

# Project Management and Coordination

## Course Outcome Summary

### Course Information

<b>Organization</b>	Madison Area Technical College
<b>Developers</b>	Dennis James
<b>Development Date</b>	12/2/2003
<b>Course Number</b>	10-106-186
<b>Instructional Level</b>	Associate Degree
<b>Potential Hours of Instruction</b>	36
<b>Total Credits</b>	2

### Description

Plan and coordinate projects, develop timelines, determine priorities, increase individual and team productivity, control the workday and allocate resources using graphic tools such as MS Project software and GANTT and PERT charts. Project management and coordination techniques and concepts are learned by examining case studies and completing a project.

### Types of Instruction

<b>Instruction Type</b>	<b>Contact Hours</b>	<b>Credits</b>
Online Learning	36	2

### Textbooks

Clifford F. Gray and Erik W. Larson. *Project Management - The Managerial Process*. McGraw-Hill Irwin. 2003. **Edition:** 2. **Pages:** 574. **ISBN:** 0-07-249392-5.

### Prerequisites

Must be taken in final semester of program.

### Exit Learning Outcomes

#### Core Abilities

- A. Communication
- B. Critical thinking

#### Competencies

- A. Examine the role of project management**  
**You will demonstrate your competence:**
  - A.1. by completing a self quiz
  - A.2. by examining project activities and classifying according to project phase
  - A.3. in a classroom discussion**Your performance will be successful when:**
  - A.1. you complete a self assessment on terms and definitions
  - A.2. you classify each phase of project management and when it is used
  - A.3. you participate in a discussion comparing different project manager roles
- B. Identify phases of project management**  
**You will demonstrate your competence:**

B.1. on assigned exercises

B.2. on quizzes

**Your performance will be successful when:**

B.1. you identify the key features of the 5 phases of project management

B.2. you identify the scope and application of project management

B.3. you enter into class discussions regarding the phases of project management

B.4. you attend class regularly

B.5. class assigned exercise fulfills a clear purpose

B.6. class assigned exercise shows evidence of logical criteria thinking

B.7. class assigned exercise follows prescribed format, meeting criteria for all components

B.8. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax

B.9. class assigned exercise exhibits correct and appropriate vocabulary usage

**C. Develop project proposal**

**You will demonstrate your competence:**

C.1. in case study activity and project summation

C.2. in explanation of completed outline for the project

C.3. in classroom discussion

**Your performance will be successful when:**

C.1. you participate in team based case study

C.2. you complete proposal outline using checklist of required components

C.3. you analyze needs and develops proposed solution

C.4. you enter into class discussions

C.5. you offer questions or comments to the web

C.6. you attend class regularly

C.7. class assigned exercises fulfil a clear purpose

C.8. class assigned exercise shows evidence of logical criteria thinking

C.9. class assigned exercise follows prescribed format, meeting criteria for all components

C.10. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax

C.11. class assigned exercise exhibits correct and appropriate vocabulary usage

**D. Identify people management skills needed for effective project management**

**You will demonstrate your competence:**

D.1. on assigned exercises

D.2. on quizzes

**Your performance will be successful when:**

D.1. you enter into class discussions regarding people management skills

D.2. you attend class regularly

D.3. class assigned exercise fulfills a clear purpose

D.4. class assigned exercise shows evidence of logical criteria thinking

D.5. class assigned exercise follows prescribed format, meeting criteria for all components

D.6. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax

D.7. class assigned exercise exhibits correct and appropriate vocabulary usage

**E. Incorporate team work throughout project experience**

**You will demonstrate your competence:**

E.1. written reflection on case study analysis

E.2. on assigned exercises

E.3. in case study activity and project summation

**Your performance will be successful when:**

- E.1. you lead an on-line group discussion
- E.2. you participate in group case study analysis and communicates results
- E.3. you identify four stages of team development
- E.4. you attend class regularly
- E.5. class assigned exercise fulfills a clear purpose
- E.6. class assigned exercise shows evidence of logical criteria thinking
- E.7. class assigned exercise follows prescribed format, meeting criteria for all components
- E.8. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax
- E.9. class assigned exercise exhibits correct and appropriate vocabulary usage

**F. Examine project constraints****You will demonstrate your competence:**

- F.1. on assigned exercises
- F.2. in case study activity and project summation

**Your performance will be successful when:**

- F.1. you explain the theory of constraints
- F.2. you explain the eight types of project constraints
- F.3. you enter into class discussions with their own examples of project constraints
- F.4. you attend class regularly
- F.5. class assigned exercise fulfills a clear purpose
- F.6. class assigned exercise shows evidence of logical criteria thinking
- F.7. class assigned exercise follows prescribed format, meeting criteria for all components
- F.8. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax
- F.9. class assigned exercise exhibits correct and appropriate vocabulary usage

**G. Coordinate multiple projects****You will demonstrate your competence:**

- G.1. on assigned exercises
- G.2. in case study activity and project summation

**Your performance will be successful when:**

- G.1. you establish clear goals
- G.2. you identify team skills needed for successful project completion
- G.3. you plan a multiple project schedule identifying key constraints
- G.4. you establish checkpoints
- G.5. you develop communication plan
- G.6. you identify resources
- G.7. you identify methods for overcoming obstacles
- G.8. you conduct a meeting
- G.9. you develop a contingency plan

**H. Examine ways to track project progress****You will demonstrate your competence:**

- H.1. on assigned exercises
- H.2. in a quiz
- H.3. in case study activity and project summation

**Your performance will be successful when:**

- H.1. you explain how a Gantt chart is used to track project progress
- H.2. you explain three levels of project tracking
- H.3. you identify the key tracking strategies to use in keeping a project on track
- H.4. you enter into class discussions to demonstrate understanding of project tracking

- H.5. you attend class regularly
- H.6. class assigned exercise fulfills a clear purpose
- H.7. class assigned exercise shows evidence of logical criteria thinking
- H.8. class assigned exercise follows prescribed format, meeting criteria for all components
- H.9. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax
- H.10. class assigned exercise exhibits correct and appropriate vocabulary usage

**I. Produce a project timeline using Microsoft's Project Manager**

**You will demonstrate your competence:**

- I.1. in an on-line discussion
- I.2. by completing Gantt and PERT charts
- I.3. on assigned exercises
- I.4. in case study activity and project summation

**Your performance will be successful when:**

- I.1. you complete Gantt chart
- I.2. you complete a PERT chart
- I.3. you complete an on-line tutorial
- I.4. you identify the capabilities of Project Manager
- I.5. you analyze other project manager software
- I.6. you offer questions or comments to the web regarding Project Manager
- I.7. you attend class regularly
- I.8. class assigned exercise fulfills a clear purpose
- I.9. class assigned exercise shows evidence of logical criteria thinking
- I.10. class assigned exercise follows prescribed format, meeting criteria for all components
- I.11. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax
- I.12. class assigned exercise exhibits correct and appropriate vocabulary usage

**J. Develop a personal philosophy of project management**

**You will demonstrate your competence:**

- J.1. in the development of a written personal philosophy of project management

**Your performance will be successful when:**

- J.1. you communicate a clear philosophy statement
- J.2. your philosophy reflects key project management concepts
- J.3. your philosophy reflects importance of project management
- J.4. class assigned exercise shows evidence of logical criteria thinking
- J.5. class assigned exercise follows prescribed format, meeting criteria for all components
- J.6. class assigned exercise exhibits correct and appropriate grammar, punctuation, spelling, syntax
- J.7. class assigned exercise exhibits correct and appropriate vocabulary usage