



COURSE OUTLINE

CSD318

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Prepared: Approved:

Course Code: Title	CSD318: PROJECT MANAGEMENT
Program Number: Name	2091: COMPUTER - PROG/ANAL
Department:	COMPUTER STUDIES
Semester/Term:	17F
Course Description:	<p>This course provides a comprehensive overview of Project Management from an Information Technology perspective. The student will study and apply project management techniques from the various Project Management knowledge areas including project integration, scope, time, cost, quality, human resource, communications, risk and procurement management. The student will acquire practical skills in using various tools used in Project Management by applying knowledge learned in case studies and in the aforementioned areas.</p>
Total Credits:	4
Hours/Week:	3
Total Hours:	45
Prerequisites:	CSD202, CSD221
This course is a pre-requisite for:	CSE340
Course Evaluation:	Passing Grade: 50%, D
Other Course Evaluation & Assessment Requirements:	<p>Tests 60% Labs/Assignments 40%</p> <p>Some minor modifications to the above percentages may be necessary. The professor reserves the right to adjust the mark based upon leadership, creativity and whether there is an improving trend.</p> <p>Students must achieve an average grade of 50% on both the test and assignment portions of the course in order to pass the entire course.</p> <p>Assignments must be completed satisfactorily to complete the course. Late hand in penalties will be 10% per day. Assignments will not be accepted past one week late unless there are extenuating and legitimate circumstances.</p> <p>The professor reserves the right to adjust the number of tests, practical tests and quizzes based on unforeseen circumstances. The students will be given sufficient notice to</p>



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any changes and the reasons thereof.

Grade

Definition Grade Point Equivalent

A+ 90 100% 4.00

A 80 89%

B 70 - 79% 3.00

C 60 - 69% 2.00

D 50 59% 1.00

F (Fail) 49% and below 0.00

CR (Credit) Credit for diploma requirements has been awarded.

S Satisfactory achievement in field /clinical placement or non-graded subject area.

U Unsatisfactory achievement in field/clinical placement or non-graded subject area.

X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.

NR Grade not reported to Registrar's office.

W Student has withdrawn from the course without academic penalty.

OTHER EVALUATION CONSIDERATIONS:

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.

2. There will be no supplemental or make-up quizzes/tests in this course unless there are extenuating circumstances.

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.

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.

5. It is the responsibility of the student to ask the professor to clarify any assignment requirements.



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6. The professor reserves the right to modify the assessment process to meet any changing needs of the class.

Attendance:

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.

Absences due to medical or other unavoidable circumstances should be discussed with the professor, otherwise a penalty may be assessed. The penalty depends on course hours and will be applied as follows:

Course Hours Deduction

5 hrs/week (75 hrs) 1.0% /hr
4 hrs/week (60 hrs) 1.5% /hr
3 hrs/week (45 hrs) 2.0% /hr
2 hrs/week (30 hrs) 3.0% /hr

Evaluation Process and Grading System:

Evaluation Type	Evaluation Weight
Labs & Assignments	40%
Tests	60%

Books and Required Resources:

Project Management: Absolute Beginner's Guide by Horine
Publisher: Que Edition: 3rd
ISBN: ISBN-13 9780789750105
E-text: ISBN-13 9780133115611

<http://student.saultcollege.ca/ComputerLabs.asp> by Link to useful Computer Studies related information:

Course Outcomes and Learning Objectives:

Course Outcome 1.

Project Management and the Project Manager (chapters 1 and 2)



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Learning Objectives 1.

- define Project Management
- explain why projects are challenging to manage
- understand why project management is key to organizational growth
- understand why becoming a certified project manager is beneficial to a career
- identify trends in project management
- understand the roles of the project manager
- describe the key skills of a project manager and why some managers are more successful than others
 - understand the common mistakes made by many project managers

Course Outcome 2.

Defining Successful Projects (chapters 3 and 4)

Learning Objectives 2.

- describe the characteristics of a successful project
- describe the characteristics of unsuccessful projects
- understand the valuable tools available to project managers
- understand the importance of defining a project correctly
- understand the questions that must be answered when defining a project
- understand how defining a project relates to planning a project
- describe the essential elements for a Project Definition document
- evaluate whether a project has been properly defined

Course Outcome 3.

Planning a Project and Developing the Work Breakdown Structure(chapters 5 and 6)

Learning Objectives 3.

- understand the key principles of effective project planning
- learn the important questions that project planning should answer
- understand the essential elements of a project plan



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- understand how to avoid common project planning mistakes
- describe a work breakdown structure (WBS)
- understand why the WBS is considered the most important tool of a project manager
- describe an effective WBS
- Understand the common mistakes when developing a WBS

Course Outcome 4.

Estimating the Work and Developing the Project Schedule and Budget (chapters 7, 8 and 9)

Learning Objectives 4.

- understand the importance of estimating to project success
- understand how estimating is used to manage project risk
- understand the importance of estimating to project success
- describe the reasons for poor estimates and how to avoid them
- understand the key estimating techniques and methods
- understand bottom-up estimating
- understand how to properly ask for an estimate
- understand how to deal with uncertainty
- understand the best estimating practices

Course Outcome 5.

