

BUS 294, Project Management

3 credits, 4 hours lecture

Course Description

This course introduces students to project management. The course will explore the entire life cycle of a project from inception to completion including project initiation, project planning, project execution, project monitoring and control, project completion. Students will learn the basic concepts of project management, the process to initiate and plan a project, what is required to execute, monitor and control project and the steps to close a project. Working in groups, students will be expected to develop and complete an approved project using the Project Management Book of Knowledge (PMBOK). Students will learn to use MS Project to help manage their assigned projects.

Pre and Co-requisites

None

Course Learning Outcomes (CLOs)

Upon successful completion of the course, the student shall be able to:

CLO1 Identify the context and process of project management. The following concepts, skills, and issues are used to support this outcome:

- Define a project and project management.
- Discuss project phases and the project life cycle.
- Identify stakeholders and organizational structure.
- Explain the role of the project manager and key leadership and management skills.
- Define project processes and explain process interactions.
- Explain what is required to develop a project charter.
- Describe a statement of work, scope statement, work breakdown structure and deliverables.
- Prepare and distribute project information to project stakeholders in a timely fashion.
- Manage communications to satisfy stakeholder requirements.
- Identify the steps involved in project team building.
- Discuss the characteristics of effective project teams and why teams fail.
- Explain the five stages of team growth.
- Explain the nature of conflict and the methods of response.
- Describe negotiation skills for project managers.

CLO2 Define project risk. The following concepts, skills, and issues are used to support this outcome:

- Describe the key stages of risk management.
- Demonstrate the steps to manage risk.
- Evaluate the primary causes of project risk and the major approaches to risk identification.

- Assess primary risk mitigation strategies.

CLO3 Identify the context and processes of cost estimation and budgeting. The following concepts, skills, and issues are used to support this outcome:

- Describe the various types of common project costs.
- Discuss the difference between various forms of project costs.
- Apply common forms of cost estimation for project work, including ballpark and definitive estimates.
- Explain the advantages of parametric cost estimation and the application of learning curve models of cost estimation.
- Recognize situations in which project cost estimation is often done poorly.
- Apply both top-down and bottom-up budgeting procedures for cost management.
- Describe the uses of activity-based budgeting and time-phased budgets for cost estimation and control.

CLO4 Prepare a project schedule and analyze resource requirements. The following concepts, skills, and issues are used to support this outcome:

- Construct an activity network.
- Demonstrate activity duration estimation.
- Construct the critical path for a project schedule network.
- Assess the steps that can be employed to reduce the critical path.
- Apply lag relationships to project activities.
- Identify the variety of constraints that can affect a project.
- Discuss how to apply resource-loading techniques to project schedules.
- Apply resource-leveling procedures to project activities.
- Formulate the correct steps necessary to effectively smooth resource requirements across the project life cycle.
- Use Microsoft Project to schedule project resources and to assign specific tasks to team members.

CLO5 Discuss project evaluation and control methods. The following concepts, skills, and issues are used to support this outcome:

- Describe the nature of the control cycle and the key steps in a general project control model.
- Assess the strengths and weaknesses of common project evaluation and control methods
- Apply earned value management.
- Describe the behavioral concepts and other human issues in evaluation and control.

CLO6 Manage the termination of a project. The following concepts, skills, and issues are used to support this outcome:

- Distinguish among the main forms of project termination.
- Explain the key steps in formal project closeout.
- Explain key reasons for early termination of projects

Evaluation

Assessment Type	Percentage
Quizzes and tests	75%
Assignments and projects	25%
Total	100%

Course Completion Requirements

Minimum passing mark of 50% or D is required.

Grading Scale

4.0 Grade Scale	Alpha Grade	Percentage Grade
4.0	A+	93-100
4.0	A	85-92.9
3.7	A-	80-84.9
3.3	B+	77-79.9
3.0	B	74-76.9
2.7	B-	70-73.9
2.3	C+	67-69.9
2.0	C	64-66.9
1.7	C-	60-63.9
1.3	D+	55-59.9
1.0	*D	50-54.9
0.0	F	0-49.9

Land Acknowledgement

We respectfully acknowledge that Keyano College is on Treaty No. 8 Territory, the ancestral and traditional territory of the Cree, Dene, and Métis people.

Review Date: March 4, 2024

Every effort has been made to ensure that information in this course outline is accurate at the time of publication. Keyano College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.

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