

**COURSE NAME:** ITM110 Project Management Fundamentals

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Credit Value: 3  
Total Course Hours: 42  
Prerequisite Course(s): None  
Corequisite Course(s): None

## COURSE DESCRIPTION

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The project management fundamentals course provides a basic step-by-step guide to planning and executing a project. Students will learn the fundamentals of project management: how to initiate, plan, and execute a project that meets objectives and satisfies stakeholders. Students will learn about methodologies and put practical skills into context.

## PLAR INFORMATION

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This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

## COURSE LEARNING OUTCOMES

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Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p><b>1.0 Summarize Project Management Concepts.</b></p> <p>1.1 Differentiate between projects and operational work.</p> <p>1.2 Describe the main concepts of project management.</p> <p>1.3 Explain the differences between the project life cycle and the project management life cycle.</p> <p>1.4 Identify project stakeholders and their influence.</p> <p>1.5 Compare the different types of organizational structures.</p> <p><b>2.0 Explain Process Groups and Knowledge Areas.</b></p> <p>2.1 Describe what process is and what constitutes the inputs, tools and techniques, and outputs related to a process.</p> <p>2.2 Describe the five project management Process Groups and list the life cycle steps that take place in each..</p> <p>2.3 Compare the project management life cycle to the Plan-Do-Check-Act and project life cycles.</p> <p>2.4 Describe the 10 PMI Knowledge Areas and classify their processes by Process Group.</p> <p><b>3.0 Explain Integration Management.</b></p> <p>3.1 Explain how Project Integration Management processes interact with all processes in the other Knowledge Areas and list</p> | <p>the six major processes in Project Integration Management.</p> <p>3.2 Describe Code of Ethics and Project Integration Management.</p> <p>3.3 Describe the Develop Project Charter process; its inputs, tools, techniques and outputs.</p> <p>3.4 Describe the Develop Project Management Plan processes, its inputs, tools, techniques and outputs, with special emphasis on the project management plan.</p> <p>3.5 Describe the Direct and Manage Project Execution process, its inputs, tools, techniques, and outputs.</p> <p>3.6 Describe the Perform Integrated Change Control process, its inputs, tools, techniques and outputs, with special emphasis on configuration management, actions performed throughout integration and change control systems.</p> <p>3.7 Describe the Close Project or Phase process, its inputs, tools, techniques and outputs, with special emphasis on closing activities.</p> <p><b>4.0 Summarize Project Scope Management.</b></p> <p>4.1 List the five processes involved in Project Scope Management.</p> <p>4.2 Describe the Collect Requirements process,</p> |
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its inputs, tools, techniques and outputs.

4.3 Describe the define Scope process, its inputs, tools, techniques and outputs.

4.4 Describe the Create WBS process, its inputs, tools, techniques and outputs.

4.5 Describe the Verify Scope process, its inputs, tools, techniques and outputs.

4.6 Describe the Control Scope process, its inputs, tools, techniques and outputs.

## GENERAL EDUCATION

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This is not a General Education course.

## ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

## EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

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### COURSE EVALUATION

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Assignments - 50%

Quizzes - 10%

Tests - 15%

Final Exam - 25%

## PROGRAM SPECIFIC GRADING

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A minimum grade of 50% is required to pass this course.

### GRADING SYSTEM

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A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

\*For a complete chart of grades and descriptions, please see the Grading Policy.

## LEARNING RESOURCES

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Other Resources:

All course materials or online links to course materials will be provided during the course.

Students are not required to purchase the following resources which provide additional reference to the course materials:

- PMI Project Management Body of Knowledge (PMBOK Guide)
- PMI Lexicon for Project Management Terms (PMI)
- Practice Standard for Work Breakdown Structures (PMI)
- Requirements Management: A Practice Guide (PMI)

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

## LEARNING ACTIVITIES

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### DELIVERY MODE

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This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

## ACADEMIC POLICIES

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Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:  
<https://www.canadorecollege.ca/about/policies>.

## COLLEGE POLICIES

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- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

## STUDENT SUCCESS SERVICES - Your Success Matters!

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Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email [studentsuccessnow@canadorecollege.ca](mailto:studentsuccessnow@canadorecollege.ca) or call 705.474.7600 ext 5205.

## FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

## **WAIVER OF RESPONSIBILITY**

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Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

## **HISTORICAL COURSE OUTLINES**

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Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.