

MONA SCHOOL OF BUSINESS & MANAGEMENT

THE UNIVERSITY OF THE WEST INDIES, Mona

COURSE OUTLINE

Programme: **EXECUTIVE EDUCATION**

Course Title: **Principles & Practices of Project Management**

SBSC 6016

Contact Hours: Thirty-six (36)

COURSE OUTLINE:

This Project Management course provides an introduction to the principles and practices of Project Management. The course is designed to equip participants with the required tools to manage projects allowing their organizations to make the quantum leap.

Materials in the course are based on the Project Management Institute, *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition*, Project Management Institute, Inc., 2017.

Each participant receives a copy as part of the course material.

OBJECTIVES:

At the end of this course, participants will be equipped to:

- Initiate, plan, execute, monitor and control, and close a project;
- Define a project using a Project Charter;
- Identify and manage stakeholders through a Stakeholder Register and Stakeholder Engagement Plan;
- Develop a Project Management Plan to guide the execution, monitoring and controlling, and closing of a project;
- Use various Project Management tools and techniques; and
- Use Microsoft® Project to develop a project schedule.



R.E.P.#

* The PMI Registered Education Provider logo is a registered mark of the Project Management Institute, Inc.
* PMP is a registered mark of the Project Management Institute, Inc.
* PMBOK is a registered mark of the Project Management Institute, Inc.
* Microsoft is a trademark of the Microsoft Group of Companies

COURSE CONTENT:

Module 1 – Introduction to Project Management

- *Foundation Elements*
- *The Environment in which Projects Operate*
- *Role of the Project Manager*

Module 2 – Project Integration Management

Module 3 – Project Scope Management

Module 4 - Project Stakeholder Management

Module 5 – Project Communications Management

Module 6 – Project Schedule Management

Module 7 – Project Cost Management

Module 8 – Introduction to Microsoft® Project

Module 9 – Project Quality Management

Module 10 – Project Resource Management

Module 11 – Project Risk Management

Module 12 - Project Procurement Management

An innovative component of this course is the introduction and use of the **Microsoft® Project** which gives the practical exposure to some of the principles and theories learnt.

EVALUATION & CERTIFICATION:

- ✓ Course grades are based on a combination of individual class assignments, multiple choice tests, group assignments and a project plan.
- ✓ At the end of the course, participants who achieve an overall grade of 50% or more on individual assignments and 50% or more on group assignments will be issued a **Certificate of Achievement**.
- ✓ Participants who achieve an overall grade of less than 50% will be issued a **Certificate of Participation**.
- ✓ In addition, to be eligible for either certificate, participants must be present for at least 32 hours out of the total 36 contact hours.

PRE-REQUISITES:

No prior knowledge of Project Management is assumed or required for this course.