

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title: Fundamentals of Project Management**

**Prefix and Course Number: MGMT 243**

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Explain the growing need for professional project, program, and portfolio management
- Describe project management and key elements of the project management framework
- Describe the importance of aligning projects with business strategy
- Identify the initiating process, including pre-initiating tasks, braking large projects down into smaller projects, and initiating tasks
- Identify project stakeholders, perform stakeholder analysis, and create a project charter
- Describe the importance of holding a good project kick-off meeting
- Develop a preliminary project scope statement to fulfill project requirements
- Describe the importance of creating plans to guide project execution
- Distinguish methods for planning tasks and outputs for project integration, scope, time, cost, quality, human resource, communication, risk, and procurement management
- Discuss what is involved in directing and managing project execution, including the importance of producing promised deliverables, recommending corrective actions, managing people, ensuring good communications, and preparing procurement document packages and contracts
- List several tasks and outputs of project monitoring and controlling, and describe outputs common to all knowledge areas
- Explain the importance of scope verification, scope control, and accepting deliverables
- Describe the schedule and cost control process and tools, such as tracking Gantt charts and project management software
- Summarize methods for performance reporting and managing stakeholders as part of project communications management
- Discuss the tasks and process of closing a project, final project report, and lessons-learned report
- List several best practices used in project management

**Course Outline:**

- I. Introduction to Project Management
  - A. Defining a project and project management
  - B. Program and project portfolio management
  - C. The project management profession
- II. Project, Program & Portfolio Selection
  - A. Aligning projects with business strategy
  - B. Methods for selecting projects, programs and portfolios
- III. Project Initiation
  - A. Project management process groups
  - B. Identifying and understanding project stakeholders
  - C. Creating a project charter
  - D. Holding a project kick-off meeting

- E. Developing a preliminary scope statement
- IV. Project Planning
  - A. Scope management planning tasks
  - B. Time management planning tasks
  - C. Cost management planning tasks
  - D. Quality management planning tasks
  - E. Human resource and communication management planning tasks
  - F. Risk management planning tasks
  - G. Procurement management planning tasks
- V. Project Execution
  - A. Deliverables
  - B. Corrective actions
  - C. Team effectiveness and performance
  - D. Procurement
- VI. Project Control
  - A. Monitoring and controlling performance and quality
  - B. Monitoring and controlling the schedule
  - C. Monitoring and controlling cost
  - D. Monitoring and controlling risk
- VII. Project Closure & Best Practices
  - A. Closing tasks
  - B. Final report
  - C. Best practices