

# BUS C101: INTRODUCTION TO PROJECT MANAGEMENT

Item	Value
Curriculum Committee Approval Date	12/08/2023
Top Code	050100 - Business and Commerce, General
Units	3 Total Units
Hours	54 Total Hours (Lecture Hours 54)
Total Outside of Class Hours	0
Course Credit Status	Credit: Degree Applicable (D)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	No
Open Entry/Open Exit	No
Grading Policy	Standard Letter (S), • Pass/No Pass (B)

## Course Description

Introduction to Project Management is designed to provide students an overview of the concepts, tools, and techniques of formal project management. Concepts and methods learned are immediately usable in the workplace, leading to a greater retention of newly acquired skills, measurable project improvements, and the achievement of desired project results. The focus of the class is key concepts in each of the process and knowledge areas of project management to create a unique learning environment that prepares students to manage projects in a global, multicultural, and online environment. Transfer Credit: CSU.

## Course Level Student Learning Outcome(s)

1. Differentiate and apply key project management terms, concepts, tools, and techniques to use in managing projects.
2. Compare and contrast project issues and risks in order to implement appropriate issue resolutions and risk responses.
3. Develop a project schedule including identifying the critical paths.

## Course Objectives

- 1. Explain project management and related terms.
- 2. Define project profiling and critique the project attributes that can be used for project profiling.
- 3. Describe the types of activities in each phase of a project.
- 4. Analyze the advantages and disadvantages of including the client on project teams.
- 5. Identify the elements of a project communications plan.
- 6. Discuss the difference between an organization's mission, goals, and objectives.
- 7. Compare and contrast the various project estimating methods.
- 8. Calculate critical path, project float, early start dates, and late start dates.
- 9. Utilize the method of combining cost estimates with a schedule to create a budget.

- 10. Discuss project risk and define the difference between known and unknown risks.
- 11. Summarize the key skills necessary to lead projects or initiatives.

## Lecture Content

Introduction to Project Management Project Management Defined Project Defined Project Context Key Skills of the Project Manager Introduction to the Project Management Knowledge Areas Project Profiling Using a Project Profile Project Profiling Models Complex Systems and the Darnall-Preston Complexity Index Darnall-Preston Complexity Index Structure Project Phases and Organization Project Phases Project Organization Using the Darnall-Preston Complexity Index to Measure Organizational Complexity Understanding and Meeting Client Expectations Including the Client Understanding Values and Expectations Dealing with Problems Nurturing a Feeling of Satisfaction Working with People on Projects Working with Individuals Working with Groups and Teams Creating a Project Culture Communication Technologies Types of Communication Selecting Software Starting a Project Project Selection Project Scope Project Start-Up Alignment Process Communications Planning Project Time Management Types of Schedules Elements of Time Management Critical Path and Float Managing the Schedule Project Scheduling Software Estimating and Managing Costs Estimating Costs Managing the Budget Managing Project Quality Quality and Statistics Development of Quality as a Competitive Advantage Relevance of Quality Programs to Project Quality Planning and Controlling Project Quality Assuring Quality Managing Project Risk Defining Risk Risk Management Process Project Risk by Phases Project Risk and the Project Complexity Profile Project Procurement and Closure Identifying the Need for Resources Outside the Organization Procurement Plan Selecting the Type of Contract Procurement Process Project Closure

## Method(s) of Instruction

- Lecture (02)
- DE Live Online Lecture (02S)
- DE Online Lecture (02X)

## Instructional Techniques

This course may be taught using multiple methods of support including classroom, video, audio, multi-media, and online strategies. Instructors utilize learning strategies, including lectures; cooperative learning groups; written homework assignments; self-paced independent study using textbooks, video lessons, audio segments, computer software, or online systems; demonstrations or discussions; presentations by students to software or online systems; demonstrations or discussions; presentations by students to the instructor or for class presentation; research projects; journals; and various types of assessment by quiz and exam, including open-ended, close-ended, multiple choice, and essay.

## Reading Assignments

Students will read assigned textbooks and periodicals and will participate in class discussions.

## Writing Assignments

Written Critical Thinking assignments and/or projects.

## **Out-of-class Assignments**

Students will be required to design and plan a project. They may perform research or written Critical Thinking assignments and may give individual or group presentations.

## **Demonstration of Critical Thinking**

Midterm and Final Exam essay questions that evaluate students' ability to formulate arguments to plausible scenarios. A written critical thinking analysis related to text material or as workbook supplements. Primary/secondary research, presentation, organization, and online data search/manipulation may be included.

## **Required Writing, Problem Solving, Skills Demonstration**

Project management exercises and class presentations Evaluation of sample Gant Charts, PERT Charts and critical path methods.

## **Eligible Disciplines**

Business: Master's degree in business, business management, business administration, accountancy, finance, marketing, or business education OR bachelor's degree in any of the above AND master's degree in economics, personnel management, public administration, or Juris Doctorate (J.D.) or Legum Baccalaureus (LL.B.) degree OR bachelor's degree in economics with a business emphasis AND master's degree in personnel management, public administration, or J.D. or LL.B. degree OR the equivalent. Master's degree required. Management: Master's degree in business administration, business management, business education, marketing, public administration, or finance OR bachelor's degree in any of the above AND master's degree in economics, accountancy, taxation, or law OR the equivalent. Master's degree required.

## **Textbooks Resources**

1. Required Darnall, R. and Preston, J. M.. Project Management From Simple to Complex, v2.0 ed. Newton Center, MA: Flat World Knowledge, 2018 Rationale: Project management is complicated. In some ways, this is a good thing because students who learn how to manage projects well will find it a rewarding career, and there will always be a demand for their services. Project management is complicated because projects consist of many activities that are interrelated, and the actions taken in one activity affect several other aspects of the project. Project management is complex because project managers must understand several knowledge areas and develop a variety of tools and techniques to successfully manage a project. This complexity makes it challenging to learn about project management because regardless of which activity you begin to study, you need to know something about the other activities to which it is related.

## **Other Resources**

1. Coastline Library