SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO

Sault College

COURSE OUTLINE

COURSE TITLE: PROJECT MANAGEMENT

CODE NO. : NSA237   **SEMESTER:** FOURTH

PROGRAM: NATIVE COMMUNITY WORKER PROGRAM

AUTHOR: NATIVE EDUCATION DEPARTMENT

DATE: JAN. 2000   **PREVIOUS OUTLINE DATED:** NEW

APPROVED:

_____   _____
                         DEAN   **DATE**

TOTAL CREDITS: 5 CREDITS

PREREQUISITE(S): N/A

LENGTH OF COURSE: 16 WEEKS

TOTAL CREDIT HOURS: 45 CREDIT HOURS

_____ _____

Course Name   Code No.

I.   COURSE DESCRIPTION:

Students will become familiar with the process of managing a project from beginning to end – including feasibility studies, budgeting, scheduling, determining human, financial and physical resource needs. A part of the course will require the students to work in a computer lab to become familiar with a program management program/software assisting in making the program management process more effective. As a major component of the course, the students will be required to manage a simulated project from the beginning to the end through an independent report.

II.   LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1.   Develop an overview of knowledge regarding managing projects that are on time, within budget and achieve specific results.

     Potential Elements of the Performance:
     - Define project management and attributes of a project
     - Outline the project life cycle
     - Explain the benefits of project management
     - Detail critical success factors

2.   Organize and develop effective project management plans from the definition stage to planning stage to the implementation stage.

     Potential Elements of the Performance:
     - State effective project goal statements
     - Define project objectives that are measurable and concrete
     - Explain the role of a feasibility study within the project management process
     - Create a system for breaking tasks down and estimating activity time (design process)
     - Identify needs, problems and opportunities
     - Describe global pricing strategies and the pricing process (cost forecasting, cost control, cash flow, etc)
     - Identify the process for coping and adjusting to delays, unforeseen costs, etc
     - Describe the process for executing a project
     - Identify the review and termination process of a project

3.   Identify and incorporate key project management language within project management plans.

      Potential Elements of the Performance:
      -    Describe the scheduling theory
      -    Outline the various project planning tools – Gantt charts, Pert charts, histograms, critical path, resource allocation/costs, custom reports, multi-projects, etc

4.   Identify the roles of the project manager and the project team.

      Potential Elements of the Performance:
      -    Explain the responsibilities and the skills required of the project manager.
      -    Outline an effective project team development process.

5.   Utilize computer program/software to manage a project effectively.

      Potential Elements of the Performance:
      - Utilize program software to develop Gantt charts, Pert charts, histograms, and various tools to create effective time scales, schedules, tasks, etc, relative to project planning process.

III.   TOPICS:

1.   Introduction – What is Project Management?

2.   Getting Underway – Preliminary Strategy

3.   Planning the Project – The Design Phase

4.   Implementing the Project

5.   Completing the Project

6.   The Review Process for Project Management

IV.   REQUIRED RESOURCES/TEXTS/MATERIALS:

Keystone Learning Systems Corporation (1996). <u>Microsoft Project for</u>
<u>Windows 95: Version 4.1.</u> Keystone Learning Systems Corp.
Utah. (Levels 1-4).

V.   EVALUATION PROCESS/GRADING SYSTEM:

Assignment/Exam	Worth	Due Date
Gantt Chart Assignment	10%	Week of Jan. 31
Pert Chart Assignment	10%	Week of Feb. 21
Critical Path Assignment	10%	Week of Mar. 6
Independent Study Assignment	40%	Week of April 24
Mid-term Exam	15%	Week of Feb. 21
Final Exam	15%	Week of Apr. 34
TOTAL	**100%**	

In the **GANTT CHART, PERT CHART AND CRITICAL PATH
ASSIGNMENTS,** the students will be required to submit a computer
generated report that is based on a mock assignment outline provided by
the instructor. The assignments will correspond with materials covered in
the computer lab. Further details will be provided in class.

The **INDEPENDENT STUDY ASSIGNMENT** is a complete project
management simulation that the students will be required to submit that
has been computer generated from the Microsoft Project software taken in
class. Further specifics will be supplied by the instructor early in the
semester.

The **MID-TERM AND FINAL EXAMS** will consist primarily of short answer
questions with a few fill-in-the-blank and true or false statements. The
Mid-term exam will cover materials from Units One to Three and the Final
exam will cover materials from Units Three to Five. A review will be
provided by the instructor prior to the exam. Make sure you attend this.

_____ _____
Course Name Code No.

The following semester grades will be assigned to students in post-secondary courses:

Grade	Definition	Grade Point Equivalent
A+	90 - 100%	4.00
A	80 - 89%	3.75
B	70 - 79%	3.00
C	60 - 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
U	Unsatisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see *Policies & Procedures Manual – Deferred Grades and Make-up*).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

VI. SPECIAL NOTES:

Special Needs:
If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 so that support services can be arranged for you.

_____   _____

Retention of course outlines:
It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Plagiarism:
Students should refer to the definition of "academic dishonesty" in *Student Rights and Responsibilities.* Students who engage in "academic dishonesty" will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course, as may be decided by the professor. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

The Professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

Assignments must be submitted in a typewritten format with a cover page. A late assignment will be accepted up to five (5) days late (with instructor's approval) and will be penalized 1 mark/day late. If you are experiencing personal difficulties that may interfere with the submission of an assignment, contact the instructor as soon as possible **prior to** the due date of the assignment.

VII.   PRIOR LEARNING ASSESSMENT:

Students who wish to apply for advanced credit in the course should consult the instructor. Credit for prior learning will be given upon successful completion of the following:

VIII.   DIRECT CREDIT TRANSFERS:

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.

_____   _____
Course Name   Code No.

STUDENT'S RECORDING SYSTEM

Summary of Marks Achieved within 2000 Winter Semester

Gantt Chart Assignment	_____/10%	Week of Jan. 31
Pert Chart Assignment	_____/10%	Week of Feb. 21
Critical Path Assignment	_____/10%	Week of Mar. 6
Independent Study Assignment	_____/40%	Week of April 24
Mid-term Exam	_____/15%	Week of Feb. 21
Final Exam	_____/15%	Week of Apr. 34
TOTAL	**100%**	