

Standard Course Outline

MGMT 430 Project Management

I. General Information

- ♦ Course number: MGMT 430
- ♦ Title: Project Management
- ♦ Units: 3
- ♦ Prerequisites: MGMT 300; IS 301
- ♦ Course Coordinator: Department Chair
- ♦ SCO Prepared by: Department Faculty
- ♦ Date prepared/revised: March 13, 2017

II. Catalog Description

Selection of project ideas and implementation of projects. Roles of team member and project manager. Project planning and organization. Budgeting, scheduling, monitoring and controlling, including computerized network models and project management software packages. Final project analysis and termination. Letter grade only (A-F).

III. Curriculum Justification(s)

It has been determined that in any industry there exists first level managers (e.g., manager of logistics department) whose career progression is occasionally limited by virtue of their lack of knowledge of broad business operations. One area that directly impacts a first level manager's promotion is Project Management. Knowledge of principles, methods, and tools of Project Management will enable these managers to more fully participate in managing a project from inception to completion encompassing all business operations, which opens opportunity for career advancement to higher-level management.

IV. Course Objectives, Student Learning Outcomes, Evaluation Instruments, and Instructional Strategies for Skill Development

General Learning Goal – ***Critical Thinking***. Students will be able to demonstrate critical thinking, conceptual learning, and problem-solving skills integrated into the project management discipline.

General Learning Goal – ***Ethics***. Students will be able to demonstrate understanding of the ethical, legal, and social responsibility issues in the project management discipline.

General Learning Goal – ***Team & Interpersonal Skills***. Students will be able to demonstrate interpersonal skills for working in the team-oriented environment of project management.

General Learning Goal – ***Communication***. Students will be able to demonstrate effective written and oral communication skills in English, both relating to the unique project management context.

Management Specific Learning Goal – ***Business Functions***. Students will be able to demonstrate understanding project management processes, methods, and tools for undertaking a business project.

Management Specific Learning Goal – ***Quantitative & Technical Skills***. Students will be able to demonstrate quantitative and technological skills relating to each project management process group.

Management Specific Learning Goal – ***Domestic & Global Environment***. Students will be able to demonstrate knowledge of domestic and global environments from a project management perspective.

V. Outline of Subject Matter

A. SUGGESTED COURSE SCHEDULE / TOPICS TO BE COVERED.

- ♦ Introduction to Projects and Project Management
 - ♦ What are Projects? Project Life Cycle. Distinct Characteristics and Components of Projects. Competing Constraints. Projects within an Organizational Structure.
 - ♦ What is Project Management? PMI® Body of Knowledge. Project Management Process Groups. Risk Management. Project Managers and Managing Conflicts.
- ♦ Project Management Planning Process
 - ♦ Charter, Sponsor, Launch Meeting, Project Management Plan, Work Breakdown Structure, RACI Matrix, Precedence Diagramming Method, Program Evaluation and Review Technique (PERT), Critical Path Method, Schedule Flexibility (i.e., Slack), Scheduling Compression Techniques (e.g., Crashing and Fast Tracking), Gantt Charts, Resource Allocations (e.g., Constrains, Usage Calendar, Loading, Leveling, Smoothing), and Microsoft Office (Recommended, Not Requirement).
- ♦ Project Management Monitoring and Control; Project Auditing and Termination Process
 - ♦ Monitoring and Control. Earned Value Management (i.e., Planned Value, Actual Cost, Earned Value, Variances, Schedule Variance, Cost Variance, Indices, Cost Performance Index, and Schedule Performance Index). Scope Change and Creep Control System/Guidelines (e.g., Benchmark, Critical Ratio, and Control Charts).
 - ♦ Auditing and Termination. Evaluation and Audit Procedures, Different Types of Project Termination, Final Report, and Project Selection Models (Non/Numeric).

B. PERCENTAGE OF CLASS TIME TO BE SPENT ON REQUIRED TOPICS.

Introduction to Projects and Project Management (25% of Class)

Project Management Planning Process (50% of Class)

Project Management Monitoring/Control; Auditing and Termination (25% of Class)

VI. Methods of Instruction

A. INSTRUCTION MODE.

May refer to University policies [Academic Technology and the Mode of Instruction \(PS 03-11\)](#) and [Course Syllabi and Standard Course Outlines \(PS 11-07\)](#), for descriptions of modes of instruction and for guidelines for non-traditional modes of instruction.¹

Traditional Hybrid Local Online Distance Education

¹ The university policies listed are active as of 2015-2016 but may be subject to change in the future. For the most up-to-date policies, refer to the Academic Senate website's [Policy Statements](#).

- B. CLASSROOM ACTIVITIES.** (Optional but highly recommended for core courses)
Instructors should use appropriate instruction methods, developed from the subject matter and are consistent with the course description (Section II) and the course objectives (Section IV). Examples of instruction methods for this course include, but are not limited to: Class lecture, discussions, case studies, simulations, practice problems, applied methods, and presentations.
- C. EXTENT AND NATURE OF TECHNOLOGY USE.** (Optional but highly recommended for core courses) It is recommended that students use Microsoft Project to create Gantt charts.

VII. Information about Textbooks/Readings

- ♦ Recommended textbook:
Larson, E., and Gray, C. *Project Management: The Managerial Process*, McGraw-Hill Irwin.
- ♦ Additional sources and cases may be selected, including:
A Guide to the Project Management Body of Knowledge (PMBOK Guide)

VIII. Instructional Policies Requirements

IX. Course Assessment and Grading (Optional but highly recommended for core courses)

A. DESCRIPTION OF ASSESSMENT.

- ♦ During the progression of this course, instructors will administer examinations consisting of multiple choice, short answer, and/or calculations. All questions should be application-oriented to test a student's practical understanding of the taught/assigned course material.
- ♦ Instructors are encouraged to administer homework or in-class activities for the purpose of evaluating student's skills in applying project management processes, methods, and tools.
- ♦ Instructors are encouraged to assign a semester project that is designed to evaluate written and oral communication as well as captures both team-based and individual performance.

B. GRADING POLICIES AND PROCEDURES.

- ♦ Grading policies, procedures, and the percentage of the course grade associated with each assessment must be explicit on each instructor's syllabus and must be consistent with the University policies on Final Course Grades, Grading Procedures, and Final Assessments. Instructors must develop scoring guidelines for assessments and be available to students.
PS12-03: http://web.csulb.edu/divisions/aa/grad_undergrad/senate/policy/academic/alphabetical/FinalCourseGrades.html

X. Disabilities

- ♦ Students with disabilities are responsible for notifying their instructor as early as possible of their needs for an accommodation of a verified disability. A student with a disability is urged to consult with Disabled Student Services as soon as possible in order to identify possible accommodations to enhance academic success.



XI. Assistive Technology

XII. Bibliography (Optional)

XIII. Consistency of SCO Standards across Sections

- ♦ All future syllabi will conform to the SCO. The course coordinator should review the SCO and offer advice and/or materials to faculty member new to teaching the course. The course coordinator may offer or require regular review of instructors' course materials as well as anonymous samples of student work.

XIV. Additional Resources for Development of Syllabi

- ♦ University policy [Course Syllabi and Standard Course Outlines \(PS 11-07\)](#)
- ♦ Academic Technology (ATS) [Accessible Syllabus Template](#)
- ♦ Faculty Center for Professional Development (FCPD) [Sample Syllabus Template](#)