



DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

COURSE OUTLINE – WINTER 2024

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: Carolyn Vasileiou

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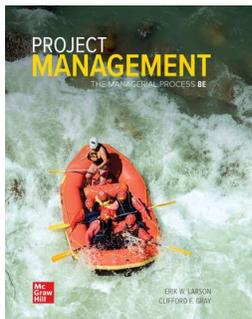
OFFICE HOURS: Monday/Wednesday 11:30-1:00pm or by appointment

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.

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.



NOTE: This text includes *Connect with Smartbook Online Access*. **The text will be used extensively.** All students must purchase the McGraw Hill Connect with Smartbook Online Access. Students must have a Connect Access Code to gain access to online resources and tests. 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. **There will be an additional fee (\$17.50 US) per semester for the proctoring software.**

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

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

DELIVERY MODE:

This is a paced online self-study course. There is 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. Develop effective group communication and team skills.
3. Define project risk.
4. Identify the context and processes of cost estimation and budgeting.
5. Prepare a project schedule and analyze resource requirements.
6. Discuss project evaluation and control methods.
7. 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 - (11 – lowest 2 scores will be dropped)	5%
Quizzes (9 – lowest 2 scores will be dropped)	15%
Term Test #1 (Ch. 1-6)	15%
Term Test #2 (Ch.7, 9, 10, 11, 13/14)	15%
Term Project	50%
Total	100%

Evaluation policies:

- **SB Connect** exercises will be *automatically submitted* on the due date in Connect. There will be 11 exercises with the lowest 2 scores dropping off. Late assignments will not be accepted and missed assignments will receive a grade of zero. No extensions or re-writes will be granted.
- **Quizzes** will be conducted online in **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 9 quizzes, with one attempt each; the lowest 2 scores will drop off. Re-writes or extra work will not be granted for missed quizzes or unsuccessful attempts.
- **Term Tests 1 and 2** will be closed book, taken online, and must be written using **Proctoring software**. There is a one-time charge of **\$17.50 US**, per semester, to use this 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.

- **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.
- **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. 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 week **between April 17 and April 21, 2024**.

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

Week/Dates	Topics	Reading/Resources
Week 1 – Jan 8-14	Introduction to the Course/ Ch. 1 - Modern Project Management	Read Ch. 1 Choose your team members for the group project.
Week 2 – Jan 15-21	Ch. 2 - Organization Strategy and Project Selection Ch. 3 - Organization: Structure and Culture	Read Ch. 2 & 3 Work on Group Team Charter and Team Building Exercise
Week 3- Jan 22-28	Ch. 4 – Defining the Project	Read Ch. 4 Work on Project Proposal and Letter to Charity Assignment
Week 4- Jan 29-Feb 4	Ch. 5 – Estimating Project Times and Costs	Read Ch. 5 Work on Project Scope Assignment
Week 5- Feb 5-11	Ch. 6 – Developing a Project Schedule	Read Ch. 6 Work on Project Milestones, Work Breakdown Schedule (WBS) and Responsibility Chart (RACI) assignments
Week 6- Feb 12-18	Term Test #1	Ch. 1-6 Work on Communication Plan assignment
Week 7 – Feb 19-25	WINTER BREAK	NO CLASSES

Week 8- Feb 26-Mar 3	Ch. 7 – Managing Risk Ch. 10 – Being an Effective Project Manager	Read Ch. 7 & 10 Work on Risk Breakdown Structure Assignment
Week 9- Mar 4-10	Ch. 11 – Managing Project Teams	Read Ch. 11
Week 10- Mar 11-17	Ch. 9 – Reducing Project Duration	Read Ch. 9
Week 11- Mar 18-24	Ch. 13 – Progress and Evaluation Ch. 14 – Project Closure	Read Ch. 13 & 14
Week 12- Mar 25-31	Final Project	Work on Final Project Completion
Week 13- Apr 1-7	Term Test #2 Project Completion	Ch. 7, 9, 10, 11, 13/14
Week 14- Apr 8-15	April 15 – last day of classes	Final Project Completion and Closure
Week 15	Submit Final Report	Final Project Documents due between Apr 17 - 21, 2024 @ 11:59pm

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

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.

ADDITIONAL INFORMATION:

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.

Recording and Photos

Recording conversations or taking photos in this class is strictly prohibited unless advance permission is obtained from the instructor or 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. Any images taken without consent is prohibited.

Email

Students may contact the instructor by NWP Webmail. Webmail will be answered within one business day outside of stated office hours. Webmail correspondence must be sent to your instructor from your NWP Webmail account. Webmail should be professionally formatted with correct spelling and grammar. Webmail must include a subject line and reference to the course code and material(s) and/or textbook pages, etc.

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>