

Las Positas College
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Course Outline for CIS 62

PROJECT MANAGEMENT

Effective: Spring 2016

I. CATALOG DESCRIPTION:

CIS 62 — PROJECT MANAGEMENT — 3.00 units

Using the Project Management Institute's (PMI) Guide to the Project Management Body of Knowledge (PMBOK), learn the basic characteristics of projects and project management, with emphasis on the five PMBOK project process groups of initiating, planning, executing, controlling, and closing and the nine knowledge areas of project integration. This introductory course covers the terminology you will need to know, how all the project management processes are linked together, the key areas of expertise you need to know to manage projects successfully. This course focuses on developing project management skills needed in typical technical and business environments. Objectives of project management industry certifications including Project+, CAPM, PMP will be reviewed.

3.00 Units Lecture

Strongly Recommended

CIS 60 - Systems Analysis and Design
with a minimum grade of C

Grading Methods:

Letter Grade

Discipline:

	MIN
Lecture Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

Before entering this course, it is strongly recommended that the student should be able to:

A. CIS60

IV. MEASURABLE OBJECTIVES:

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

- A. Articulate what project management means and how it improves the success of information technology projects.
- B. Produce a project plan to ensure successful delivery and stakeholder satisfaction
- C. Plan and run projects using best practices in a 6-step project management process
- D. Describe risk management techniques and mitigation strategies
- E. Estimate and schedule task work and duration with confidence
- F. Implement monitoring tools and controls used to track project progress
- G. Recognize and practice the leadership skills needed to run a motivated team
- H. Apply the principles of the Project Management Institutes (PMI) processes of project management
 - I. Identification and analysis of why projects fail and what skills are required to implement projects successfully
 - J. Describe and apply the presentation and communication skills necessary to be an effective project manager

V. CONTENT:

- A. The Project Management Framework
 1. Project Management Context – context in which projects operate – project life cycle
 2. Project Management Processes – describe how the various elements of PM interrelate
- B. The Project Management Knowledge Areas
 1. Integration Management
 2. Scope Management
 3. Time Management
 4. Cost Management
 5. Quality Management
 6. Human Resource Management
 7. Project Communications
 8. Risk Management
 9. Procurement

- C. Project Management Institutes Standards
- D. Industry Certifications

VI. METHODS OF INSTRUCTION:

- A. **Student Presentations** - Critical thinking exercises to integrate students' overall ability to understand the material.
- B. **Audio-visual Activity** - Audio-visual materials including but not limited to video tapes and Internet web casts with handouts for note taking, and small group discussion.
- C. **Lecture** - Lectures utilizing computer based presentations, overhead transparencies, world wide web content, digital media, handouts, whiteboard and/or blackboard
- D. **Projects** - Assignments which allow for differences in learning styles, for example, collaboration, oral and written tasks, problem solving tasks and repetition.
- E. **Student Presentations** - Problem solving tasks and activities in which students are expected to use theory and generally accepted standards to make decisions and report their conclusions.
- F. **Directed Study** - Assigned readings in the textbook, journal articles, newspaper articles and handouts.
- G. **Written exercises and case studies** - Written exercises and case studies to evaluate concepts and facts.
- H. **Discussion** - In class current topic discussions and assignments handled individually, with class partners, in teams and/or as the whole class.
- I. **Classroom Activity** - Informal lectures and classroom discussion based on student questions related to the material
- J. **Classroom Activity** - Small group and individual problem solving tasks and activities where students are expected to reach consensus or make decisions and report their findings.

VII. TYPICAL ASSIGNMENTS:

- A. Read the corresponding chapter on the project management process for defining groups or knowledge area and be prepared to apply the concepts in selecting your project topic
- B. Complete group and individual exercises on the following topics:
 - Process groups
 - Tools
 - Techniques
 - Knowledge areas
- C. Create and present a complete and formal project management plan.

VIII. EVALUATION:

A. **Methods**

1. Exams/Tests
2. Quizzes
3. Papers
4. Oral Presentation
5. Projects
6. Group Projects
7. Class Work
8. Home Work
9. Other:
 - a. Class and small group discussions
 - b. Student participation individually and in small groups
 - c. Regular written assignments

B. **Frequency**

1. Regular assessment of learning using assignments, activities, projects, or quizzes and final evaluation.
2. Class and small group discussions on weekly basis
3. Recommend at least 1 written homework assignment each week.
4. Recommend 3 or 4 exams plus final examination.
5. Recommend at least one group project, with presentation.

IX. TYPICAL TEXTS:

1. , Kathy. *Information Technology Project Management (ITPM)*. 7th ed., Cengage, 2013.
2. , Kathy. *An Introduction to Project Management*. 4th ed., Cengage, 2012.
3. Project Management Institute. *A Guide to the Project Management Body of Knowledge*. 5th ed., PMBOK Guides, 2013.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. USB Memory Device (Memory Key, Disk Drive, etc.)
- B. Computer and printer access
- C. Internet access
- D. Access to any Office productivity suite such as Libre Office, Open Office or Microsoft Office.
- E. Access to any professional drawing program such as Libre Draw or Microsoft Visio