

## **NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY ITP 170 – PROJECT MANAGEMENT (3 CR.)**

### **Course Description**

Introduces the concepts of project management as defined by the Project Management Institute, the accreditation body for project management. Lecture 3 hours per week.

### **General Purpose**

In this course students will learn the concepts of initiating projects, planning projects, execution of projects, monitoring and controlling projects, and closing projects. Students will learn to utilize project management life cycle management techniques when developing project management strategies. The course introduces the concepts of project management as defined by the Project Management Institute, the accreditation body for project management.

### **Course Prerequisites/Corequisites**

None

### **Course Objectives**

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

- Initiate the project and communicating project value to stakeholders
- Defining the role and responsibilities of the project manager
- Describe the need for a Project Management Office
- Understand the importance of stakeholder management and the role of the project manager
- Describing project portfolio management and understand the process
- Describing the overall process of developing project requirements
- Describe the value of linking the requirements with the business strategies
- Manage the project scope
- Define project risk management process
- Understand the techniques for ensuring project quality
- Develop project monitoring controls
- Develop and using typical project metrics
- How to apply appropriate communication techniques and disciplines to the various communication needs of the project
- Understand how to effectively close a project
- Understand Project Management Legal and ethical issues

### **Major Topics to be Included**

- Project Life Cycle
  - Project Initiation
  - Project Planning
  - Project Execution
  - Project Control
  - Project Closing
- Project Ethics and Responsibility

### **Student Learning Outcomes**

Project Initiation

- Understand the role of the Project manager and the PMO.
- Define and identify the project stakeholders.
- Understand how to develop project goals.

- Explain project deliverables.
- Explain the process of project Risk Management.
- Understand how to develop the project strategy.
- Define and explain the project performance criteria.
- Explain how to determine the project resource requirements.
- Explain how to develop the project budget.
- Identify and explain the project documentation.
- Define and explain the Project Charter.

#### Project Planning

- Understand and explain the Project Scope
- Identify and Define project controls
- Explain how to establish project controls
- Define and explain the project Constraints
- Define and explain the project Assumptions
- Understand and explain the project plan
- Explain how to develop a project plan
- Explain how to develop the project time and cost estimates
- Understand and explain how to create a Work Breakdown Structure
- Understand project dependencies and how to build a network diagram
- Understand the meaning and value of the Critical Path
- Understand how to develop a project schedule
- Understand how to develop the project resource management plan
- Define risk management and its role in project management
- Understand project risk event triggers
- Describe the process for obtaining project plan approval

#### Project Execution

- Describe the process for allocating and committing resources
- Understand and describe how to monitor project progress
- Understand and explain Project Evaluation and review (PERT)
- Understand and explain the Critical Path Method (CPM)
- Describe the process for communicating the project progress to others
- Understand the value of the stakeholders to the project success
- Understand the necessity to keep the stakeholders informed
- Understand and explain the Quality Assurance process
- Describe how to implement Project Quality Assurance procedures

#### Project Control

- Understand how to manage the Program Management team
- Understand project performance measurement
- Define and explain how to use the Schedule Baseline
- Define and explain how to use the Cost Baseline
- Define and explain how to use the Technical Baseline
- Understand how to conduct effective project meetings and reviews
- Define and explain program problem solving strategies
- Describe the process for taking corrective project management action
- Explain how to evaluate the effectiveness of corrective action
- Understand and explain project plan compliance
- Understand and describe the monitoring of project activity

#### Project Closing

- Explain the general process for terminating a project
- Describe the process for obtaining project deliverables acceptance
- Define and describe project lesson learned
- Understand the preservation of the project documentation
- Explain the value of celebrating success
- Explain the orderly release of project resources

### Professional Ethics Responsibility

- Understand the necessity for a code of ethics
- Understand the issue of ethics and its relationship to project management
- Explain how to understand and respect project personnel differences
- Understand the potential for organizational liability with regard to project management
- Understand and describe the tradeoffs in balancing stakeholder interests

### **Required Time Allocation per Topic**

In order to standardize the core topics of ITP 170 so that a course taught at one campus is equivalent to the same course taught at another campus, the following student contact hours per topic are required. Each syllabus should be created to adhere as closely as possible to these allocations. Of course, the topics cannot be followed sequentially. Many topics are taught best as an integrated whole, often revisiting the topic several times, each time at a higher level. There are normally 45 student contact hours per semester for a three credit course. (This includes 15 weeks of instruction and does not include the final exam week so  $15 * 3 = 45$  hours. Sections of the course that are given in alternative formats from the standard 16 week section still meet for the same number of contact hours.) The final exam time is not included in the time table. The category, (Other optional content), leaves ample time for an instructor to tailor the course to special needs or resources.

Topic	Hours	Percentage
<b>Project Initiation</b>	<b>4</b>	<b>9%</b>
<b>Project Stakeholders</b>	<b>1.5</b>	<b>3%</b>
<b>Project Goals</b>	<b>2</b>	<b>4.5%</b>
<b>Project Strategy</b>	<b>3</b>	<b>7%</b>
<b>Project Critical Path</b>	<b>3</b>	<b>7%</b>
<b>Project Planning</b>	<b>5</b>	<b>11%</b>
<b>Project Scope</b>	<b>1.5</b>	<b>3%</b>
<b>Project Constraints</b>	<b>1.5</b>	<b>3%</b>
<b>Project Cost Estimates</b>	<b>2</b>	<b>4.5%</b>
<b>Work Breakdown Structures</b>	<b>2</b>	<b>4.5%</b>
<b>Project Execution</b>	<b>5</b>	<b>11%</b>
<b>Project Monitoring</b>	<b>4</b>	<b>9%</b>
<b>Project Performance Measures</b>	<b>2</b>	<b>4.5%</b>
<b>Project Closing</b>	<b>1.5</b>	<b>3%</b>
<b>Project Ethics and Responsibilities</b>	<b>3</b>	<b>7%</b>
<b>Exams and Quizzes</b>	<b>4</b>	<b>9%</b>
<b>Total</b>	<b>45</b>	<b>100%</b>