

COURSE OUTLINE **Project Management**

Course Description: BE255. Project Management. 3 hours credit. Prerequisite: BE165, BE170, & BE180 or BA104, all with a C or better. This course will enable the student to examine the fundamentals associated with the project management process. It is designed for a person who is responsible for creating and modifying project plans and who needs project management software skills to manage those project plans. The competencies learned in this course would be beneficial to the student majoring in any business-related career.

Course Relevance: Planning is an essential element of any successful project. A project can fail if the time to execute it exceeds the planned duration, the cost of it exceeds the planned budget, or the end product does not meet the specifications. Utilizing project management software will simplify the planning process so you can effectively organize, schedule, manage, and create reports about your project.

Required Materials:

Textbook: Biheller Bunin, R. (2003). *New perspectives on Microsoft Project 2002—introductory*. Boston, MA: Course Technology. ISBN: 0-619-16260-0.

Supplemental Materials: *SAM Assessment Software*. (2004). Boston, MA: Course Technology.

Learning Outcomes:

The intention is for the student to be able to:

1. Develop a project through the initiation, planning, executing, controlling, and closing processes of the management cycle

Primary Learning PACT Skills that will be DEVELOPED and/or documented in this course:

Through the student involvement in this course, he/she will develop his/her ability in the following primary PACT skill areas:

1. Critical Thinking
 - Students will create a work breakdown structure by organizing tasks, setting task relationships, and assigning project resources.
2. Time Management
 - By assigning appropriate time allotments to each task, students will adequately manage the duration of their project.

Secondary skills (developed but not documented):

Computer literacy
Teamwork

Problem solving

Major Summative Assessment Task(s):

These learning outcomes and the primary Learning PACT skills will be demonstrated by:

1. Creating a comprehensive management project that would encompass all competencies learned in this course

Course Content:

- I. Themes – Key recurring concepts that run throughout this course:
 - A. Project Management system/theory
- II. Issues – Key issues that will be addressed in this course: areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Clearly identify goals or objectives of the project
 - B. Cost and resources needed
 - C. Timelines for different tasks plus the start and end dates
- III. Concepts – Key concepts that must be understood to address the issues:
 - A. Initiation phase
 - B. Planning phase
 - C. Implementation phase
 - D. Close-out phase
- IV. Skills / Competencies – Actions that are essential to achieve the course outcomes:
 - A. Create a Project Plan File
 1. Create & assign a project calendar
 2. Add tasks to the project plan file
 3. Enter task duration estimates
 - B. Create a Work Breakdown Structure
 1. Outline tasks
 2. Link dependent tasks
 3. Identify deliverables
 4. Constrain tasks
 5. Set a task deadline
 6. Organize project tasks
 - C. Create & Assign Resources
 1. Create resources and a resource calendar
 2. Assign additional resources to a task
 3. Resolve resource conflicts
 - D. Finalize the Project Plan
 1. View the critical path
 2. Shorten the project duration
 3. Set a baseline
 4. Display project summary information

- E. Exchanging Project Plan Data with Other Applications
 - 1. Import a task list from an Excel file into a new project plan
 - 2. Create a custom import map
 - 3. Export project plan cost data into Excel
 - 4. Copy a picture into a Word document
 - 5. Save project plan information as a Web page
- F. Updating a Project Plan
 - 1. Enter task progress information
 - 2. View task progression
 - 3. Split a task
 - 4. Reschedule a task
 - 5. Filter tasks
 - 6. Save an interim project plan
 - 7. Create a custom table
 - 8. Add custom columns to a table
 - 9. Hyperlink documents to tasks
- G. Create Custom Reports
 - 1. Modify the header and footer
 - 2. Add a picture to a report
 - 3. Modify the margins
 - 4. Create a report showing critical tasks
 - 5. Print a custom report
- H. Reusing Project Plan Information
 - 1. Generate a project plan template
 - 2. Create a custom combination view
 - 3. Make customer views available to other project plans
 - 4. Share resources
 - 5. Produce a master project plan
- I. Collaborating on a Project Plan
 - 1. Publish a project plan
 - 2. Assign resources to tasks in a published plan
 - 3. Review task assignments
 - 4. Request progress information
 - 5. Update task progress with timesheets
 - 6. Approve project plan updates
 - 7. Post an issue
 - 8. Conclude a project plan

Learning Units:

- I. Planning a Project
- II. Creating a Project Schedule
- III. Communicating Project Information
- IV. Assigning Resources and Costs

- V. Tracking Progress and Closing the Project
- VI. Sharing Project Information with Other People and Application
- VII. Resources on the Web
- VIII. Project Management Certifications
- IX. Successful Project Management
- X. Collaborative Projects

Learning Activities:

Learning activities will include lecture, demonstrations, team and individual projects, and lab activities.

Grade Determination:

The student will be graded on satisfactory completion of the major summative tasks, learning activities, tests, attendance, and adequate participation.