

# SOPHIA Learning

## PM1001- Project Management (3 semester credits)

### COURSE DESCRIPTION

Students in this course will go through the life cycle of managing a project, from designing the scope to completing the project and celebrating success. Along the way students will gain applied experience with project planning as well as managing project resources and risks.

**Course Effective Dates:** September 2019

**Prerequisite(s):** No prerequisites

**Length of course:** This is a self-paced course. Students have 60 days with an additional 30 day extension (if needed) to complete the course.

**ACE CREDIT® Recommendation:** In the lower-division baccalaureate/associate degree category, 3 semester hours in project management (8/19).

### LEARNING OUTCOMES

Upon completion of the course, the student will be able to:

1. Analyze the beginning of the project
2. Illustrate the project planning process
3. Apply project management skills
4. Evaluate project completion

### OUTLINE OF MAJOR CONTENT AREAS

- Project Stakeholders
- Project Manager Roles & Responsibilities
- Project Approaches and Methodologies
- Project Life Cycle & Processes
- Time, Scope, and Cost
- Project Success & Failure
- Project Scope
- Defining Project Rationale
- Gathering Stakeholder Expectations
- Determining Project Outcomes
- Writing SMART Goals
- Estimating
- Identifying Project Risks
- Gaining Scope Approval
- Project Planning
- Creating a WBS
- Resource Planning
- Procuring Resources
- Assigning People to Tasks
- Project Schedule
- Sequencing & Dependencies
- Time and Effort Estimates

- Visually Representing the Project Schedule
- Project Budgeting
- Budget Methods and Evaluation
- Classifying and Recording Risks
- Planning Phase Risks
- Responsibility Matrix
- Communication Planning
- Status Reporting Plan
- Gaining Approval
- Project Communications
- Communicating Effectively
- Communication Mediums
- Individual and Team Accountability
- Leadership & Motivation
- Kick off Meeting
- Overview of Monitoring Progress
- Monitoring Time
- Monitoring Cost
- Monitoring Scope
- Managing Project Risks
- Change Management
- Change Request and Implementation
- Phase 3 Approval Lesson
- Closing Process
- Evaluating Project Readiness
- When the Project isn't Ready
- Evaluating & Reporting Project Success
- Project Approval
- Lessons Learned
- Warehousing Information
- Transferring ownership
- Evaluating Project Team
- Celebrating Project Completion
- Project Management in Context
- Project Life Cycle Review

## **GRADING**

This is a pass/fail course. Students are required to complete all 8 formative and 4 summative assessments with an overall course average of 70% or better.