COMMON COURSE OUTLINE: Course discipline/number/title: SMGT 1230: Planning and Project Management

A. CATALOG DESCRIPTION
   1. Credits: 1
   2. Hours/Week: 1
   3. Prerequisites (Course discipline/number): None
   4. Co-requisites (Course discipline/number): None
   5. MnTC Goals (if any): NA

   This course provides an overview of methods used when doing Project Management on either large or small projects. The participants will review the tools and procedures for designing, scheduling, and controlling projects in operations and management with emphasis on human needs in project management. Students will plan a relevant work/personal project using these project management tools. This course may include workplace learning. Recommended entry skills/knowledge: Reading and writing at the college level is encouraged.

B. DATE LAST REVISED (Month, year): November, 2001

C. OUTLINE OF MAJOR CONTENT AREAS:
   This course will focus on preparation and use of tools for managing and controlling complex projects with definite beginning and ending points. Emphasis will be on the skills supervisors need to manage complex projects with many simultaneous activities and dimensions.
   1. Project management defined
   2. Project planning and control tools
      a) Critical Path, Work Breakdown Structure, PERT diagram, Gantt Chart
   3. Triple constraint
   4. Project life cycle
   5. Planning stage
   6. Quality, Time and cost dimensions
   7. Implementation steps
   8. Project completion and evaluation
   9. Network diagrams

D. LEARNING OUTCOMES (GENERAL): The student will be able to:
   1. Explain and identify project management opportunities, stages of planning and the project life cycle.
   2. Identify implementation steps to a successful project including triple constraint, testing, quality, time and cost dimensions and evaluation.
   3. Write project goals.
   4. Prepare and use project planning tools.
   5. Create a project budget
   6. Identify the critical path of a project.

E. LEARNING OUTCOMES (MNTC): NA

F. METHODS FOR EVALUATION OF STUDENT LEARNING:
   1. Tests
   2. Oral Presentations
   3. Individual Projects
   4. Application Papers

G. SPECIAL INFORMATION (if any): None