

## Washtenaw Community College Comprehensive Report

### BMG 291 Project Management Effective Term: Fall 2022

#### Course Cover

**College:** Business and Computer Technologies

**Division:** Business and Computer Technologies

**Department:** Business

**Discipline:** Business Management

**Course Number:** 291

**Org Number:** 13210

**Full Course Title:** Project Management

**Transcript Title:** Project Management

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

**Consultation with all departments affected by this course is required.**

**Course description**

**Outcomes/Assessment**

**Objectives/Evaluation**

**Rationale:** The previous syllabus (2012) included using Microsoft Project as a tool to manage projects. That software program is no longer available for free to students, so the course has been revised to accommodate that change.

**Proposed Start Semester:** Fall 2022

**Course Description:** In this course, students will develop the competencies and skills for planning and controlling projects using project management tools and techniques. Students will learn key project management skills and strategies, and will have the opportunity to apply this knowledge through assignments. The course will cover the following project management processes as outlined by the Project Management Institute: initiation, planning, execution, monitor and control, and closure.

#### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor: 45 Student: 45**

**Lab: Instructor: 0 Student: 0**

**Clinical: Instructor: 0 Student: 0**

**Total Contact Hours: Instructor: 45 Student: 45**

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

#### College-Level Reading and Writing

College-level Reading & Writing

#### College-Level Math

## **Requisites**

### **General Education**

#### **Request Course Transfer**

##### **Proposed For:**

Eastern Michigan University  
 Ferris State University  
 Grand Valley State University  
 Jackson Community College  
 Kendall School of Design (Ferris)  
 Lawrence Tech  
 Michigan State University  
 Oakland University  
 University of Detroit - Mercy  
 University of Michigan  
 Wayne State University  
 Western Michigan University  
 Other :  
 College for Creative Studies  
 Central Michigan University

#### **Student Learning Outcomes**

1. Recognize project management concepts, processes, and practices.

##### **Assessment 1**

Assessment Tool: Outcome-related unit test questions  
 Assessment Date: Spring/Summer 2024  
 Assessment Cycle: Every Three Years  
 Course section(s)/other population: All sections  
 Number students to be assessed: All students  
 How the assessment will be scored: Answer key  
 Standard of success to be used for this assessment: 70% of the students will score 70% or above.  
 Who will score and analyze the data: Departmental faculty

2. Apply project management concepts, processes, and practices to real-world scenarios.

##### **Assessment 1**

Assessment Tool: Outcome-related assignments  
 Assessment Date: Spring/Summer 2024  
 Assessment Cycle: Every Three Years  
 Course section(s)/other population: All sections  
 Number students to be assessed: All students  
 How the assessment will be scored: Outcome-related rubrics  
 Standard of success to be used for this assessment: 70% of students will score 70% or higher on each outcome-related assignment.  
 Who will score and analyze the data: Departmental faculty

#### **Course Objectives**

1. Identify the stages of the project management life cycle.
2. Identify the processes associated with each of the stages of the life cycle.
3. Identify the information needed in a project charter.
4. Describe the role and responsibilities of the project manager, project team, and other stakeholders.
5. Manage the three constraints of project management: scope, cost, and time.

6. Identify all stakeholders, their level of interest and influence, and the required communication strategy.
7. Distinguish between macro and micro estimating methods.
8. Create estimates using both analogous and parametric methodologies.
9. Create a work breakdown structure.
10. Calculate simple average and weighted average for three-point estimates.
11. Create a Gantt chart and interpret the results.
12. Create a network diagram using the Precedence Diagram Method (PDM).
13. Calculate the critical path for a project based on a network diagram.
14. Recognize the difference between fast-tracking, laddering, and crashing when compressing an existing project schedule.
15. Calculate planned value, actual costs, budget at completion, and earned value.
16. Calculate cost variance, schedule variance, cost performance index, schedule performance index, percent complete index-budget, and percent complete index-cost.
17. Recognize the activities involved in officially and formally closing a project and the benefits of doing so.

## New Resources for Course

### Course Textbooks/Resources

Textbooks  
Manuals  
Periodicals  
Software

### Equipment/Facilities

Level III classroom

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
<b>Faculty Preparer:</b> <i>Cheryl Byrne</i>	<i>Faculty Preparer</i>	<i>Jan 31, 2022</i>
<b>Department Chair/Area Director:</b> <i>Douglas Waters</i>	<i>Recommend Approval</i>	<i>Feb 01, 2022</i>
<b>Dean:</b> <i>Eva Samulski</i>	<i>Recommend Approval</i>	<i>Feb 01, 2022</i>
<b>Curriculum Committee Chair:</b> <i>Randy Van Wagnen</i>	<i>Recommend Approval</i>	<i>Mar 03, 2022</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>Mar 09, 2022</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>Mar 10, 2022</i>

# Washtenaw Community College Comprehensive Report

## BMG 291 Project Management Effective Term: Fall 2012

### Course Cover

**Division:** Business and Computer Technologies

**Department:** Business

**Discipline:** Business Management

**Course Number:** 291

**Org Number:** 13210

**Full Course Title:** Project Management

**Transcript Title:** Project Management

**Is Consultation with other department(s) required:** No

**Publish in the Following:** College Catalog , Time Schedule , Web Page

**Reason for Submission:** Three Year Review / Assessment Report

**Change Information:**

#### **Outcomes/Assessment**

**Rationale:** Update assessment and outcomes/objectives based on assessment work.

**Proposed Start Semester:** Fall 2012

**Course Description:** Students will learn and utilize the Project Management Methodology along with the general functions of management. Using project management software, team strategies, business applications and effective communication controls, students will plan and manage projects. The course will cover the following project management knowledge areas as outlined by the Project Management Institute: integration management, scope management, time management, cost management, human resources management, and communications management.

