

DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – Winter 2025

BA 2090 (EC): 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
Tues/Thurs: 11:30 am – 1:00 pm or by appointment – best way to
OFFICE HOURS: contact: email

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.

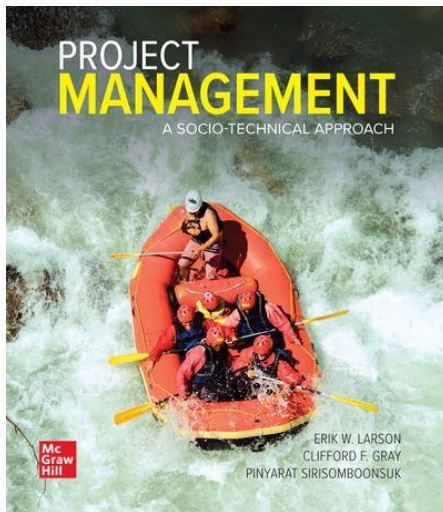
PREREQUISITES:

BA1010, BA1090, BA1110, BA1150, and BA1380

REQUIRED TEXT/RESOURCE MATERIALS:

Larson, E., Gray, C., & Sirisomboonsuk, P. *Project Management: A Socio-Technical Approach*, 2024 Edition, McGraw-Hill Ryerson Limited.

This text includes *Connect with Smartbook Online Access*. The text will be used extensively. *All students must purchase the McGraw Hill with Connect*. Students will need the Connect Access Code to gain access to online resources, quizzes, 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.



For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/students/techsupport/index.html>

Students are responsible for all fees associated with ProctorU, a live proctoring service for online exams. Fees are paid when you schedule your exams through ProctorU.

Pricing per exam is as follows:

60 minutes or less - \$16 USD

61-120 minutes - \$25 USD

121 - 180 minutes - \$31 USD

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):

Asynchronous (online) – This type of course will be delivered online through NWP's learning management system. There are no set class times and students attend remotely and asynchronously.

The course is delivered entirely online using myClass (D2L) and McGraw Hill Connect. For each chapter, a PowerPoint presentation is available, along with student resources in Connect. Relevant SmartBook (SB) exercises for each chapter will be assigned as well as weekly quizzes, periodic assignments, and exams to test your knowledge, understanding and application of the material throughout the course.

During the course, you will work in a small group to complete a project. You will be evaluated several times so you can assess how you are doing as you work through the material. The assignments, quizzes, and tests have specific due dates to help you finish the course on time

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 (9)	5%
Quizzes (9)	15%
Term tests (2 @ 15% each)	30%
Term Project	50%
Total	100%

- You are strongly encouraged to complete all assignments, quizzes, and exams.
- Assignments - Unauthorized late assignments, if accepted, will have a 10% per day late penalty applied to the assignment grade. If you believe you have a legitimate reason to make a request for a late submission on an assignment or other deliverable, please contact the instructor beforehand.
- Turnitin plagiarism software will be used in this class

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 quiz will be dropped
- **SmartBook** exercises need to be completed within the established due dates. No extensions on these. The lowest 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 1 and 2** will be closed book, taken online, and must be written using Proctoring software. Each of the Term tests will have one attempt and will be for 50 minutes. These tests are tentatively scheduled for Week 6 & 13. It will be important to complete the tests within this time frame, or it will result in a grade of zero. Re-writes or extra work will not be granted for missed tests or unsuccessful attempts.
- **There is no Final Exam in the course;** instead, you will work with your group to complete your project and accompanying assignments and documents.
- **Term Project** is a live group project that you will be working on throughout the semester. There will be a series of graduated steps and assignments that will result in the culmination of the delivery of your event. This event can be in-person or virtual. Failure to meet the due dates for the assignments will result in a delay on your project and hinder its success. Hence, it will be important to work diligently and responsibly with your group to meet deadlines. Team members will complete a peer evaluation at the conclusion of the term, which will play an important part in determining your mark on the project. **Final Project Report** will be due during the Final Exam period as set by the registrar's office.

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:

BA2090 -Project Management			
Week	Topics	Reading/Resources	Assignments & Tasks
Week 1	Introduction to the Course/ Ch. 1 - Modern Project Management	Read Ch. 1	Discussion post due - Jan 10 by 11:59 pm
			Get the textbook
			SmartBook Exercise and Quiz #1 - Ch. 1 due Jan 12 @ 11:59pm
Week 2	Ch. 2 - Organization Strategy and Project Selection	Read Ch. 2 & 3	Group Project Teams formed by Jan 17 by 11:59pm
	Ch. 3 - Organization: Structure and Culture	Work on Group Team Charter and Team Building Exercise	SmartBook Exercise and Quiz #2 - Ch. 2 & 3 due Jan 19 by 11:59pm
Week 3	Ch. 4 - Defining the Project	Read Ch. 4	Team Charter and Team Building Exercise due Jan 24 by 11:59pm
		Work on Project Proposal and Letter to Charity Assignment	SmartBook Exercise and Quiz #3 - Ch. 4 due Jan 26 by 11:59pm

