SAMPLE COURSE OUTLINE

Course Code, Number, and Title:

BUSM 4100: Project Management

Course Format:
[Course format may vary by instructor. The typical course format would be:]

Lecture 3 h + Seminar 1 h + Lab 0 h

Credits: 3   **Transfer credit:** For information, visit bctransferguide.ca

Course Description, Prerequisites, Corequisites:

Project management is now used in virtually all industries to streamline operations and to improve productivity. Effective project management ensures that a project is completed on time, within budget, and with high quality. This course introduces concepts, skills, and tools that allow students to coordinate and lead projects towards successful completion using a variety of techniques to manage the budget, schedule, and quality of projects that managers are responsible for.

Registration in this course is restricted to students admitted to the BBA program.

Prerequisite(s): Completion of a minimum 54 credits, including CMNS 2228 with a minimum 'C' grade, and six additional credits of university-transferable English or Communications with a minimum 'C' grade.

Learning Outcomes:
Upon successful completion of this course, students will be able to:

- explain the value of project management in organizations
- define and use the four key phases of the project management lifecycle
- use project planning software as a key project tool to create, edit, analyze and report on project information
- discuss the global organization for project management, its methodology and its certification options
- create a project scope statement and project charter for a real, organizational project
- use the work breakdown structure to identify all tasks required to complete the project
- use cost and time estimating tools to assess and determine overall project costs
- use the risk management process to perform a thorough risk analysis on the project
- plan resource needs using formal resource scheduling approaches
- predict project duration
- analyze the evaluation and control of projects
- discuss the important elements of the project completion phase
- analyze management of project details

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- assess project leadership
- discuss network building
- assess conflict management and resolution approaches

Instructor(s): TBA
Office: TBA   Phone: 604 323 XXXX   Email: TBA

Office Hours: TBA

Textbook and Course Materials:
[Textbook selection may vary by instructor. An example of texts and course materials for this course might be:}

Larson, Erik and Clifford Gray. "Project Management: The Managerial Process", 4th-7th edition. New York. McGraw Hill.

Note: *This course may use an electronic (online) instructional resource that is located outside of Canada for mandatory graded class work. You may be required to enter personal information, such as your name and email address, to log in to this resource. This means that your personal information could be stored on servers located outside of Canada and may be accessed by U.S. authorities, subject to federal laws. Where possible, you may log in with an email pseudonym as long as you provide the pseudonym to me so I can identify you when reviewing your class work.*

Assessments and Weighting:
Final Exam 20%
Other Assessments %
(An example of other assessments might be:) %

Midterm exam: 20%
Quizzes/Tests: 10%
Assignments: 10%
Project: 40%

Number of assignments: 2
Participation format: None
Number and variety of writing assignments: 6

Proportion of individual and group work:
Individual: 60%
Group: 40%

Grading System: Letter grade
Specific grading schemes will be detailed in each course section outline.

This generic outline is for planning purposes only.

Topics Covered:
[Topics covered may vary by instructor. An example of topics covered might be:]

1. Introduction to Project Management; Goals of project management; Roles and responsibilities; Project management terminology.
2. Project processes - The project manager's role in the project; The project team's role in the project; Lifecycles of a project; Generating team and sponsor buy-in; Identifying, analyzing, and managing project risk factors
3. Project Scope Management - Developing the scope statement; Defining project deliverables; Conducting a feasibility study; Implementing a task control process; Crafting the project charter.
4. Project communications - General management skills; Conducting successful meetings; Communicating results; Conducting team meetings Managing stakeholder commitment.
5. Project team building - Qualities of an effective project manager; Typical responsibilities of a project manager; Leading project teams; Managing decision making in a project team.
6. Project team building - Developing team member skills; Managing team development; Managing performance; Ensuring quality assurance; Challenges all project teams face
7. Project Management Software - Creating a work breakdown structure in *Microsoft Project 2003*; Managing project elements with *Microsoft Project 2003.*
8. Project Management Software - Developing and following a detailed work plan; Developing and managing a project schedule and budget.
9. Project Planning - Identifying deliverable milestones; Generating project tasks; Developing the project budget; Sequencing tasks with the network diagram;
10. Project Planning - Calculating project critical path; Determining task start and finish; Identifying task float and slack; Assigning task responsibility; Allocating resources to the critical path; Developing a risk management plan.
11. Time, Cost and Quality Management - Identifying and using appropriate tools and techniques to manage project variables.
12. Project Implementation and Control - Tracking and managing the project plan; Identifying and managing issues; Collecting time and cost data; Creating activity/project variance reports; Taking corrective actions and implementing project scope changes.
13. Project Tracking - Project plan review; Critical Path analysis; Gantt versus PERT (Network Diagram); Setting baseline; Updating with actual results; Actual to Baseline comparison; Project Close - Performing the post-project review; Preparing close-out reports; Building team skills for future projects. Critical project success factors; Project termination types; Why projects fail.

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As a student at Langara, you are responsible for familiarizing yourself and complying with the following policies:

College Policies:

[E1003 - Student Code of Conduct](#)
[F1004 - Code of Academic Conduct](#)
[E2008 - Academic Standing - Academic Probation and Academic Suspension](#)
[E2006 - Appeal of Final Grade](#)
[F1002 - Concerns about Instruction](#)
[E2011 - Withdrawal from Courses](#)

Departmental/Course Policies:

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