

FLORIDA STATE COLLEGE AT JACKSONVILLE

COLLEGE CREDIT COURSE OUTLINE

COURSE NUMBER:	MAN 2582
COURSE TITLE:	Introduction to Project Management
PREREQUISITE(S):	None
COREQUISITE(S):	None
CREDIT HOURS:	3
CONTACT HOURS/WEEK:	3
CONTACT HOUR BREAKDOWN:	
Lecture/Discussion:	3
Laboratory:	
Other: _____:	
FACULTY WORKLOAD POINTS:	3
STANDARDIZED CLASS SIZE ALLOCATION:	24

CATALOG COURSE DESCRIPTION:

This introductory course in project management concepts, with Microsoft Project® application, is designed to prepare students to utilize project management techniques in the workplace. Further, the course will prepare the student for further study in project management and related areas. The course will pay particular attention to the nine functional areas of project: Scope, Time, Cost, Quality, Human Resources, Communication, Risk, Procurement, and Integration and their relationship to Initiation, Planning, Execution, Controlling, and Closing. The course will introduce project management software using Microsoft Project®. Where applicable this course is in alignment with the American National Standards Institute (ANSI) for project management. Students should have computer literacy with Windows® Operating System.

REQUIRED TEXT:	Lewis, James P., <u>Project Planning, Scheduling & Control: A Hands-On Guide to Bringing Projects in on Time and on Budget</u> , Latest Edition, Irwin Professional Publishing
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REQUIRED TEXT: (CONTINUED)

Duncan, William R., *A Guide To The Project Management Body of Knowledge*, Project Management Institute, 130 South State Road, Upper Darby, PA, ISBN 1-880410-12-5 Latest Edition, Note: You may download for free, and print the manual from: <http://www.pmi.org>

ADDITIONAL TEXTS:

Meredith, Jack R. and Samuel J. Mantel, Jr., *Project Management: A Managerial Approach*, Latest Ed., J. Wiley & Sons, Inc. New York,

Pyron, T. *Using Microsoft® Project 98*, Current Edition, Que Corporation, IN., ISBN 0-7897-1252-0

SUGGESTED WEB SITES:

<http://www.microsoft.com>

<http://www.pmi.org>

IMPLEMENTATION DATE:

Fall Term, 2000

REVIEW OR MODIFICATION DATE:

Fall Term, 2002 (20031)

Fall Term, 2008 (20091) - Outline Review 2007

COURSE TOPICS	CONTACT HOURS <u>PER TOPIC</u>
I. Course Overview & Introduction	4
A. What is Project Management?	
B. Introduction of the Guide to the PMBOK®	
C. Introduction to MS Project®	
II. An Introduction to Project Planning	5
A. Planning as a means for control	
B. Mistakes in planning	
C. The project notebook	
D. Sign-off of the plan	
E. Developing a problem statement	
F. Open- and close-ended problems	
G. Phased planning	
H. Project planning steps	
I. Learning the basics of MS Project® (Lab required)	
III. Project Mission and Project Strategy	4
A. The mission statement	
B. The mission identification process	
C. Strategic planning and projects	
D. Formulating project strategy	
E. SWOT Analysis	
F. Risk Analysis	
G. Force Field Analysis	
IV. Work Breakdown Structure	3
A. Using the Work Breakdown Structure	
B. Developing the WBS	
C. Using the WBS to show project scope	
D. Initiation	
E. Scope Planning	
F. Scope Definition	
V. Developing the Project Schedule	8
A. The purpose of scheduling	
B. The Critical Path	
C. The Activity on Node Diagram	
D. Level of detail in scheduling	
E. Activity Definition	
F. Activity Sequencing-Forward and Backward Pass	
G. Activity Duration Estimating -PERT Estimating	
H. Schedule Development	
I. Lead and Lag	

COURSE TOPICS (CONTINUED)		CONTACT HOURS <u>PER TOPIC</u>
VI.	Ms Project Lab Exercise	4
	A. Entering Tasks and Duration	
	1. Entering Tasks	
	2. Using the PERT Entry Sheet	
	B. Assigning Task Inter-dependency	
	C. Assigning Lead and Lag	
	D. Working with Task Constraints	
	E. View the PERT Chart	
	F. Using the Gantt Chart Wizard	
VII.	Project Cost Management	4
	A. Resource Planning	
	B. Cost Estimating/Cost Budgeting	
	C. Establishing a Cost Performance Baseline	
VI.	MS Project Lab Exercise	4
	A. Establishing a Resource Pool	
	B. Using Organizer	
	C. Assigning a Resource Vacation	
	D. Assigning the Pool to a Project	
	E. Assigning Resources to a Task	
	F. Resolving a Resource Over-allocation	
	G. Assigning more resources to shorten task	
	H. Using Filter in MS Project	
VIII.	Concepts of Project Control and Evaluation	4
	A. Concept of Control	
	B. Why Control System Fail	
	C. Components of a Project Control System	
	D. Progress Reports	
	E. Changes to the plan	
	F. Project Evaluation	
	G. Conducting the Project Audit	
IX.	MS Project Lab Exercise	2
	A. Using Standard Reports	
	B. Setting a Baseline	
X.	Exams	3

PROGRAM TITLE: Business Administration
COURSE TITLE: Introduction to Project Management
CIP NUMBER: AS-0506040102/AAS-156040102

LIST PERFORMANCE STANDARD ADDRESSED:

01.0 PERFORM MATH COMPUTATIONS --The student will be able to:

- 01.08 Determine elapsed time between two events, stated in seconds, minutes, hours, days, weeks, months or years.
- 01.09 Determine whether sufficient, insufficient, or extraneous information is given for solving a problem.

04.0 PERFORM COMMUNICATION ACTIVITIES --The student will be able to:

- 04.01 Follow oral and written instructions.
- 04.02 Compose business correspondence and related documents.
- 04.04 Participate in a group discussion as a member and as a leader.
- 04.05 Obtain appropriate information from graphics, maps, or signs.
- 04.06 Locate and record information retrieved from written resources including current business periodicals.
- 04.09 Research and compose a document containing statistical information.
- 04.11 Prepare visual material to support an oral presentation.

08.0 PERFORM INFORMATION PROCESSING ACTIVITIES --The student will be able to:

- 08.01 Demonstrate a knowledge of data processing concepts.
- 08.02 Identify computer hardware components and software.
- 08.03 Identify the major programming languages used in business data processing.
- 08.04 Locate requested information on a computer printout.
- 08.05 Locate errors on a computer printout.
- 08.06 Operate a microcomputer and appropriate software.

11.0 PERFORM DECISION MAKING ACTIVITIES --The student will be able to:

- 11.01 List the steps in problem solving.
- 11.02 Demonstrate the ability to determine the proper priority of work.
- 11.06 Choose appropriate action in situations requiring effective time management.
- 11.07 Identify ways to assign work to others.

12.0 IDENTIFY, CLASSIFY, AND DEMONSTRATE MANAGEMENT ACTIVITIES --The student will be able to:

- 12.03 Identify the major functions of management.
- 12.04 Classify activities as part of the planning function of management.
- 12.05 Classify activities as part of the organizing function of management.
- 12.06 Classify activities as part of the staffing function of management.
- 12.07 Classify activities as part of the directing function of management.
- 12.08 Classify activities as part of the controlling function of management.
- 12.12 Identify problems and make an appropriate decision.

