

BMG 66.4 Course Outline as of Fall 2023

CATALOG INFORMATION

Dept and Nbr: BMG 66.4

Title: PROJECT MANAGEMENT

Full Title: Project Management

Last Reviewed: 2/13/2023

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.50	17.5	Lecture Scheduled	26.25
Minimum	1.50	Lab Scheduled	0	3	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.50		Contact Total	26.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 52.50

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BMG 78.128

**Catalog Description:**  
In this course, students will receive an introduction to project management and the tools a project manager needs to be effective. Topics include initiating, planning, scheduling, implementing, controlling, evaluating, and managing a project team.

**Prerequisites/Corequisites:**

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: In this course, students will receive an introduction to project management and the tools a project manager needs to be effective. Topics include initiating, planning, scheduling, implementing, controlling, evaluating, and managing a project team. (Grade or P/NP)  
Prerequisites/Corequisites:  
Recommended: Eligibility for ENGL 100 or ESL 100  
Limits on Enrollment:

Transfer Credit: CSU;  
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>		Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>		Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2001	Inactive:
<b>UC Transfer:</b>		Effective:		Inactive:

### **CID:**

### **Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Student Learning Outcomes:**

At the conclusion of this course, the student should be able to:

1. Apply basic project management steps to the initiation of new projects.
2. Use project management tools to create and communicate project elements to project stakeholders.

### **Objectives:**

At the conclusion of this course, the student should be able to:

1. Read, analyze, and evaluate the components of a successful project plan.
2. Design and develop tools to successfully manage projects.
3. Organize project data inputs and write plans using the Work Breakdown Structure (WBS) method.
4. Create and compare different project scheduling techniques such as Gantt charts and critical path mapping.
5. Summarize methods to manage the project team.

### **Topics and Scope:**

- I. Overview following the Methodology of the Project Management Institute
- II. Project Initiation via Stakeholder Dialogue
  - A. Statement of Work (SOW)
  - B. Project deliverables
  - C. Project resources
- III. Project Planning
  - A. Gathering project information
  - B. Organizing information and process into a WBS
  - C. Identify critical path tasks
- IV. Project Execution
  - A. Scheduling tasks and milestones
    1. Gantt charts

2. Critical path mapping
- B. Tracking tasks and project milestones
- V. Apply Leadership Principles to Managing the Project Team

### Assignment:

1. Individual written exercises: Needs Assessment, Problem Statement, Project Objectives, Project Options
2. Evaluate a case study of a Statement of Work (SOW)
3. Project cost analysis - Spreadsheet
4. Project Mapping/Planning – Graphic representation
5. Graphing: Gantt chart to measure project performance
6. Project planning and execution
7. Exams

### Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

Individual writing exercises; case study of SOW

Writing  
45 - 55%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Project mapping/planning, graphing. project planning and execution.

Problem solving  
20 - 30%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Project cost analysis

Skill Demonstrations  
15 - 25%

**Exams:** All forms of formal testing, other than skill performance exams.

Exams

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance and participation

Other Category  
0 - 10%

### Representative Textbooks and Materials:

Fundamentals of Project Management. 6th ed. Heagney, Joseph. American Management Association. 2022.

Instructor prepared materials

