

SOUTHEAST COMMUNITY COLLEGE
BUSINESS DIVISION
Business Program
Revision Date: 08-19-24

I. CATALOG DESCRIPTION

Course Number: BSAD2560
Course Title: Project Management
Prerequisite(s): None

Catalog Description: Introduction to Project Management with emphasis on each of the 5 phases of a project. Topics will include project phases, key roles, documents with each phase, and best practices to gain a foundational knowledge of the project management lifecycle.

Credit Hours: 3.0
Class Hours: 45
Lab Hours: 0
Total Contact Hours: 45

II. COURSE OBJECTIVES: *Course will*

- A. Provide the basic framework for five project management phases
 - 1. Initiating, planning, executing, controlling, closing
- B. Provide understanding of project documents within project phases
- C. Develop an understanding of basic project management skills
- D. Match key project documents with their components
- E. Distinguish between each of the 5 project phases
- F. Describe change management and conflict management processes
- G. Demonstrate conflict management response and situations
- H. Identify key terminologies for project documents to include but not limited to
 - 1. Project charter, planning plan, communication plan, change management, closing procedure
- I. Identify key terminologies and roles for project members
- J. Demonstrate understanding of key budget formulas for project management
- K. Understand basic organization structures

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES

- A. Student Learning Outcomes: *Student will be able to*
 - 1. Define what is a project is and is not
 - 2. Explain project management phases
 - 3. Identify and define key stakeholder role and responsibilities
 - 4. Recognize project phases as they relate to real world case studies (research)
 - 5. Identify project documents and how they align to each phase
 - 6. Demonstrate knowledge of key budget formulas and strategies in a project
 - 7. Recognize organizational structures
 - 8. Understand resource allocation for projects
 - 9. Write a project charter (group project)
 - 10. Demonstrate conflict management responses (group scenarios)
 - 11. Recognize proper communication methods within a project
 - 12. Understand change management processes
 - 13. Identify the importance of closing a project
- B. General Education Learning Outcomes (GELOs)

1. GELO 3: Critical Thinking and Problem Solving
Outcome 4: Evaluate the validity of arguments, alternatives, data, outcomes, and/or impacts of actions
2. GELO 6: Career and Life Skills
Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE

- A. Project Management Basics
 1. Overview of Project Documents
 2. Overview of Project Phases
 3. Overview of Project Lifecycle
- B. Project Management Skills
- C. Initiating the Project
 1. Project Charter
 2. Business Case
- D. Planning the Project
 1. Project schedule
 2. WBS – Work Breakdown Structure
 3. Resource allocation
 4. Risk management
 5. Communication plan
 6. Procurement plan
 7. Change management processes
 8. Budget
- E. Executing the Project
 1. Deliverable execution
- F. Monitor and Controlling the Project
 1. Risk log
 2. Measuring and report tools
 3. Change control
- G. Closing the Project
 1. Transition
 2. Project sign off
 3. Archive project documents
 4. Lessons learned
 5. Release documents
 6. Close contracts

V. INSTRUCTIONAL MATERIALS

- A. Required text(s): Oguz, Abdullah. *Project Management: Navigating the Complexity with a Systematic Approach*. Current Edition. MSL Academic Endeavors.

VI. METHODS OF PRESENTATION/INSTRUCTION

- A. Lecture
- B. Video Presentation
- C. PowerPoint presentation
- D. Role Play/Scenarios
- E. Small group activities
- F. Class discussion
- G. Internet research
- H. Possible online software

VII. METHODS OF EVALUATION

- A. Projects
 - B. Case studies
 - C. Exams
 - D. SCC STANDARD GRADING SCALE POLICY
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|----|--------|----|----------|
| A+ | 95-100 | C+ | 75-79 |
| A | 90-94 | C | 70-74 |
| B+ | 85-89 | D+ | 65-69 |
| B | 80-84 | D | 60-64 |
| | | F | Below 60 |

VIII. SPECIFIC COURSE REQUIREMENTS

- A. Course Prerequisite: None
- B. Other requirements: Determined by the instructor and college