



Rose State College Presents
Project Management
at the OKC Downtown College



Course description

Fundamentals of Project Management. Deadlines get missed. There's no organized system in place to determine what needs to be done next. It's not clear how much a project will cost or what resources will be needed. There's not a clear time line of what to expect when. Everything takes longer, costs more and doesn't meet expectations when it's done, if it gets done. Fundamentals of Project Management teaches you tried and true techniques to plan and implement anything you want to get done, and keep it on time, on target and within budget. This course deals with the "think work" that must be accomplished before any computer project management software can be used. *(2-5 days depending on client needs)*

Unit 1: Thinking through project management as an intellectual and emotional activity.

What is a project?
Why projects fail
Thinking style assessment
Your preferred style and how it affects your approach to project development and management
Whole brain project management: it all must be done.

Unit 2: Planning the project

9 critical jobs of the project coordinator
Valuating potential projects
Identifying key results (project goals)
The planning triad
Developing standards and specifications
Assembling the project team
Planning for Murphy (risk management)
The communication plan
Statement of work

Unit 3: Laying out and organizing the project

Mind mapping, mind dumping (generating project tasks)
Identifying project tasks
Estimating time lines
Sequencing tasks into a project flow chart (PERT chart, network chart)
Finding the Critical Path
Gantt Chart
Finalizing time lines

Unit 4: Budgeting, implementing and monitoring project

Project life cycles
Developing project budgets
Management tools for implementing and follow up

Unit 5: Getting the project off the ground

Keys to launching the project in your organization
Working with your project team
Making good project decisions
Celebrating success

Course materials and certificate.

Participants receive a detailed participant guide in a 3-ring binder to include their additional project notes and worksheets.

Participants develop a project resulting in a statement of work, network chart, Gantt chart, communication plan, risk management plan and budget.

Participants receive a colorful certificate of achievement signed by the author and the course instructor as documentation that they satisfactorily completed all aspects of the course.

Course Credit.

Upon successful completion of the course, students are awarded three credit hours from Rose State College for **BA 2093, PROJECT MANAGEMENT.**

Dates and Times:

This two-week class is presented 9:00 AM-5:30 PM on April 6, 7, 16, and 17, with online activities between April 7 and April 16.

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