

**BMG 66.4 Course Outline as of Spring 2020****CATALOG INFORMATION**

Dept and Nbr: BMG 66.4 Title: PROJECT MANAGEMENT

Full Title: Project Management

Last Reviewed: 9/11/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.00	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.00	Lab Scheduled	0	2	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	1.00		Contact Total	17.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 52.50

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:**

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: 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:
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<b>CSU Transfer:</b>	Transferable	Effective:	Fall 2001	Inactive:
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<b>UC Transfer:</b>		Effective:		Inactive:
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

**Student Learning Outcomes:**

Upon completion of the course, students will be able to:

1. Apply basic project management steps to the initiation of new projects
2. Evaluate and analyze project elements and schedule data tracking
3. Use project management tools to create and communicate project elements to project stakeholders
4. Manage the project team by applying leadership principles

**Objectives:**

Upon completion of this course, students will 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. Scope of work
  - B. Project deliverables
  - C. Project resources
- III. Project Planning
  - A. Gathering project information
  - B. Organizing information and process into a Work Breakdown Structure
  - 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: problem statement, identification of stakeholders, project options
- 2. Evaluate a case study of a project proposal
- 3. Project cost analysis
- 4. Project schedule: Execution plan
- 5. Graphing: Gantt chart to measure project performance
- 6. Exams (1 - 2)

**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.

Case study analysis	Writing 45 - 55%
<p><b>Problem Solving:</b> Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.</p>	Problem solving 20 - 30%
Project planning and execution, evaluate Gantt Chart	Problem solving 20 - 30%
<p><b>Skill Demonstrations:</b> All skill-based and physical demonstrations used for assessment purposes including skill performance exams.</p>	Skill Demonstrations 15 - 25%
Gantt chart creation	Skill Demonstrations 15 - 25%
<p><b>Exams:</b> All forms of formal testing, other than skill performance exams.</p>	Exams 10 - 20%
Exams (multiple choice, true/false, completion)	Exams 10 - 20%
<p><b>Other:</b> Includes any assessment tools that do not logically fit into the above categories.</p>	Other Category 0 - 10%
Attendance and participation	Other Category 0 - 10%

**Representative Textbooks and Materials:**

Fundamentals of Project Management. 5th ed. Heagney, Joseph. AMACOM. 2016