

## CTE Course Description and Standards Crosswalk

Course Information	
Course Name	Yearbook/Project Management
Course Number	89942
Number of High School Credits	.5 (repeatable)
Sequence or CTEPS (You must first have the Sequence or CTEPS entered into the EED-CTE system.)	Accounting, Entrepreneurship, Office Specialist, Web Design, Computer Science Technologies
Date of district Course Revision	May 2018
Career & Technical Student Organization (CTSO)	
CTSO embedded in this sequence	BPA
Occupational Standards	
Source of Occupational Standards	NBEA
Names/Numbers of Occupational Standards	NBEA – IT.XI Project Management and Systems Analysis Level 1-4
Registration Information	
Course Description (brief paragraph – as shown in your student handbook or course list)	Project Management/Yearbook will introduce students to the basics of project management, while producing a yearbook. Students will learn to develop time management skills and how to prioritize tasks to meet deadlines and basic project goals. The project of this course incorporates the skills of creative writing, copy writing, interviewing, caption-writing, layout and design, photography, advertising, sales, finances, bookkeeping, and recordkeeping. This class requires responsibility and the ability to conceptualize a project and take it to completion, adhering to strict industry-specific deadlines. Art, typing, computer skills, creative writing, and photographic abilities are recommended but not required.
Instructional Topic Headings (please separate each heading by a semi-colon)	Yearbook development; The project lifecycle; Scheduling and prioritization of tasks; Marketing and sales; Risk Management; Team work; Career Exploration; CTSO Involvement; Safety
Summative Assessments and Standards	
Technical Skills Assessment (TSA)	PMI – Certified Associate in Project Management
Course addresses:	Certified Associate in Project Management (CAPM)
New Alaska ELA and Math Standards	ELA and Math Practice
Alaska Cultural Standards	Yes
All Aspects of Industry (AAI)	Yes
Core Technical Standards	Yes
Employability Standards	Yes
Employability Standards	
Source of Employability Standards	State of Alaska
Tech Prep	
Current Tech Prep Articulation Agreement? (Y/N)	N
Date of Current Agreement	
Postsecondary Institution Name	

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Postsecondary Course Name	
Postsecondary Course Number	
# of Postsecondary Credits	

### Additional CTE Course Information

Author	
Course developed by	Eudora O'Brien
Course adapted from	
Date of previous course revision	n/a
Course Delivery Model	
Is the course brokered through another institution or agency? (Y/N)	N

Standards Alignment
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Student Performance Standards (Learner Outcomes or Knowledge & Skill Statements)	Specific Occupational Skills Standard	Common Technical Core Standards	New Alaska ENG/LA Standards	New Alaska Math Standards	Alaska Cultural Standards	Employability/ Career Readiness Standards	All Aspects of Industry/ Systems	Assessment
Explain the meaning of project management.	IT-XI	IT-PRG2 ST1	L.9-12.6		B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify and understand the 5 Project Management Process Groups (Initiating, Planning, Executing, Monitoring and Controlling, and Closing) and the processes within each group.	IT-XI	IT1 IT-PRG2 ST1	L.9-12.6	MP 6	B 2, 4	A2,5	Technical Skills Planning	Portfolio Project BPA Events Class Project Exam
Explain a typical project lifecycle.	IT-XI	IT-PRG2	L.9-12.6		B 2, 4	A2,5	Technical Skills Planning	Portfolio Project BPA Events Class Project Exam
Understand the project management processes in the project scope management knowledge area.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 1,4, 5, 6,7	B 2, 4	A2,5	Technical Skills	Portfolio Project

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								BPA Events Class Project Exam
Identify the purpose and elements of a Work Breakdown Structure (WBS) for both product and project scope. Be familiar with project control mechanisms such as gant charts and networks.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 5,6	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify the input, tools, techniques and outputs defines in the project schedule management processes.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 5, 6	B 2, 4	A2,5	Technical Skills Planning Community	Portfolio Project BPA Events Class Project Exam
Identify and apply key concepts in project cost management. Identify various parts of a project budget, including production, marketing, distribution, product cost and sale amount.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 1, 4, 5, 6	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify marketing and sales opportunities related to a project. Complete Marketing and Sales goals.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 1, 4, 5, 6	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Understand the quality planning, performing quality assurance and quality control. Practice quality control measures on a project	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 5, 6	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify techniques for developing a team, managing conflict and resolving resource related problems.	IT-XI	BM-HR3 IT1	L.9-12.6	MP 1,3	B 2, 4	A2,5	Technical Skills	Portfolio Project

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		ST1						BPA Events Class Project Exam
Understand organizational cultures and their impact on a project.	IT-XI	BM-HR3 ST1	L.9-12.6	MP 1,3	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Practice critical thinking and analytical decision-making capabilities to investigate business problems and propose project-based solutions	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 1, 2, 5, 6, 7	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify key concepts and approaches in project communication management.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 3, 5	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Identify different kinds of risk, including schedule, cost and quality risks. Be aware of how to mitigate risk related to a project.	IT-XI	IT-PRG2 ST1	L.9-12.6	MP 1, 2, 5, 6, 7, 8	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Understand the project procurement processes. Identify various types of contracts, agreements and source selection methods.	IT-XI	IT-PRG2 ST1	L.9-12.6		B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam

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Recognize key stakeholders roles and needs. Identify and understand the processes of project stakeholder management.	IT-XI	BM-HR3 IT 3 IT-PRG2	L.9-12.6		B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Understand the project closure process. Discover the importance of audits and the role they play in a project.	IT-XI	IT-PRG2	L.9-12.6	MP 1, 2, 5, 6	B 2, 4	A2,5	Technical Skills	Portfolio Project BPA Events Class Project Exam
Research career opportunities in Project Management	CD.IV	BM3,5,6	L.9-12.6 SL.9-12.6 WHST.9-12.6	MP 1, 2, 3, 5, 6, 7, 8	B2,3,4	A1,2,3,4,5,6,7 B1,2,3,4,5	Technical Skills Planning Technology	AKCIS Portfolio
Demonstrate safe use of tools and equipment, cyber safety and ergonomic safety in the workplace	IT.XV CD.III	BM5,6 IT4	L.9-12.6 WHST.9-12.8		B2,4	A1,6	Technical Skills Health/Safety	AK EED Safety Manual Business & Information Systems
Practice and promote ethics and ethical behavior in the work place	IT-I	BM2,5,6 IT4	WHST.9-12.8	MP 1, 4, 5, 6	B2,3,4	A,1,2,5	Technical Skills Work Habits Management	CTSO Participation
Encourage CTSO involvement	CD.IV & V	BM3,5,6	L.9-12.6 SL.9-12.6 SL.9-12.1.a-d		B2,3,4 C4 D6 E7,8	A2,5	Technical Skills Technology Planning Labor Work Habits	BPA Competitions

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**Instructional Resources**

**List the major instructional resources used for this course: (websites, textbooks, essential equipment, reference materials, supplies)**

**Jostens – Jostens.com**

**Lifetouch – Lifetouch.com; Lifetouch Advisor Curriculum**

**Project Management Institute (PMI)**

**A Guide to the Project Management Body of Knowledge (PMBOK Guide) 6<sup>th</sup> Edition (2017); PMI**