

# Course Syllabus

**Department:** Business

**Date:** 11/13

**I. Course Prefix and Number:** BUS 241

**Course Name:** Project Management

**Credit Hours and Contact Hours:** 3 credit hours and 3 contact hours

**Catalog Description including pre- and co-requisites:** *supporting data required for grade prerequisite of 'C' or higher.*

An introductory course that covers the fundamental concepts and theory involved in managing a project. Also included is instruction in project management software that complements the concepts and theory.

**Relationship to Academic Programs and Curriculum including SUNY Gen Ed designation if applicable:**

Project Management is a general elective for the Administrative Professional degree and a business or general elective for the AS and AAS Business Administration degree.

**II. Course Student Learning Outcomes:** *State the student learning outcome(s) for the course (e.g. Student will be able to identify...)*

Upon completion of this course students will be able to:

- Identify the parts of a project and plan one
- Create a project schedule and execute the schedule
- Communicate project information
- Assign resources and costs to a project
- Track the progress of a project
- Close the project
- Use project management software to complete each part of the project

**College Learning Outcomes Addressed by the Course:** *(check each College Learning Outcome addressed by the Student Learning Outcomes)*

- |   |   |
|---|---|
| <input type="checkbox"/> writing                        | <input checked="" type="checkbox"/> computer literacy |
| <input checked="" type="checkbox"/> oral communications | <input type="checkbox"/> ethics/values                |
| <input checked="" type="checkbox"/> reading             | <input type="checkbox"/> citizenship                  |
| <input checked="" type="checkbox"/> mathematics         | <input type="checkbox"/> global concerns              |
| <input checked="" type="checkbox"/> critical thinking   | <input type="checkbox"/> information resources        |

**III. Assessment Measures (Summarize how the college and student learning outcomes will be assessed):** *For each identified outcome checked, please provide the specific assessment measure.*

List identified College Learning Outcomes(s)	Specific assessment measure(s)
<i>eg: writing</i>	<i>eg: student will complete a research paper</i>
Oral communications	Discussions assess oral communications
Reading	Interpretation and implementation of assignments and exams assess reading.
Mathematics	Case studies and assignments will assess mathematics
Critical thinking	In-class activities and assignments assess critical thinking.
Computer literacy	Hands-on assignments assess computer literacy.
Information resources	Case studies and assignments will assess information resources

#### IV. Instructional Materials and Methods

##### Types of Course Materials:

Textbook

##### Methods of Instruction (e.g. Lecture, Lab, Seminar ...):

- Lecture
- Individualized Instruction
- Demonstration
- Case Studies and Assignments
- Discussions

#### V. General Outline of Topics Covered:

##### Planning a Project

1. Establish Project Goals
2. Learn Terminology
3. Determine Process Groups
4. Understand the Benefits of Project Management Software

##### Creating a Project Schedule

1. Start a New Project and Examine Schedule Defaults
2. Review Task Information
3. Examine Project Calendars
4. Enter and Edit Tasks, Durations, and Milestones
5. Understand, Create, and Edit Task Dependencies
6. Create a Work Breakdown Structure

##### Communicating Project Information

1. Create Reports

2. Understand the Critical Path
3. Filter Tasks
4. Format a Gantt Chart, Entry Table, and Timescale
5. Work with Network Diagram
6. Change Task Information, Calendars, and Task Constraints

### Assigning Resources and Costs

1. Enter Cost and Resource Data
2. Explore Resource Information
3. Assign Resources to Tasks
4. Understand the Relationship Among Work, Duration, and Units
5. Create a Fixed-Duration Task
6. Examine Resource Information
7. Level Over Allocations
8. Use Level Tools
9. Understand the Relationship Between the Critical Path, Free Slack, and Total Slack
10. Communicate Custom Reports
11. Use the Team Planner
12. Project Summary Information

### Tracking Progress and Closing the Project

1. Understand Baseline and Interim Plans
2. Track Variance
3. Create an Interim Plan
4. Understand Conflicts and Update the Project
5. Track Costs
6. Work with Baselines
7. Create Custom Table and a Custom View
8. Examine Slack and Slippage
9. Use Progress Lines and Project Progress Reports
10. Develop a Custom Report
11. Closing a Project