Controlling a Project and Managing Changes (chapters 10 and 11)

Learning Objectives 5.

- describe project control
- understand why project planning is important to project control
- understand the principles to an effective project control system
- understand techniques to simplify project control
- understand why earned value management is the best technique for measuring project performance
- understand the principles of project status reporting
- understand project “change” and project change control



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- understand why scope changes occur
- understand why good project managers take project change control seriously
- understand the key management fundamentals for successfully handling project changes
- understand the components of an effective project change control system
- understand the mistakes with managing project changes and how to avoid them

Course Outcome 6.

Managing Project Deliverables (chapter 12)

Learning Objectives 6.

- understand why managing project deliverables is important to customer satisfaction
- understand the key principles for managing project deliverables
- understand the value of a configuration management plan
- understand the best practices for managing project deliverables
- understand the common challenges for managing project deliverables

Course Outcome 7.

Managing Project Issues and Risks (chapters 13 and 14)

Learning Objectives 7.

- understand why managing project issues is important to project success
- understand why the project manager is the most important element in the issue management process
- understand the difference between managing risks, issues and defects
- understand the key principles and best practices for managing project issues
- understand which data points are essential to an issue management system
- understand the limitations of the common Issue Log approach
- understand why managing project risks is important to project success
- understand the key principles of controlling project risks
- understand the value of managing project risks in a systematic manner
- understand the essential steps and tools for effective risk management
- realize that there is a common set of project characteristics that are responsible for most



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project risks

- understand why many project risks are actually self-inflicted during the project planning process

Course Outcome 8.

Managing Project Quality (chapter 15)

Learning Objectives 8.

- understand what comprises a “successful” project
- understand why project quality starts and ends with the customer
- understand how project quality management is integrated into all aspects of project management
- understand the key principles of managing project quality
- understand the essential tools, techniques and strategies for implementing project quality

Course Outcome 9.

Leading a Project (chapter 16)

Learning Objectives 9.

- understand the importance of project leadership
- understand the difference between managing and leading a project
- understand why “old school” management approaches don’t usually work on projects
- understand the common behaviors of effective project leaders
- understand where leadership is needed on project
- understand the 12 secrets to better project leadership
- understand why a “servant leadership” approach gives the best chance of doing the right work, in the right way, for the right people

Course Outcome 10.

Managing Project Communications and Expectations (chapters 17 and 18)



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Learning Objectives 10.

- understand the importance of effective communications
- understand what makes effective project communications difficult
- understand the key principles of managing project communications
- understand what factors affect project communications
- understand the key interpersonal skills required for effective communications
- understand the best techniques for communications plan, meetings and status reporting
- understand the essential components for successfully managing stakeholder expectations
- understand why managing expectations is not the same as managing scope
- understand the four critical aspects of stakeholder expectations
- understand why completing the project on time, on budget, and within scope does not guarantee success
 - understand expectation issues originate during requirements definition
 - understand proven guidelines to better requirements definition and management

Course Outcome 11.

Keys to Better Project Team Performance (chapter 19)

Learning Objectives 11.

- understand the primary traits of high-performing teams
- understand the key principles that lead to better project team performance
- understand the proven techniques to improve project team performance
- understand the effective responses to special situations, including poor performers, high-maintenance team members, and team conflicts

Course Outcome 12.

Managing Differences (chapter 20)

Learning Objectives 12.

- understand the key management principles for cross-functional, cross-cultural, or virtual project environments



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- understand the tips and techniques to better lead cross-functional, cross-cultural, or virtual projects
- be aware of the common problems that can arise in these project environments

Course Outcome 13.

Managing Vendors (chapter 21)

Learning Objectives 13.

- understand why managing vendors is important to project managers
- understand the key principles that lead to better vendor management
- learn to avoid the common mistakes made on outsourced projects
- understand the tips and techniques for both the client and the vendor organization and project manager
 - understand the key skills that have the greatest impact on managing vendor situations
 - understand contract fundamentals and how different contract types impact your approach

Course Outcome 14.

Ending a Project (chapter 22)

Learning Objectives 14.

- understand how to properly bring closure to a project
- use the Project End Checklist to ensure your projects end properly
- understand the common challenges to overcome when ending a project
- understand the different reasons a contract and project can end

Course Outcome 15.

Making Better Use of Microsoft Project and Accelerating Project Management effectiveness (chapters 23 and 24)



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Learning Objectives 15.

- accelerate your Microsoft Project learning curve
- understand how to make Microsoft Project work for you
- understand why Microsoft Project is more flexible than you think
- understand how to avoid common frustrations with Microsoft Project
- understand what to do when you start a new Microsoft Project file
- understand how to improve your reports
- understand how to make resource leveling work
- understand how to manage a project in a project management “lite” culture
- understand what to do when a detailed schedule cannot be developed
- understand how to manage a project with a difficult milestone date
- understand how to deal with difficult resources
- understand the steps to better prepare for and manage turnover
- understand tips for managing a selection process
- understand how to improve any testing process

Date:

Friday, September 1, 2017

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