



**INSTRUCTIONAL HOURS: 18**

**RECOMMENDED PRE-REQUISITE(S): n/a**

**CO-REQUISITES: n/a**

**APPROVED FOR USE IN ACADEMIC SEMESTERS: 2009/2010**

**COURSE DESCRIPTION:**

This course provides students with an introduction to project management and the project management certificate. Students will be provided with a broad overview of all the components of project management. They will be able to identify the main components of a project and utilize some basic tools for approaching projects.

**RATIONALE:**

A project is anything that has a start, a finish, and delivers something that wasn't there before (product, service, or process). This course is an overview of project methodology and considerations, and acts as the level-setting course for the Project Management Certificate program, and will lead nicely into other course modules which will go much deeper into the various disciplines of Project Management. It would be a benefit to any individual that is expected to lead or participate in such initiatives. This can range from launching a volunteer program or managing a trade show, to launching a manufacturing process, or construction of a home, complex, or even a vehicle. The methodology for managing projects is the same regardless of the end deliverable, and it is the methodology that this course will review.

**COURSE DELIVERY:**

The course content will be presented through a blend of instructional methods which may include lecture, discussion, and independent study assignments. PowerPoint presentations will be used and available for reference as a PDF.

The course will combine reference to PMI (Project Management Institute) methodologies as well as real world nuances and experiences.

**LEARNING OBJECTIVES/OUTCOMES:**

Upon successful completion of this course, the student will be able to identify and understand the various key areas of knowledge in Project Management, and how they are interdependent. The student will have a good foundation of all that Project Management entails, and develop an awareness of the various areas of expertise in Project Management. The student will also become familiar with the PMI's primary text on which the PMP Exam is currently based (PMBok – Project Management Body of Knowledge – 4<sup>th</sup> ed.).

**TOPICS**

- Project Terms as defined by PMI
- Project Processes and Phases
- Project Documents and their roles
- Organisational Structures and their affect on Project Management
- Business Requirements / Statement of Work
- Scope, Time, and Cost constraints
- Importance of Human Resource considerations in projects

- Communications in its various forms on a project
- Project Leadership
- Project Quality Management
- Project Risk Management
- Procurement and Contract Management
- Project Integration
- Ethics component of Project Management per PMI's code of conduct

**REQUIRED COURSE MATERIAL:**

A Guide to the Project Management Body of Knowledge, 4<sup>th</sup> Ed. (Project Management Institute)

**STUDENT EVALUATION**

At the end of the semester, the student will receive a final grade which will be recorded using the following:

- A+ = 90-100
- A = 80-89
- B = 70-79
- C = 60-69
- D = 50-59

The grading will constitute:

35% for class participation (attendance mandatory)

35% based on assignment submissions

30% for the final test.

An overall mark of 60% is required to pass (equating to an "S").

This grade may be found on the student portal at [my.saultcollege.ca](http://my.saultcollege.ca). Your username is your student number; your password is welcome and your postal code (i.e. welcomep6a5l3).

**Teaching Contact**      Jerry Bourck

**Academic Manager  
Signature**                "Laurie Poirier"

NOTICE TO ALL  
STUDENTS:

We urge you to retain this course outline for future reference. There is a charge for additional copies.