

Student Name _____ Instructor Name _____

High School or Vocational Center _____ Grade _____

COMPETENCY RECORD FOR ARTICULATION
Muskegon Community College

Please check below each skill the student has mastered as described, with 80 percent accuracy, or with an A or B grade. The skills needed for articulation of each course are listed.

BUS-108
Introduction to Project Management
3 Credit Hours

Task	Satisfactory	Unsatisfactory
Define what a project is.		
List and discuss the attributes of a project.		
Provide examples of projects		
Discuss project constraints.		
Define and apply project management.		
Discuss the Project Management Institute		
Discuss how projects are identified.		
Explain how projects are prioritized and selected.		
Prepare a request for proposal.		
Key constraints within which a project must be managed.		
Life cycle of a project		
Elements of the project management process		
Identification and engagement of stakeholders		
Implications of global project management		
Identify at least five dimensions of diversity and discuss the value of team diversity.		
Behave ethically in a project environment.		
Identify at least four sources of conflict on projects and explain how to handle conflict.		
Apply the problem-solving process and the brainstorming technique.		
Manage time effectively.		
Explain how teams are assigned and formed.		
Identify and describe the stages of team development.		
Plan and conduct a project kickoff meeting.		
Discuss characteristics of effective teams		

Task	Satisfactory	Unsatisfactory
Identify and describe at least five barriers to team effectiveness.		
Be an effective team member.		
Take actions to support team building.		
Discuss how projects are identified.		
Explain how projects are prioritized and selected.		
Identify and describe at least eight elements of a project charter.		
Prepare a project charter.		
Prepare a request for proposal.		
Develop relationships with customers and partners.		
Decide whether to prepare a proposal in response to a customer's RFP.		
Create a credible proposal.		
Determine a fair and reasonable price for a proposal .		
Discuss how customers evaluate proposals.		
Explain types of contracts and various terms and conditions		
Measure the success of proposal efforts.		
Estimate the resources required for activities.		
Estimate the duration for an activity.		
Determine the earliest start and finish times for activities.		
Determine the latest start and finish times for activities.		
Explain and determine total slack.		
Prepare a project schedule.		
Identify and explain the critical path.		
Discuss the project control process.		
Develop updated schedules based on actual progress and changes.		
Discuss and apply approaches to control the project schedule.		
Explain agile project management.		
Estimate the resources required for activities.		
Estimate the duration for an activity.		
Determine the earliest start and finish times for activities.		
Determine the latest start and finish times for activities.		
Explain and determine total slack.		
Prepare a project schedule.		
Identify and explain the critical path.		
Discuss the project control process.		

Task	Satisfactory	Unsatisfactory
Develop updated schedules based on actual progress and changes.		
Discuss and apply approaches to control the project schedule.		
Explain agile project management.		
Estimate the cost of activities.		
Aggregate the total budgeted cost.		
Develop a time-phased baseline budget.		
Describe how to accumulate actual costs.		
Determine the earned value of work performed.		
Calculate and analyze key project performance measures.		
Discuss and apply approaches to control the project budget.		
Explain the importance of managing cash flow.		
Clearly defining the project objective		
Preparing a project scope document		
Understanding the importance of planning for quality		
Creating a work breakdown structure		
Assigning responsibility for work items		
Defining specific activities		
Creating a network diagram		
Utilizing a project management methodology called the systems development life cycle for information systems development projects.		
Discuss what is involved in managing risks.		
Identify and categorize risks.		
Assess and prioritize risks.		
Prepare a risk response plan.		
Develop a risk assessment matrix.		
Monitor risks.		
Be able to utilize various software		
Discuss and apply techniques to enhance personal verbal and written communication.		
Describe four barriers to effective listening and apply techniques to improve listening and understanding.		
Prepare for and facilitate effective project meetings .		
Prepare for and make informative and interesting presentations.		
Prepare useful, readable, and understandable reports.		
Explain how to control changes to project documents.		

Task	Satisfactory	Unsatisfactory
Create a project communication plan.		
Communicate effectively with project stakeholders.		
Describe collaborative tools used to enhance communication on projects.		
Identify actions that should be taken during the process of closing a project.		
Conduct a post-project evaluation.		
Discuss the value and use of lessons learned.		
Explain the importance of organizing and archiving project documents.		
Obtain customer feedback about the project.		
Describe situations that could result in early project termination.		
Understand team and individual contributions for a successful project.		
Problem solving and resolution techniques.		
Ability to verbally present cohesive ideas to a group.		
Identify the needs and timelines of a project.		
Use the features and capabilities of Microsoft Project.		
Using the Project Manager as a resource.		
Understanding the four stages of a successful project.		

Instructor's Signature _____ Date _____