

Project Management Certificate Practicum

The Project Management Certificate Practicum is the Capstone course for the Project Management Certificate Program. The Practicum project requires students to apply and synthesize the skills, knowledge and techniques learned in these project management classes. In this self-managed course, participants manage an entire project independently, applying skills and concepts acquired through project management classes and the PMBOK® Guide, with minimal direction from the instructor. The class size is limited to a maximum of 10 students, with the role of project manager rotating weekly among the team members to give all participants practice managing a team. All other project team roles are developed and assigned as the team sees fit.

Who should take this course?

This course is required for participants in the Project Management Certificate Program, and enrollment is limited to certificate students who have completed all other required Project Management Certificate courses.

Course Objectives

- Complete a project which meets the client's needs and expectations.
- Complete Project Deliverables and Project Documentation requirements (see below).
- Ensure that a group communication process is in place. (Example: Google Group page).
- Close each project phase with a phase exit review before proceeding to the next phase.
- Navigate your project with minimal direction.
- Prepare a presentation for the last week of the quarter for customer, instructor, and Bellevue College Project Management Program staff (sponsor).

Course Details

- Length: 33 hours (6:00 to 9:00 pm weekly, for 10 weeks, not including the initial project kickoff meeting, which is Week 0. Expect to spend 6–10 hours per week on the project in addition to the scheduled class meetings.)
- Classroom Type: Lecture
- Prerequisites: Completion of all other required Project Management Certificate courses.

The above prerequisites are considered to be the basic skills and knowledge needed prior to taking this class. Instructors will assume your readiness for the class materials and will NOT use class time to discuss prerequisite materials.

Project Requirements

Each Practicum project is unique. Bellevue College partners with many local nonprofit agencies to provide students the opportunity to practice project management with an actual project, while also providing a tangible benefit to the community. Details are provided at the project kickoff meeting on the first night of class. The project team is responsible for the creation and assembly of the deliverables. The college may provide some standard materials or reproduction assistance. Details of any college-provided materials are included in the class syllabus; however, there is no budget allotment provided to practicum classes.

Deliverables

Practicum deliverables are defined in the project syllabus, but include no less than:

- A binder for the Bellevue College practicum library is required. This should be prepared in both hardcopy and compact disk. A copy of this binder is presented to the customer as well. This binder shall consist of the following (at minimum):
 - An initial project management guidelines document describing how the project will be managed (i.e. schedule for rotating project managers, etc).
 - Appropriate project documentation, to include (at a minimum) a project schedule, WBS, and risk management plan.
 - A weekly status report to the customer, though the customer may amend the amount/time of contact. (All status reports must be included in the final report).
 - A document recording the time each team member has spent on each week of the project.
 - A project team Lessons Learned document.
 - Individual personal lessons learned document from each team member (can be part of the project team Lessons Learned document).
- A presentation to the customer and invited guests during the last week of the project, describing the work of the project team, its results and conclusions. This includes both the product of the project and the process of managing it (what you learned about managing the project).
- A team celebration upon project completion.



BUSINESS & PROFESSIONAL PROGRAMS

Practicum Schedule

Week 0 (Project Kickoff): The first meeting of the Project Management Practicum is a three-hour scheduled class with the client, instructor and all participating students. The purpose of this kickoff class includes:

- An introduction to the client organization, including the mission and purpose.
- A discussion of the project details and requirements.
- Clarification about the purpose or expected outcome of the project, including a review of the evaluation components of the project.

The client attends approximately 60-90 minutes of the kickoff class. After the client departs, the participating students take the following steps:

- Decide on a project team name.
- Design a team logo.
- Plan a team building exercise.
- Decide on immediate next steps, and begin getting organized.

Weeks 1–9: “Round-Robin” course evaluations (weekly group evaluations) facilitated by the instructor.

Week 3: Initiation Phase Status Review: efforts expended to date. Include a detailed schedule (go-forward plan) for the planning phase.

Week 6: Planning Phase Status Review: efforts expended to date. Include a detailed schedule (go-forward plan) for the end of class presentation and celebration.

Week 10: Final presentation to customer and sponsor.

Notes

- The schedule may be negotiated w/the customer and sponsor, except for Weeks 0 and 10.
- The date for the final presentation sometimes deviates from the scheduled class date, depending on customer availability and convenience.

Course “Grading”

The Practicum course is not graded; however, individual accountability is required to pass the class. Each student is expected to engage in the project and be actively involved in completing assigned tasks. At the end of each class session, a “round-robin” discussion (group evaluations) will be led by your instructor. Each student is expected to provide a thoughtful summation of the class activities (including homework participation) by indicating what is working well for the team and one item/issue that could use improvement. Students who consistently have to be reminded to participate in class activities will be contacted privately to discuss their progress in the Practicum course. If a student continues to fail to perform class assignments and meet expectations, s/he may need to repeat the Practicum course at his/her own expense.

Passing Criteria for Team Members

- Attends Practicum sessions.
- Accomplishes assigned tasks in a timely fashion.
- Communicates according to group expectations.
- Communicates with group members about any anticipated or unanticipated problems or delays.
- Actively participates in sessions and assignments.