

College of San Mateo
Official Course Outline

1. **COURSE ID:** MGMT 265 **TITLE:** Project Management

Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours

Method of Grading: Grade Option (Letter Grade or Pass/No Pass)

Recommended Preparation:

Eligibility for ENGL 100, or Eligibility for ENGL 105

2. **COURSE DESIGNATION:**

Degree Credit

Transfer credit: CSU

3. **COURSE DESCRIPTIONS:**

Catalog Description:

Principle functions of contemporary project management, including defining, organizing, tracking, controlling and communicating information in order to meet project goals. Focuses on the science of project management as well as the art of managing projects.

4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**

Upon successful completion of this course, a student will meet the following outcomes:

1. Plan, schedule and budget a project.
2. Identify, analyze and solve project problems.
3. Prepare a RFP/Q to go out to vendor and to be able to prepare a bid in response to a RFP/Q.

5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, a student will be able to:

1. Identify project needs.
2. Identify, analyze, and resolve project problems.
3. Plan project schedules.
4. Plan project budgets.
5. Identify the elements of an RFQ/RFP.
6. Manage in various project organizational structures.

6. **COURSE CONTENT:**

Lecture Content:

- I. Introduction to Project Management
 - A. Project Management Concepts
 - B. Needs Identification
 - C. Proposed Solutions
 - D. The Project
- II Project Planning & Control
 - A. Planning
 - B. Scheduling
 - C. Schedule Control
 - D. Resource Consideration
 - E. Cost Planning & Performance
- III. Behavioral Side of Project Management
 - A. The Project Manager
 - B. The Project Team
 - C. Project Communication & Documentation
 - D. Types of Project Organizations

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**

Typical methods of instruction may include:

- A. Lecture
- B. Discussion
- C. Other (Specify): Small group exercises reviewing, analyzing, and presenting solutions to case studies; large group exercise planning, scheduling and budgeting a project; and written case studies. All assignments

require students to exercise critical thinking skills identifying problem areas, pinpointing the main problem, determining pertinent facts, devising solutions to the problems, and selecting the optimal solution.

8. REPRESENTATIVE ASSIGNMENTS

Representative assignments in this course may include, but are not limited to the following:

Writing Assignments:

Written case studies requiring students to identify, analyze and resolve project problems.

Reading Assignments:

Assigned readings.

Other Outside Assignments:

Project timeline/responsibility assignment.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Class Participation
- B. Class Work
- C. Exams/Tests
- D. Group Projects
- E. Homework
- F. Written case studies.

10. REPRESENTATIVE TEXT(S):

Possible textbooks include:

- A. Gido & Clements. *Successful Project Management*, 7th Edition ed. Cengage Learning, 2017

Origination Date: November 2021

Curriculum Committee Approval Date: December 2021

Effective Term: Fall 2022

Course Originator: Peter von Bleichert