Week 4	Ch. 5 – Estimating Project Times and Costs	Read Ch. 5	Project Proposal and Letter to Charity due Jan 31 by 11:59pm
		Work on Project Scope Assignment	SmartBook Exercise and Quiz #4 – Ch. 5 due Feb 2 by 11:59pm
Week 5	Ch. 6 – Developing a Project Schedule	Read Ch. 6	Project Scope due Feb 7th by 11:59pm
		Work on Project Milestones, Work Breakdown Schedule (WBS) and Responsibility Chart (RACI) assignments	SmartBook Exercise and Quiz #5 – Ch. 6 due Feb 9 by 11:59pm
Week 6	Term Test #1	Ch. 1-6	Complete Term Test 1: Can take anytime between February 10 – 13 Must be completed February 13 by 11:59 pm
		Work on Communication Plan assignment	Project Milestones, Work Breakdown Schedule (WBS) and Responsibility Chart (RACI) due Feb 14th by 11:59pm
Week 7	WINTER BREAK – NO CLASSES		
Week 8	Ch. 7 – Managing Risk	Read Ch. 7 & 10	Communications Plan due Feb. 28 th by 11:59pm
	Ch. 10 – Being an Effective Project Manager	Work on Risk Breakdown Structure Assignment	SmartBook Exercise and Quiz #6 – Ch. 7 & 10 due Mar 2 by 11:59pm
Week 9	Ch. 11 – Managing Project Teams	Read Ch. 11	Risk Breakdown Structure (RBS) due Mar 7 by 11:59pm
			SmartBook Exercise and Quiz #7 – Ch. 11 due Mar 9 by 11:59pm
Week 10	Ch. 9 – Reducing Project Duration	Read Ch. 9	Work on Marketing your Project!
			SmartBook Exercise and Quiz #8 – Ch. 9 due Mar 16 by 11:59pm

Week 11	Ch. 13 – Progress and Performance Measurement Evaluation	Read Ch. 13 & 14	SmartBook Exercise and Quiz #9 – Ch. 13/14 due Mar 23 by 11:59pm
	Ch. 14 – Project Closure		
Week 12	Final Project		
Week 13	Term Test #2	Ch. 7, 9, 10, 11, 13/14	Complete Term Test 2: Can take anytime between March 31 – April 3 Must be completed February 13 by 11:59 pm
Week 14	Final Project Completion and Closure		April 11 – last day of classes
Week 15	Final Project Documents Due during exam period		

STUDENT RESPONSIBILITIES:

Time Management

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly. See Course Schedule/Tentative Timeline section above. Course materials and announcements will be available on myClass, Connect, and NWP Webmail. Students are responsible for checking all three websites regularly.

Email

Email is the preferred option to communicate with your instructor. **Email correspondence to your instructor must 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.

USING PROCTORU:

This course uses ProctorU Live for online exams. To utilize this service, you are required to complete the following steps:

- Create a ProctorU account by clicking the ProctorU link in the course.
- Download and install the Guardian Web Browser, Google Chrome, and the ProctorU extension.
- Schedule each exam at least 3 days (72 hours) in advance. If you miss this deadline, you cannot take the exam.
- Pay for the proctoring service. The fees are exclusively your responsibility and in no event shall be the responsibility of Northwestern Polytechnic.

For more detailed instructions [click here](#), and for video instructions [click here](#).

Before each exam, you must complete a room scan with your web camera, during which you will show your surroundings to a live proctor.

The invigilator will ask to view (but not collect or store) your student identification to verify your identity and will remotely access your computer to unlock the exam. When monitoring your actions via video streaming, the invigilator may possibly record your actions if they suspect academic integrity behavioural issues. You will be verbally notified if/when recording begins.

The collection of and access to the personal information listed above is permitted under subsection 33(c) of the *Freedom of Information and Protection of Privacy Act*, RSA 2000, c F-25, which states, "No personal information may be collected by or for a public body unless that information relates directly to and is necessary for an operating program or activity of the public body." In addition, subsection 39(4) states, "A public body may use personal information only to the extent necessary to enable the public body to carry out its purpose in a reasonable manner."

Records Retention: Any video records of you created by ProctorU will be kept by ProctorU for a maximum of 7 days in order to make a decision about any possible academic integrity infraction, after which time it shall be permanently deleted. All other personal

information collected and stored by ProctorU within your profile account will be permanently deleted if the account has not been used after one year.

Consent to Store Personal Information Outside Canada

ProctorU is an American company. An agreement is in place between ProctorU and Northwestern Polytechnic by which ProctorU will take reasonable steps to protect your personal information from unauthorized access and disclosure. Information about how ProctorU protects your privacy can be found in their [Privacy Policy](#).

By using the ProctorU service via Northwestern Polytechnic, you consent to the storage of and access to your personal information outside of Canada.

This consent is in effect from the day you register with ProctorU and expires one year after completion of your exam.

Additional privacy and liability information regarding the use of ProctorU is available on the NWP website.