



# Broward Community College

## Course Outline

STATUS:   A  

COMMON COURSE NUMBER:   GRA 2403  

COURSE TITLE:   Principles of Project Management  

CREDIT HOURS:           3          

CONTACT HOURS BREAKDOWN:

Lecture/Discussion           48          

Lab                   0          

Other                   0          

Contact Hours/Week           3          

CATALOG COURSE DESCRIPTION:

Prerequisite: None

Co requisite: None

Students in this course will gain a comprehensive understanding of the skills required of project managers. This includes software presentation training, instruction in monitoring and controlling projects, procurement planning techniques, and an introduction to using project management software.

UNIT TITLES:

1. Introduction to project management.
2. Developing leadership skills.
3. Conducting productive meetings.
4. Planning project activities.
5. Monitoring & controlling projects.
6. Planning procurement activities.
7. Using project management tools.
8. Introduction to MS project.
9. Working with Labor Unions.

## **I. Course Overview:**

Upon successful completion of this course, the students should be able to identify the responsibilities of a project manager, use leadership and management skills to conduct productive meetings, develop project plans, create procurement plans, monitor project costs, understand the role of labor unions, and initiate projects using project management software.

## **II. Units:**

### **Unit 1. 1. Introduction to Project Management**

#### General Outcome:

1.0 The students should be able to identify the basic responsibilities of a project manager, describe a project's life cycle, and discuss several types of projects.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Discuss the responsibilities of a Project Manager.
- 1.2 Describe the basic components of a project.
- 1.3 Define project life cycles.
- 1.4 Read/understand statement(s) of work.
- 1.5 Discuss various types of projects.

## Unit 2. 2. Developing Leadership Skills

### General Outcome:

2.0 The students should be able to describe different leadership styles, team-building methods, techniques used to motivate team-members, and identify variables that impact the communication process.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Describe stewardship responsibilities of a PM.
- 2.2 Become familiar with team building methods.
- 2.3 Discuss leadership styles.
- 2.4 Discuss concerns of leading multi-cultural work forces.
- 2.5 Discuss team selection methods.
- 2.6 Discuss the basic elements of communication.
- 2.7 Identify barriers to the communication process.
- 2.8 Become familiar with conflict management techniques.

**Unit 3. 3. Conducting Productive Meetings**

General Outcome:

3.0 The students should be able to develop meeting agendas and conduct productive meetings.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Describe the purpose of project meetings.
- 3.2 Establish meeting agendas.
- 3.3 Understand the importance of meeting archives.
- 3.4 Conduct non-traditional meetings.

## Unit 4. 4. Planning Project Activities

### General Outcome:

4.0 The students should be able to define project requirements, use diagrams to illustrate project components, and approximate resource requirements.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Define project requirements.
- 4.2 Develop Work Breakdown Structures.
- 4.3 Create network diagrams.
- 4.4 Discuss risk management.
- 4.5 Estimate required resources.
- 4.6 Develop a project plan.

## Unit 5. 5. Monitoring & Controlling Projects

### General Outcome:

5.0 The students should be able to calculate the duration a project, compare a project's progression with established metrics, and update the plan.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Describe scheduling techniques.
- 5.2 Calculate project's percent complete.
- 5.3 Update project's plan.
- 5.4 Discuss project metrics.
- 5.5 Describe project reporting and reviews.
- 5.6 Identify the impact of 'scope creep'

## Unit 6. 6. Planning Procurement Activities

### General Outcome:

6.0 The students should be able to describe the procurement responsibilities of a project manager, evaluate supplier discounts, and evaluate proposals.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 6.1 Describe issues relating to Planning Procurement Activities.
- 6.2 Discuss the PMS role as buyer and seller.
- 6.3 Discuss supplier selection.
- 6.4 Understand procurement costs.
- 6.5 Discuss mark-ups and discounts.
- 6.6 Discuss the importance of monitoring suppliers.
- 6.7 Understand administration of supplier contracts.
- 6.8 Evaluate Proposals.

## Unit 7. 7. Using Project Management Tools

### General Outcome:

7.0 The students should be able to use common production software to illustrate a project's progression and perform financial calculations.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 7.1 Use MS Power Point to create a presentation.
- 7.2 Use Excel to perform basic financial calculations.
- 7.3 Create charts and reports using software.
- 7.4 Discuss the advantages of project management software.

## Unit 8. 8. Introduction to MS Project

### General Outcome:

8.0 The students should be able to use project management software to create a hierarchy of tasks, assign resources and create reports.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 8.1 Identify the basics of MS project.
- 8.2 Produce a new MS Project document.
- 8.3 Create a task list.
- 8.4 Enter scheduling requirements.
- 8.5 View project schedule.
- 8.6 Assign resources and costs to tasks.
- 8.7 Prints views and reports.

**Unit 9. 9. Labor Unions**

General Outcome:

9.0 The students should be able to describe a project manager's responsibilities when working with labor unions.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 9.1 Discuss the history of labor unions.
- 9.2 Identify why workers join unions.
- 9.3 Discuss the advantages of employing union workers.
- 9.4 Describe the role of union stewards.
- 9.5 Discuss safety issues.
- 9.6 Identify worker's rights.
- 9.7 Describe the PMS responsibilities when working with unions.