NORTHWESTERN POLYTECHNIC

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Fall 2023

BA 2090 (A2): Project Management – 3 (3-1-0) UT 60 Hours for 15 Weeks

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

INSTRUCTOR:	Bianca Dudenhoffer	**PHONE:**	(780) 539-2864
OFFICE:	C205	**E-MAIL:**	bdudenhoffer@nwpolytech.ca
OFFICE HOURS:	Tues/Thurs: 1 pm – 2:30 pm		

CALENDAR DESCRIPTION:

This course provides a practical approach to project management. It explores terminology, technique, method, communication, and skill of effective and efficient actions. Emphasis to define the scope, plan the project, and design execution contribute to practical learning. An ongoing term project will apply the principles and knowledge integral to the successful administration of a project. Students navigate complexity, risk, challenges, and disruption to manage resources and time constraints to reach project milestones.
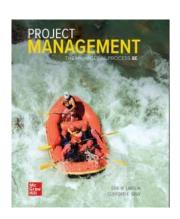
PREREQUISITES:

BA1010, BA1090, BA1110, BA1150, and BA1380

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, E., and Gray, C. (2021), *Project Management: The Managerial Process*, 8th Edition, McGraw-Hill Ryerson Limited w/Connect & Smartbook.

You will need Connect & Smartbook Access

The text will be used extensively. All students must purchase the McGraw Hill Connect with Smartbook Online Access. Students will need the Connect Access Code to gain access to online resources, quizzes, tests and exams. It is the student's choice if they purchase a new textbook with a connect access code, **or** an e-book with a connect access code. If you have purchased a used textbook, you will have to purchase a connect access code separately.

DELIVERY MODE(S):

On-campus (attend on-campus, in-person) – This type of course will be delivered on campus in a specific location which will be indicated on the student timetable. Students are expected to fully attend in person.

LEARNING OUTCOMES:

Upon successful completion of the course, students will be able to:
1. Identify the context and process of project management
2. Define project risk.
3. Identify the context and processes of cost estimation and budgeting.
4. Prepare a project schedule and analyze resource requirements
5. Discuss project evaluation and control methods
6. Manage the termination of a project

TRANSFERABILITY:

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page http://www.transferalberta.alberta.ca.

** Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. **Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

EVALUATIONS:

SmartBook (SB) Exercises (12)	5%
Quizzes (12)	15%
Term tests (2 @ 15% each)	30%
Term Project	50%
Total	100%

- You are strongly encouraged to complete all assignments, quizzes, and exams.
- A grade of zero (0) will be assigned for any of these that are missed.
- Late assignments will have a 10% reduction per day.
- Turnitin plagiarism detecting software will be used in this course.

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online on Connect during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. There will be no makeups on these. The lowest 2 quizzes will be dropped
- **SmartBook** exercises need to be completed within the established due dates. No extensions on these. The lowest 2 SB assignments will be dropped.
- **Term Project** is a group project, done in a small group with various due dates to progress you through the process of completing a project.
- **Term Tests** –The two term tests that will be taken in class.
- **There is no Final Exam in the course**; instead, you will work with your group to complete your project and accompanying assignments and documents.

GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines		Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	95-100		C+	2.3	67-69
A	4.0	85-94		C	2.0	63-66
A-	3.7	80-84		C-	1.7	60-62
B+	3.3	77-79		D+	1.3	55-59
B	3.0	73-76		D	1.0	50-54
B-	2.7	70-72		F	0.0	00-49

COURSE SCHEDULE/TENTATIVE TIMELINE:

Week	Topic	Chapter(s)
Week 1	Introduction to course, projects, strategic overview of project	
Week 2	Confirm groups; conduct meetings; group name and charter	1
Weeks 3 & 4	Creating the Marketing Plan and assignment of tasks	2,3,4
Weeks 5 - 7	Project scope, milestones, responsibility charts	5,6,10
Weeks 8 - 10	Budgets; Planning and risk assessment	7,11,9
Week 11	Fall Break	
Weeks 12 - 13	Execution of Project	13,14
Week 14 & 15	Debriefing; Evaluations and presentations	
During Exam Period	Final Project Due	

STUDENT RESPONSIBILITIES:

Attendance: Students are expected to attend all scheduled lectures, arrive on time, and remain for the duration of the activities. Arriving late and leaving early is disruptive to the entire class. Frequent tardiness may be treated as an absence. **Students with absences in excess of 6 classes may be refused permission to write the final exam**.

Email: Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor <u>must</u> be sent from your NWP student email account.** Emails should be professionally formatted and include a subject, correct spelling and grammar, and a reference to course material and/or textbook pages, etc. Emails that do not adhere to this format may not be responded to.

Recording: Photographing and/or recording course content is strictly prohibited unless advance permission is obtained from the instructor and any guest presenter(s). In the event permission is granted, such recordings may only be used for individual study, and may not be reproduced, transferred, distributed or displayed in any public manner.

Please click on the following link to read the student Rights and Responsibilities Policy:

https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=69

STATEMENT ON ACADEMIC MISCONDUCT:

Academic Misconduct will not be tolerated. For a more precise definition of academic misconduct and its consequences, refer to the Student Rights and Responsibilities policy available at https://www.nwpolytech.ca/about/administration/policies/index.html.

**Note: all Academic and Administrative policies are available on the same page.