Prepare a project scope document.
- 4.3 Discuss the importance and elements of a project quality plan.
- 4.4 Develop a work breakdown structure.
- 4.5 Prepare a responsibility assignment matrix.
- 4.6 Describe how to define specific activities.
- 4.7 Create a network diagram.

Course Outcome 5.

#5. Develop a project schedule.

Learning Objectives 5.

- 5.1 Estimate the resources required for activities.
- 5.2 Estimate the duration for an activity.
- 5.3 Determine the earliest start and finish times for activities.
- 5.4 Determine the latest start and finish times for activities.
- 5.5 Explain and determine total slack.
- 5.6 Prepare a project schedule.
- 5.7 Identify and explain the critical path.
- 5.8 Discuss the project control process.
- 5.9 Develop updated schedules based on actual progress and changes.
- 5.10 Discuss and apply approaches to control the project schedule.

Course Outcome 6.

- #6. Incorporate resource considerations into the project plan and schedule.

Learning Objectives 6.

- 6.1 Create a network diagram that takes resource constraints into account.
- 6.2 Prepare a resource requirements plan.
- 6.3 Explain resource levelling.
- 6.4 Discuss resource-limited scheduling.

Course Outcome 7.

- #7. Explain the interdependence of Scope, Time and Cost in a project.

Learning Objectives 7.

- 7.1 Estimate the cost of activities.
- 7.2 Aggregate the total budgeted cost.
- 7.3 Develop a time-phased baseline budget.
- 7.4 Describe how to accumulate actual costs.
- 7.5 Determine the earned value of work performed.
- 7.6 Calculate and analyze key project performance measures.
- 7.7 Discuss and apply approaches to control the project budget process.
- 7.8 Explain the importance of managing cash flow.
- 7.9 Use crashing techniques to reduce project duration and control costs.

Course Outcome 8.

- 8. Plan for risk in the project life cycle.

Learning Objectives 8.

- 8.1 Discuss what is involved in managing risks.
- 8.2 Identify and categorize risks.
- 8.3 Assess and prioritize risks.
- 8.4 Prepare a risk response plan.

- 8.5 Develop a risk assessment matrix.
- 8.6 Control risks.

Course Outcome 9.

- 9. Follow project closing actions.

Learning Objectives 9.

- 9.1 Identify actions that should be taken during the process of closing a project.
- 9.2 Conduct a post-project evaluation.
- 9.3 Discuss the value and use of lessons learned.
- 9.4 Explain the importance of organizing and archiving project documents.
- 9.5 Obtain customer feedback about the project.
- 9.6 Describe situations that could result in early project termination.

Course Outcome 10.

- 10. Use the appropriate software to organize the tasks and allocate resources to meet project objectives.

Learning Objectives 10.

- 10.1 Produce GANTT charts and Critical Path [CP] reports.
- 10.2 Prepare reports on costs, tasks and schedule of resource requirements, and their monitoring to meet the project's objectives.
- 10.3 Support the implementation and monitoring of the project using the GANTT charts.
- 10.4 Use appropriate software to collaborate on and create standard project documents (for example Microsoft Project).

Date:

Friday, January 26, 2018

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