Course Outline – Project Management Overview Seminar

Course Topic: Project Management Overview Seminar (In Development)
Recommended Contact Hours: 15 hrs.

Course Description:

Project management is the process and activity of planning, organizing, motivating, and controlling resources, procedures and protocols to achieve specific goals in scientific or daily problems. A project is a temporary endeavor designed to produce a unique product, service or result with a defined beginning and end (usually time-constrained, and often constrained by funding or deliverables),undertaken to meet unique goals and objectives,[3] typically to bring about beneficial change or added value. The temporary nature of projects stands in contrast with business as usual (or operations), which are repetitive, permanent, or semi-permanent functional activities to produce products or services. This course will provide an overview of the project management process and implementation.

Course Outcomes and Objectives

PM-1 Explain and describe the project management phases and project management Roadmap
- Identify projects by using the typical project characteristics.
- Define project targets (product and approach targets) for a project.
- Define relevant project constraints.
- Define project scope (work packages) by using the main principles (work break down structure.
- Assign project scope (work packages) to project members
- Design rough project timing by defining project phases and milestone (phase and MS plan).
- Determine needed project resources (material, cost/ financial) to deliver the project scope.
- Identify main project risks by using simple creativity techniques and to recommend preventive and corrective actions.
- Identify and document the project status and project deviations.

PM-2 Identify the key tools and techniques in project management
- Create a logical sequence of work packages project and a GANNT chart and to apply to a typical Mechatronic project.

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PM-3 Explain why project management is important and the role that technicians play in the project management process

Content Outline

I. Overview of targets and outcomes
II. Project definition
III. Project goals for product and program
IV. Project and project environment company, customer,..)
V. Project (Management) Phases (APQP, 5 phase approach, AIAG)
VI. Project planning (scope, time. resources, costs, risks,..)
VII. Project monitoring and controlling
VIII. Project documentation
IX. Project performance, feedback and continuous feedback
X. Review generic/general program timing and discuss interaction and relationships among:
    a. project quote and definition
    b. component sourcing and PPAP submission
    c. equipment sourcing, qualification, installation and requalification facility readiness
    d. PPAP to customer & PPAP process of record execution, performance review, feedback, improvement

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