



## Justice Institute of British Columbia COURSE OUTLINE

**Course Code:** MGMT166

**Course Title:** Introduction to Project Management: Managing the Project and Leading the Team

**Prerequisite Courses:** None

**Sponsoring Division:** Community and Social Justice Division (Centre for Leadership)

**Previous Course Code & Title:**

**Course Effective Date:**

<b># of Credits:</b>	<b>1.0</b>
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### **Course Description:**

This introduction to project management will help you assume a leadership role on any project, large or small, and leverage the talents, perspective and energy of all your team members. Learn the leadership skills and qualities you need to communicate internally with your team and to external stakeholders. Understand the essentials of high-performance project management: developing the plan, the structure, work estimates, project schedules and budgets. For optimal benefit, bring an anticipated project to work on throughout the course.

### **Course Goal(s):**

This workshop equips participants to plan and manage a project, and to lead a high-performance project team.

### **Course Learning Objectives:**

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

- Define the terms “project” and “project management”
- Prepare a project definition document that contains all essential elements for a successful project
- Develop a project plan, a work breakdown structure, a work estimate, a project schedule, and a project budget
- Develop project control mechanisms to keep the project on track



- Prepare to recruit and lead the project team
- Demonstrate the leadership qualities needed to lead a high-performing project team
- Communicate effectively, both internally within the project team, and externally on behalf of the project
- Effectively lead a culturally diverse, multi-generational team, leveraging the talents, perspectives, and energy of team members

**Course Topics/Content:**

- Project management terminology
- Phases of a project: initiating, planning, executing, controlling, closing
- Roles, skills, and qualities of an effective project manager
- Essential elements of successful project
- Essential project management tools
- Project definition
- Project planning – work breakdown, work estimating, scheduling and budgeting
- Project control
- Recruiting and leading a project team

**Text and Resource Materials:**

Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

**Required:**

Horine, Gregory M. (2009). *Absolute Beginner's Guide to Project Management (Second Edition)*  
Indianapolis: Que Publishing

**Recommended:**

**Course Level:**

	First Year		Second Year		Third Year		Fourth Year
x	Other (describe): Professional Path						

**Equivalent Course(s) within the JIBC:** None



**Class Delivery Methods:**

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	7			
Simulation/Lab	7			
Practicum/Fieldwork				
Online				
Correspondence				
<b>Total Class Hours</b>	14			

**Comments on Delivery Methods:**

This course is participatory in nature and includes a variety of small group discussions, role plays, assessment instruments and large group discussion/lecture.

**Related Program(s):**

This is an elective course in the Foundations for Effective Management and Leadership Certificate.

**Credit Transfer exists at:**

Please contact the Centre for Leadership Program Coordinator for more information.

**Course Grading System:**

*Check the system that applies to this course:*

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

<b>Passing Grade:</b>	Credit Granted
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*JIBC Standard Grading Scale for Letter, Grade Point and % Grades:*

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49



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**Evaluation Activities and Weighing:** (complete the %'s which apply – total must equal 100%)

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

**Comments on Evaluation:** You must attend the full course to receive credit.

**Other Course Guidelines, Procedures and Comments:** None

**View the Justice Institute of BC Policies listed below at:**

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy  
Harassment Policy  
Prior Learning Assessment Policy  
Student Code of Conduct

Academic Appeals Policy  
Intellectual Property Rights Policy  
Research on Human Subjects: Ethics  
Student Records