COURSE OUTLINE: BCG307 - PROJECT MANAGEMENT

Prepared: School of Business
Approved: Martha Irwin, Dean, Business and Information Technology

Course Code: Title	BCG307: PROJECT MANAGEMENT
Program Number: Name	2035: BUSINESS
Department:	BUSINESS/ACCOUNTING PROGRAMS
Academic Year:	2024-2025
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:	42
Prerequisites:	There are no pre-requisites for this course.
Corequisites:	There are no co-requisites for this course.
Substitutes:	OEL617, PMC101
Vocational Learning Outcomes (VLO's) addressed in this course: **Please refer to program web page for a complete listing of program outcomes where applicable.**	**2035 - BUSINESS** VLO 5 Support the planning, implementation and monitoring of projects.
Essential Employability Skills (EES) addressed in this course:	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 3 Execute mathematical operations accurately. EES 4 Apply a systematic approach to solve problems. EES 6 Locate, select, organize, and document information using appropriate technology and information systems. EES 10 Manage the use of time and other resources to complete projects.
Course Evaluation:	Passing Grade: 50%, D A minimum program GPA of 2.0 or higher where program specific standards exist is required

	for graduation.
Other Course Evaluation & Assessment Requirements:	A+ = 90-100% 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.
Books and Required Resources:	Project Management: A socio-technical approach by Larson. E.W., Gray, C.F., & Sirisomboonsk, P. Publisher: McGraw Hill Ryerson Ltd Edition: Evergreen Release ISBN: 9781265164423

Course Outcomes and Learning Objectives:

Course Outcome 1	Learning Objectives for Course Outcome 1
Explain project management concepts.	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	**Learning Objectives for Course Outcome 2**
Discuss the initiating phase of the project life cycle.	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	**Learning Objectives for Course Outcome 3**
Explore project proposals in response to a customer`s request for proposal (RFP).	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	**Learning Objectives for Course Outcome 4**
Identify the tasks, resources, and roles and responsibilities of all participants and stakeholders.	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	**Learning Objectives for Course Outcome 5**
Develop a project schedule.	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	**Learning Objectives for Course Outcome 6**
Incorporate resource considerations into the project plan and schedule.	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	**Learning Objectives for Course Outcome 7**
Explain the interdependence of scope, time and cost in a project.	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	**Learning Objectives for Course Outcome 8**
Plan for risk in the project life cycle.	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	**Learning Objectives for Course Outcome 9**
Follow project closing actions.	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	**Learning Objectives for Course Outcome 10**
Use the appropriate software to organize the tasks and allocate resources to meet project objectives.	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).

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Assignments	60%
Tests	40%

Date: June 14, 2024

Addendum: Please refer to the course outline addendum on the Learning Management System for further

information.