Syllabus for PM Semester Course
PROJECT MANAGEMENT FUNDAMENTALS

COURSE DESCRIPTION

Project Management Fundamentals introduces high school students to project management from the standpoint of a manager who must organize, plan, implement, and control tasks to achieve an organization's schedule, budget, and performance objectives. Tools and concepts such as project charter, scope statement, work breakdown structure, project estimating, and scheduling methodologies are studied. What is a project? How do you manage one? What is the best approach? This is an opportunity to learn the project management fundamentals that can guide a project through a maze of challenges to successful completion!

COURSE OBJECTIVES

After completing this course, you should be able to:

1. Apply project management framework, processes, and tools to execute complex projects in organizations.
2. Examine the roles that project management plays in accomplishing an organization's strategic objectives.
3. Develop effective approaches for managing high-performance project teams, communication strategies, and best practice closeout strategy that maximizes the value of the project experience.
4. Critique the impacts of schedule, cost, and scope elements in projects and analyze different techniques for managing risks.
5. Create project Charters, Scope statements, Work Breakdown Structures (WBS), GANNT Charts, and Responsibility Assignment Matrix (RAM).

COURSE MATERIALS

Required Materials all available on www.teachprojectmanagement.com

COURSE STRUCTURE

Project Management is a .5 credit CTE course consisting of **six** modules. Modules include an overview, study materials, and activities. Module titles are listed below.

- **Module 1: Project Fundamentals**
- **Module 2: Project Structure and Phase #1 Initiating**
- **Module 3: Phase #2 Planning**
- **Module 4: Phase #3 Executing, Phase #4 Monitoring and Controlling**
- **Module 5: Phase #5 Closing the Project**
- **Module 6: Final Project**

Additional Review – Using Project Management for CTSO Projects

ASSESSMENT METHODS

For your work in the course, you are required to participate in discussions, complete written assignments, and work as a team member to complete all assignments, activities and a final project. See below for more details. Consult the Course Calendar for due dates.

Discussions/Mini Assignments

During each module you will participate in class discussion followed by a variety of mini assignments to reinforce learning. The course also utilizes quizzes and a final project.

Final Project

At the end of the semester, you and your team are required to present a final project in the form of an executive project management *high level* report to your company's Vice Presidents and Directors. The goal is to produce a report addressing project management activities and tasks that will be handled by the team that you will lead. In this paper, you will apply a range of project management principles and methodologies presented throughout the course.

GRADING AND EVALUATION

Your grade in the course will be determined as follows:

- **Discussions, mini assignments (6)**—20%
- **Written assignments/Quizzes (6)**—45%
- **Final project**—35%