### Course Credit Hours

**Variable hours:** No

**Credits:** 3

**Lecture Hours: Instructor:** 45 **Student:** 45

**Lab: Instructor:** 0 **Student:** 0

**Clinical: Instructor:** 0 **Student:** 0

**Total Contact Hours: Instructor:** 45 **Student:** 45

**Repeatable for Credit:** NO

**Grading Methods:** Letter Grades

Audit

**Are lectures, labs, or clinicals offered as separate sections?:** NO (same sections)

### College-Level Reading and Writing

College-level Reading & Writing

### College-Level Math

#### Requisites

#### General Education

#### Request Course Transfer

**Proposed For:**

Eastern Michigan University

### Student Learning Outcomes

1. Evaluate and manage projects using the Project Management Methodology.

**Assessment 1**

**Assessment Tool:** Comprehensive exam with questions equivalent to sample questions from the Certified Associate in Project Management Certification Exam

**Assessment Date:** Fall 2015

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All sections

**Number students to be assessed:** All students

**How the assessment will be scored:** Answer Key

**Standard of success to be used for this assessment:** 70% of the students will score 70% or above.

**Who will score and analyze the data:** Instructor

2. Apply the functions of management and the project management methodology in managing a project.

**Assessment 1**

**Assessment Tool:** Student Group Project

**Assessment Date:** Fall 2015

**Assessment Cycle:** Every Three Years

**Course section(s)/other population:** All sections

**Number students to be assessed:** All students (every group project)

**How the assessment will be scored:** Each group project will be evaluated against a project rubric by two departmental faculty members and an average score will be calculated.

**Standard of success to be used for this assessment:** Each group will receive an average score of 70% or greater on project.

**Who will score and analyze the data:** Departmental faculty will score and analyze the data.

**Course Objectives**

1. Apply the Project Management Methodology by managing a project.  
**Matched Outcomes**
2. Identify the stages in the project management life cycle.  
**Matched Outcomes**
3. Explain the major tasks in the Project Management Methodology.  
**Matched Outcomes**
4. Apply the functions of management by managing a project.  
**Matched Outcomes**
5. Compare and contrast how project management differs from traditional management.  
**Matched Outcomes**
6. Rationalize the value of project management as an effective way to achieve results.  
**Matched Outcomes**
7. Learn about careers and resources in Project Management.  
**Matched Outcomes**
8. Describe the role and responsibility of the project manager and project team.  
**Matched Outcomes**
9. Identify and begin to develop the unique skills needed to be a project manager.  
**Matched Outcomes**
10. Describe the characteristics of an effective team and the tools to help team build.  
**Matched Outcomes**
11. Develop and contribute to a team for effective results.  
**Matched Outcomes**
12. Manage the four constraints of Project Management: scope, cost, schedule and customer satisfaction.  
**Matched Outcomes**
13. Define a project and develop a scope statement.  
**Matched Outcomes**

14. Create a project plan and schedule tasks.  
**Matched Outcomes**
15. Create a work break down structure and network diagram.  
**Matched Outcomes**
16. Apply a budget to a project and its tasks.  
**Matched Outcomes**
17. Use MS Project's basic features to define a project, resources and budget.  
**Matched Outcomes**
18. Design communication and project controls for effective reporting and analysis on project progress to complete a project on time and within budget.  
**Matched Outcomes**
19. Make creative decisions to resolve problems within a project that affect scope, cost, customer satisfaction and schedule.  
**Matched Outcomes**
20. Use MS Project to manage and control a project.  
**Matched Outcomes**
21. Utilize key financial measures to evaluate cost performance (CAC, TBD, CBC, and CEV).  
**Matched Outcomes**
22. Calculate earned value, committed costs, and variances as proactive measures to identify problems and opportunities.  
**Matched Outcomes**

## **New Resources for Course**

### **Course Textbooks/Resources**

#### Textbooks

Gido & Clements. *Successful Project Management*, 5th ed. South Western, 2012, ISBN: ISBN-13: 978.

#### Manuals

#### Periodicals

#### Software

### **Equipment/Facilities**

Level III classroom

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Kimberly Hurns</i>	<i>Faculty Preparer</i>	<i>Mar 06, 2012</i>
<b>Department Chair/Area Director:</b> <i>Colette Young</i>	<i>Recommend Approval</i>	<i>Mar 09, 2012</i>
<b>Dean:</b> <i>Rosemary Wilson</i>	<i>Recommend Approval</i>	<i>Apr 02, 2012</i>
<b>Vice President for Instruction:</b> <i>Stuart Blacklaw</i>	<i>Approve</i>	<i>May 15, 2012</i>