

Course Outline for: BUSN 1250 Project Management**A. Course Description:**

1. Number of credits: 3
2. Lecture hours per week: 3
3. Prerequisites: None
4. Corequisites: None
5. MnTC Goals: None

The ability to plan, organize, and execute projects is an essential skill with real market value. Using MS Project, Project Management introduces key principles and methods used in project management and builds skills in creating and editing project schedules, working with charts, resources and filters, tracking progress and costs, and closing a project.

B. Date last reviewed/updated: March 2024**C. Outline of Major Content Areas:**

Using Project Management concepts and the latest version of Microsoft Project, this course focuses on:

1. The Project Methodologies (Waterfall, Agile, Six Sigma)
2. Requirements Identification
3. Planning the Project
4. Implementing the Plan
5. Resource Consideration
6. Project Communication
7. Completing the Project
8. Tasks with dependencies
9. Task information
10. Project calendars
11. Recurring and summary tasks
12. Milestones
13. Work breakdown structures
14. Reports
15. Resource pools
16. Task constraints
17. Cost tables
18. Custom tables and views
19. Templates and Master Projects

D. Course Learning Outcomes:

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

1. Identify Project Management principles and methodologies
2. Successfully plan a project using Project
3. Edit tasks and use Project views
4. Find answers using Project's Help
5. Apply task durations and calendars
6. Identify task dependencies and constraints
7. Create reports in Project
8. Resolve resource over-allocations
9. Track and close a project
10. Share Project data with other Microsoft applications
11. Create and use templates and Master Projects

E. Methods for Assessing Student Learning:

Assessment methods may include, but are not limited to, the following:

1. Examinations
2. Documents created with MS Project
3. Homework assignments
4. Group projects/quizzes
5. Computer-based skills assessments
6. Presentations
7. Projects

F. Special Information:

None