



Justice Institute of British Columbia COURSE OUTLINE

Course Code:	ABLD118
Course Title:	Introduction to Project Management
Prerequisite Courses:	Acceptance into the Certificate program
School:	Community and Social Justice
Division/Academy/Centre:	Centre for Aboriginal Programs & Services
Previous Course Code & Title:	Same
Course First Offered:	April 2006

# of Credits:	3
----------------------	----------

Course Description:

This course is intended for senior managers who do not have a professional background in project management but who oversee a variety of large and small company projects. This course introduces the unique characteristics and fundamentals of project planning and management. It explores how people and teams influence project planning. Learners will examine the fundamentals required for successful project management including: goals setting, the project team, scheduling, budgeting and communications. Learners will develop project management skills by practicing different scheduling techniques, creating sound and transparent budgets and applying the soft skills of project management that include team building and communication.

Course Goal(s):

This course will prepare learners to manage a project to successful completion—effectively, on time and within budget.

Learning Outcomes:

Upon completion of this course learners will be able to:

- Understand the project management cycle and its main components
- Break large or complex efforts into manageable assignments, including the proper use of Work Breakdown Structures (WBS)
- Plan, estimate, schedule, and budget work, using Gantt Charts, PERT and CPM techniques
- Apply time/cost trade-off techniques to optimize baseline plans
- Deal with uncertainties and handle risk
- Measure and control: costs, schedules, and technical performance
- Monitor, document, and report project progress and problems, including: Cost/Schedule Control Systems Criteria (C/SCSC), and earned value techniques
- Manage changes and revise work when necessary
- Establish and use contingency allowances wisely
- Win management support and obtain necessary resources
- Ensure customer and management satisfaction



Course Topics/Content:

1. **Introduction to Project Management**

- Characteristics of a Project
- Defining Project Management
- Understanding the Project Manager's Roles and Responsibilities
- Stakeholders' Expectations
- The Project Life Cycle
- Avoiding Pitfalls Causing Projects to Fail

2. **Creating the Plan**

- The Importance of Goals
- Creating Clear, Concrete Achievable Goals
- Project Scope Management Processes
- Preparing a Project Charter
- Implementing the Project Planning Process
- Creating a Statement of Work
- Identifying Project Objectives
- Developing a Work Breakdown Structure

3. **The Project Team**

- The Key Success Factor: a Winning Team
- Developing the Winning Team
- Commitment, Skill, and Compatibility
- Areas of Responsibility in a Project Delegating Responsibility

4. **Assignment 1**

- Exam that covers topics to date

5. **Flow Charts and Scheduling**

- Project Time Management Processes
- Precedence Analysis
- Understanding Scheduling Techniques
- Milestone Chart
- Gantt or Bar Chart
- PERT Chart
- CPM Chart
- Identifying the Critical Path
- Actions to Reduce the Critical Path
- Relevant Software

6. **Developing the Project Budget**

- The Need for A Budget
- Developing Estimates
- Parametric Cost Estimating
- Analogous Cost Estimating
- Bottom-Up Cost Estimating
- Equipment-Factored Cost Estimating
- Performing a Time/Cost Trade-Off Analysis
- Understanding the Components of Project Costs
- Labour Costs: A Key Expense Factor
- The Budget as a Control Tool

7. **Assignment 2**

- Develop a Schedule and Budget for a Specific Project



8. Project Communications Management

- Budget and Schedule and Communications Tool
- Communicating with Department Managers
- Communicating with Others in the Department
- Communicating with Outside Consultants
- Communicating with Other Outside Stakeholders
- Improving the Weak Links

9. Project Review

- Monitoring the Project
- Dealing with Missed Deadlines
- Accelerating the Schedule
- Dealing with Budget Overruns
- Changing Objectives
- Staying on Course

Text and Resource Materials:

Required:

Thornsett, M. *Little Black Book of Project Management* (2nd Ed.). New York: American Management Association.

Recommended: N/A

Course Level:

X	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	42			
Simulation/Lab				
Practicum/Fieldwork				
Online				
Correspondence				
Total Class Hours	42			

Comments on Delivery Methods:



Course Grading System:

X	Letter Grades		Percentage		Pass/Fail		Credit/No Credit
	Complete/Incomplete		Attendance Only		Not Applicable		

Passing Grade:	C
-----------------------	---

Evaluation Activities and Weighting:

Final Exam	40%	Assignments	50%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	10%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation Activities and Weighting:

In order to receive an evaluation or grade, learners must participate in class, and complete the written assignments and exams.

Students who are unsuccessful in any formal evaluations may apply to the Program Coordinator for one opportunity to re-write it. Students must arrange to re-write the exam within 10 days of the original exam.

Other Course Guidelines, Procedures and Comments:

Late assignments will not be accepted for marking without prior permission of the lead faculty member. A student who misses assignments, quizzes, projects or exams, may, at the discretion of the lead faculty, complete the work missed.

View official versions of related JIBC academic regulations and student policies in the *JIBC Calendar* on the following pages of the JIBC website:

Academic Regulations:

<http://www.jibc.ca/programs-courses/jibc-calendar/academic-regulations>

- Student Academic Integrity Policy
- Academic Progression Policy
- Admissions Policy
- Academic Appeals Policy
- Evaluation Policy
- Grading Policy

Student Policies:

<http://www.jibc.ca/programs-courses/jibc-calendar/student-policies>

- Access Policy
- Harassment Policy – Students
- Student Records Policy
- Student Code of Conduct Policy



JIBC Core Competencies

The JIBC promotes the development of core and specialized competencies in its programs. Graduates of our programs will demonstrate high levels of competence in the following areas:

Critical thinking

Identify and examine issues and ideas; analyze and evaluate options in a variety of fields with differing assumptions, contents and methods.

Problem solving

State problems clearly; effectively and efficiently evaluate alternative solutions; choose solutions that maximize positive and minimize negative outcomes.

Communication, oral and written

Demonstrate effective communication skills by selecting the appropriate style, language and form of communication suitable for different audiences and mediums.

Interpersonal relations

Know and manage oneself; recognize and acknowledge the needs and emotions of others including those with diverse backgrounds and capabilities.

Leadership

Inspire individuals and teams to reach their potential by embracing innovation through strategic thinking and shared responsibility.

Inter-professional teamwork

Understand and work productively within and between groups, respect others' perspectives and provide constructive feedback with special attention to inter-professional relationships.

Independent learning

Show initiative by acting independently in choosing effective, efficient and appropriate applied learning, research and problem solving strategies.

Information literacy

Recognize and analyze the extent and nature of an information need; efficiently locate and retrieve information; evaluate it and its sources critically, and use information effectively and ethically.