

**NVCC COLLEGE-WIDE COURSE CONTENT SUMMARY
BUS 204 – PROJECT MANAGEMENT (3 CR.)**

Course Description

Provides students with knowledge of essential skills and techniques necessary to lead or participate in projects assigned to managerial personnel. Covers time and task scheduling, resource management, problem solving strategies and other areas related to managing a project. Lecture 3 hours per week.

General Course Purpose

The purpose of the course is to familiarize students with the technical and human challenges associated with planning and executing a project. The course is designed to cover management techniques applicable to a wide range of projects including construction, information technology, R & D, special event, artistic, and marketing projects.

Course Prerequisites

None

Course Objectives

Upon completing the course, the student will be able to:

- Explain the basic characteristics of a project
- Explain the challenges associated with developing and maintaining high performance and quality.
- Identify the organizational issues relating to the responsibilities of team members.
- Explain the major phases of project planning.
- Identify the major tools and techniques used in sequencing project activities
- Identify the major tools and techniques used in budgeting a project.
- Explain the issues associated with monitoring a project in view of uncertainty and risk.
- Identify the challenges and issues relating to managing an international project.

Major Topics to be Included

- A. Basic concepts of project management
- B. Project team development and organization
- C. Project team management and control
- D. High performance and quality systems
- E. Project Planning
- F. Tools and techniques in task-flow networks
- G. Resource management, contracting, and risk analysis
- H. Project monitoring and control
- I. Managing a project in an international environment

Extra Topics (Optional)

- A. Software applications relevant to project management
- B. Special issues relevant to managing government projects
- C. Case studies about major projects