RED RIVER COLLEGE
OF APPLIED ARTS, SCIENCE AND TECHNOLOGY

Course Outline

Course Information

Course Code and Title:
PROJ-1030 Project Management Fundamentals

Course Section:
Online – OPEN Delivery 3 months

Department:
School of Continuing Education

Program:
Business Construction Technician, Business Administration, Business Analyst, Business and Administrative Studies, Civil Technician, Computer and Network Support, Design Drafting Technician, Financial Planning, I.S.P.A., Marketing Management, Occupational Health & Safety, Operations Management, Project Management, Quality Systems Management & Applications, Technical Communication, Technology Management, Web Site Development

Total Hours:
44

Credit Hours:
3

Course Description:
Study the fundamental aspects and principles of project management including life cycle, integration, planning, organization and communication. Learn about work breakdown structures, diagramming, cost management and resource allocation. Examine issues affecting project management including risk management, quality, conflict, and team building.

Recognition of Prior Learning (RPL):
RPL (also known as PLAR – Prior Learning Assessment and Recognition) is a process in which individuals have the opportunity to obtain credit for college level knowledge and skills gained outside the classroom and/or through other educational programs. It is a process which documents and compares an individual's prior learning gained from prior education, work and life experiences and personal study to the learning outcomes in College courses/programs. For more information about RPL at Red River College, refer to the RPL website at www.rrc.ca/rpl.

For general information and assistance with RPL, contact Red River College's RPL Advisor at 204-632-3094.

Accessibility Statement:

If you are a student with a disability and require reasonable accommodations, you are encouraged to discuss this privately with your instructor to facilitate greater understanding of your learning needs. To receive accommodations, you also must connect with Student Support Services who will assist in developing and implementing your accommodation plan. You can contact Student Support Services in person at NDC (D102) or EDC (P210) or by filling out an online registration form which can be found on our website at: https://blogs.rrc.ca/accessibility/getting-started/book-an-appointment/. For further information about RRC's accommodation process, see the Accessibility Services site at: http://blogs.rrc.ca/accessibility/.

Academic Requisites:

Recommended that students have education, training, or experience in the following:
- Verbal and written communication
- Mathematical and problem solving
- Management and organizations

Course Delivery Methods:

Distance delivery; online using LEARN (eLearning Management System)

The following communication tools will be used in this course:
RRC student email, online content, discussion board

Course Format:
The course will be conducted through online modules.
The course will include two tests, four discussion posts and three assignments that will be submitted through the LEARN interface.

Effective Date:

April 1, 2020

Instructor Information

Instructor's name: Steve Thompson
Email: sthompson@rrc.ca

You must use your RRC student email account to communicate with your instructor. You can access your student email in HUB

Student Readiness

Technology & Equipment Readiness:
Students will need access to a computer with a word processor (ex. MS Word).

Student Commitments and Contact Times:
Students should expect to commit 4 to 8 hours to study and undertake assignment work each week.

Course Resources:

Textbook – Recommended:
A Guide to the Project Management Body of Knowledge (PMBOK), 5th Edition, published by the Project Management Institute, ISBN13: 9781935589679

OR - A Guide to the Project Management Body of Knowledge (PMBOK), 6th Edition, published by the Project Management Institute, ISBN13: 9781628251845

Books can be purchased through the Red River College Campus Store; http://bookstore.rrc.mb.ca/.

References:
RRC Library, 2nd floor Princess Campus. The library contains project management resource material stocked by RRC and The Manitoba Chapter of the Project Management Institute

Go to the RRC Library Search Page and enter "PMI" in the keyword field. http://library.rrc.ca/

Student Learning

Learning Outcomes:
Upon successful completion of this course, you should be able to:

1. Describe the project management framework.
2. Describe the project management processes and interactions.
3. Describe the project management knowledge areas and processes.
4. Identify and document stakeholder needs and expectations.
5. Identify and document project deliverables and work breakdown.
6. Identify and estimate resources and costs, and develop budgets.
7. Identify and estimate effort and time, and develop a schedule.
8. Identify, analyze and respond to project risks
9. Develop, integrate, and present project plans, to achieve measurable objectives.
10. Organize people resources; develop and lead a project team.

Instructional Schedule:

Week	Topic	Video	Post	Assignment	Test
1	Introduction to the Course				
2	Project Management Framework	1,2,3,4,5			
3	Projects and People	6,7	1		
4	Project Integration	8			
5	Scope Management	9	2	1	
6	Time Management	10,	3		
7	Cost Management	12			1
8	Quality & Human Resource	13,14			
9	Communications Management	15		2	
10	Risk Management			3	
11	Procurement & Stakeholder		4		2

Important Dates:

Date	Important Information
10th Day	Drop date <u>deadline</u> (refund less admin fees) – form required*
3 weeks prior to the course end date	Extension & withdrawal <u>deadline</u>. You can pay for an extension or withdraw from the course before the deadline. You cannot withdraw once extended. – form required*
Submit the required form before the deadline	*Forms: www.rrc.ca/forms
Course end date	All course work must be completed and submitted.

Assessment and Evaluation:

Assessment	Weight
Discussion Posts 1,2,3,4 (5% each)	20%
Assignment 1, 2, 3 (10% each)	30%
Test 1 (online, multiple choice)	20%
Test 2 (online, written project plan)	30%
Total:	100%

Letter Grade Distribution

A+	4.5	90 to 100%
A	4.0	80 to 89%
B+	3.5	75 to 79%
B	3.0	70 to 74%
C+	2.5	65 to 69%
C	2.0	60 to 64%
D	1.0	50 to 59%
F	0.0	0 - 49%

Minimum performance requirement for this course:
'C' is minimum required to earn a credit toward the Business Analyst Certificate.
*Students must have a **minimum program GPA of 2.0 to graduate**. See Policy A12

Course Policies

General Academic Policies
It is the student's responsibility to be familiar with and adhere to the Red River College (RRC) Academic Policies and Procedures. These policies and procedures can be found in the RRC calendar or online at http://www.rrc.ca/policies.

Project Management Institute (PMI) Membership discount
Active Red River College students are eligible for a discounted rate on their PMI membership. PMI requires that students provide a letter of enrolment confirmation from Red River College in order to be eligible for this discount. Please e-mail ceadvisor@rrc.ca , if you are interested. Remember to include your full name, and student number in the e-mail. For more information on P.M.I., visit their website at: www.pmimanitoba.org

Date Revised: April 2020

Authorization:

This course outline was electronically approved for use by Stephen Lawrence, Program Manager, School of Continuing Education in April 2020