



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE –Fall 2026

BA2090 (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.

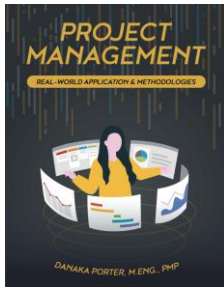
INSTRUCTOR:	Janelle MacRae, MBA	PHONE:	780-539-2215
OFFICE:	C305	E-MAIL:	jmacrae@nwpolytech.ca
OFFICE HOURS:	By appointment		

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.

PREREQUISITE(S): BA1010, BA1090, BA1110, BA1150, and BA1380

REQUIRED TEXT/RESOURCE MATERIALS:



Porter, D. *Project Management: Real-World Application & Methodologies*, 1st Edition, Stukent.

E-Book with electronic resources

We will also be using a Project Management simulation in this course. This can be purchased directly via this website: <https://mediaspark.dpdcart.com/product/236970>. Prices

are in USD.

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

[Technical Support | Northwestern Polytechnic](#)

ProctorU

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 (Both the midterm and final exams will fall into this category)
- 121 - 180 minutes - \$31 USD

DELIVERY MODE: Asynchronous

This is a paced online course. You will work through the course content in the order presented, completing all textbook readings, chapter exercises, quizzes, and assignments before progressing to the next week. Please adhere to the weekly schedule.

The course is delivered entirely online using NWP MyClass software and Stukent. The exercises, assignments, and quizzes have specific due dates to keep you on track, so you will finish the 15-week course on time.

It is highly recommended that you take advantage of all the material on the MyClass course and Stukent website. Access to Stukent comes with the purchase of your textbook. Important information, announcements, and grades are posted on the NWP MyClass course site. Grades for exercises, assignments, and tests are also posted to the NWP MyClass gradebook. Please check your MyNWP account for your final letter grade after the completion of the course.

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 the transferability of this course at the Alberta Transfer Guide main page [Transfer Alberta](#)

**** For courses with alpha (letter) grading, a 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:

Participation, Assignments and Discussion Posts	15%
Quizzes	10%
Midterm exam (1 hour 20 mins)	20%
Project Management Simulation 1 Energy Bar	5%
Project Management Simulation 2 Restaurant Franchise	10%
Project Management Simulation 3 Smart Watch	10%
Final Exam (2 hours)	30%
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.
- Work must be completed by the due date and time given. No lates will be accepted.

ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online on Stukent 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.
- Assignments, discussion posts, and simulation exercises need to be completed within the established due dates.
- All quizzes, tests and exams will be written as scheduled. Check myClass to confirm due dates. No rewrites or rescheduled quizzes or tests/exams will be given.
- **Midterm exam** –The midterm exam, covering chapters 1-6, must be completed during the testing window occurring in Week 8 of the Fall Semester. The dates of the testing window will be posted to MyClass well in advance.
 - The midterm will be completed using Proctor U software.
 - The midterm will be written closed book.
 - Students will have one attempt at the midterm exam. The test will be timed, and students will receive 80 minutes to complete. Once the test has started it must be completed in one sitting. Logging off or losing internet connection during the test will result in a grade based only on the portion of the exam that is completed. Students must have a reliable internet connection and computing device when completing tests.
 - No rewrites will be granted for missed or unsuccessful attempts.
- **Final Exam** – The final exam is scheduled by the registrar's office. Do not plan any activities during the final examination time period.
 - The Final Exam will be completed utilizing Proctor U software.
 - The Final Exam will be written closed book.
 - The Final Exam will account for 30% of your grade. Students will have one attempt at the Final Exam. The Final Exam will be timed, and students will receive 120 minutes to complete. Once the exam has started it must be completed in one sitting. Logging off or losing internet connection during the exam will result in a grade based only on the portion of the exam that is completed. Students must have reliable internet connection when completing exams.
 - Calculators and approved translation devices are the only electronic devices allowed during all Quizzes, Midterm, and the Final Exam. No programmable calculators will be allowed. Textbooks or notes will not be allowed in the examination area. Cell phone calculators may not be used.

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:

Course Schedule is approximate and may vary slightly at the discretion of the instructor.

Week	Topic	Chapter(s)
Week 1	Introduction to course, EBook, and Project Management Simulations	
Week 2	Introduction to Project Management	1
Week 3	The Role of a Project Manager	2
Week 4	Project Management Simulation 1: Energy Bar Project Priority and Stakeholders	3
Week 5	Project Setup	4
Week 6	Project Management Simulation 2: Restaurant Franchise Organizational Culture and Structure	5
Week 7	Estimates and Contracts	6
Week 8	MIDTERM	
Week 9	Project Management Simulation 3: Smart Watch Schedule	7
Week 10	Risk	8
Week 11	Fall Break	
Week 12	Resource Management	9
Week 13	Measuring Performance and Close Out	10
Week 14	International Project Management	11
Week 15	Technology	12
During Exam Period	Final Exam (Cumulative – all chapters) (120 minutes or 2 hours)	

STUDENT RESPONSIBILITIES:

Registered students are expected to abide by the rules and regulations of NWP. It is the student's responsibility to be fully acquainted with and adhere to NWP's policies, procedures or rules; see

<https://www.nwpolytech.ca/about/administration/policies/> and

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

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.

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: [Student Rights and Responsibility Policy](#)

****Note:** all Academic and Administrative policies are available on the same page.
[Policies Directory | Northwestern Polytechnic](#)

Copyright

NWP respects Canadian and International laws and agreements with respect to the use of copyright materials. It is the responsibility of the individual using copyrighted materials to ensure said use is compliant with Canadian law, the Use of Copyright Materials Policy, and the Copyright Practices Guide for NWP instructors and Staff. See <https://www.nwpolytech.ca/about/administration/policies/index.html> and <https://www.nwpolytech.ca/about/administration/policies/fetch.php?ID=71>.

Study Skills Hub

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time so plan your schedule accordingly.

The NWP Study Skills Hub will help you develop the skills you need to succeed in your program and cope with the demands of higher education. Click on the following link for free access:

<https://libguides.nwpolytech.ca/learningportal/studyskills>

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 personal information collected through ProctorU is collected under the authority of the *Post-Secondary Learning Act* (s. 65) and the *Protection of Privacy Act* (ss. 4(a) & (c)). This information is used to verify your identity, monitor exam conditions, and address potential academic integrity concerns during your online exam.

NWP may input the collected personal information into automated systems to fulfill the purposes stated above. This may include activities such as flagging potential academic integrity concerns for review.

Questions regarding the collection of this personal information can be directed to:
The Office of the Vice-President Academic – Northwestern Polytechnic – VPAR@NWPolytech.ca

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.