



Project Management September 2016: COMM 451

INSTRUCTOR: Julius Bankole

E-MAIL: Julius.bankole@unbc.ca

OFFICE HOURS: Tuesdays 1:00-2:00pm or appointment by email

CLASS TIME: Fridays 11:30am – 2:20 pm

OFFICE LOCATION: 10-4562

TELEPHONE: 250 960 6685

CLASS LOCATION: Lab 10-3034

Information regarding the School of Business at UNBC can be found at: <http://www.unbc.ca/commerce>

COURSE DESCRIPTION

This course considers behavioral and structural aspects of projects, project life cycles, project planning, scheduling, budgeting, resource loading, resource leveling, resource planning, and cost estimation and crashing, project monitoring and controlling, project evaluation, auditing and termination. The use of Project management software in class is the fun part and practical implementation in this course.

Primary class emphasis is on the project management concepts, processes and tools. Project management is becoming increasingly more important in today's world. Mastery of key tools and concepts could give you significant and competitive advantage at the workplace.

This course will be lecture-style, interactive format and hands-on using Microsoft Project software. Lecture notes and other necessary announcements will be made available on the blackboard. Different components of course evaluation will include periodic online quizzes, two assignments and a group final project. In-class participation is a required and graded component of this course. **There is no final exam in this course.**

Final Project/Term paper will be on a practical implementation of project management topic.

COURSE OBJECTIVES

- ❖ To provide experience in using the concepts, techniques, and decision tools available to project managers.
- ❖ To emphasize the importance of work breakdown structures and networks in planning, scheduling, and controlling of projects.
- ❖ To create an awareness of potential conflicts and problems that can occur on projects.
- ❖ To identify appropriate behavior for successfully managing a project.
- ❖ To provide framework for managing projects using a computer-based information system.
- ❖ **Have fun with hands-on activities in the class!!**

REQUIRED COURSE MATERIALS AND READINGS

Text: *Project Management: Achieving Competitive Advantage*, 4th Edition by Jeffery K. Pinto, Pearson 2016.

Course Material: Lecture notes, online quizzes, class assignments and marks will be posted on the Blackboard.

COURSE ASSIGNMENTS AND GRADE WEIGHTING

Learning in this course results from both the delivery and discussion of lecture-based materials, as well as experiential learning activities where students analyze cases and issues concerning project management. There is a blend of both individual and team work. For work done in groups or pairs, evaluation will be made where all team members share the same grade. If problems arise in team activities, it is the responsibility of the students involved to inform the instructor sufficiently ahead of time prior to the due date of the team's course deliverable. The instructor will help resolve team conflicts, which may entail disbandment of the group itself or a re-assignment of the particular course deliverable in question. Your final grade will be calculated as follows:

Assignment	Due Date	Grade Weight
Participation/attendance (including in-class case discussions)	min. of 90% in-classes	10%
Assignment I (individual)	see the schedule	10%
Assignment II (Groups – One Case Study Analysis)	see the schedule	10%
Midterm	see the schedule	20%
Bi-weekly Online Quizzes	see the schedule	20%
Final Project Mgt Topics (mandatory groups of 2 or 3)	see the schedule	30%
Proposal		5
Report		15
Presentation		10
Total		100%

PARTICIPATION

Participation and attendance will carry 10% of the final grade. Students are expected to attend classes punctually, to participate in class discussions and to preview assigned readings. Participation in class discussions and the completion of all the in-class activities are important parts of this component. In-class activities will be assigned to students and a group assignment that requires using MS Project software. Students must complete the in-class activities in order to get the assigned activity marks. Students are expected to demonstrate professional and business behaviour throughout the courses.

ASSIGNMENT DESCRIPTION

These are two components of the assignment in this course. Individual assignment is worth 10% and group assignment is worth 10% of your final grade. Details of the assignments and due dates will be announced in class and posted on the blackboard. The assignment will reinforce topics covered in the lectures and allow students to gain familiarity with the fundamental components of the Microsoft Project software tool.

ONLINE QUIZZES

Online quizzes comprise multiple choice and short answer questions. The quizzes account for 20% of your final grade. The goal is to determine student understanding of the concepts and ideas discussed in class and described in the course textbook. Each quiz will cover specific chapters listed in the schedule.

TERM PAPER - Project Management Topics

This final project management topic accounts for **30%** of your grade. Details of the requirements for the term paper will be provided in the 5th week of the semester.

DUE DATES / LATE ASSIGNMENTS

All assignments are due at the beginning of class. No assignments are accepted after the due date.

PAPER FORMAT

- Adherence to all academic standards and forms is expected. Of particular note are the use of the third person in all assignments; the proper citation of sources; inclusion of bibliographies; and the use of proper spelling and grammar.
- All submissions are to use 12-point font, double-spaced.
- Page numbers are required – their use greatly assists in quickly determining missing pages.

MISSING A MIDTERM OR EXAM

Advance notice must be given when a student is unable to appear for an examination. Only duly authenticated bereavement, illness and legitimate reasons are admissible justifications for absence from a scheduled examination (eg. Writing an LSAT or CGA exam and there is a time conflict).

Do not schedule travel during the midterm or exam period that may conflict with your final exam!

TENTATIVE COURSE SCHEDULE:

Date	Topic	Readings
Sept 9	Introduction to the Course & Resources Why Project Management?/Introduction to MS Project	Chapter 1
Sept 16	The Organizational Context: Strategy, Structure, and Culture Project Selection and Portfolio Management Lab Practice	Chapter 2 Chapter 3
Sept 23	Leadership and the Project Manager Scope Management Online Quiz #1	Chapter 4 Chapter 5
Sept 30	Project Team Building, Conflict, and Negotiation Risk Management	Chapter 6 Chapter 7
Oct 7	Cost Estimation and Budgeting Assignment 1 due Project Scheduling I Lab Practice	Chapter 8 Chapter 9
Oct 14	Project Scheduling II Online Quiz #2	Chapter 10
Oct 21	Advanced Topics in Planning and Scheduling Resource Management Assignment 2 due	Chapter 11 Chapter 12
Oct 28	Midterm Project Evaluation and Control	Chapter 13
Nov 4	Online Quiz #3 Project Closeout and Termination	Chapter 14
Nov 11	Remembrance Day, University closed	
Nov 18	Group work on Project Management Topics/Consultation with Instructor No class	
Nov 25	Group work on Project Management Topics/ Consultation with Instructor No class Online Quiz #4	
Dec 2	Students Projects & Presentations Term paper due	
Apr 11-25	No Final Exam	No Final Exam

Grading System: see website: www.unbc.ca/calendar/undergraduate/general/regulations.html

Excellent	A+	90%-100%	Satisfactory	C+	67%-69.9%	Failure	F	0-49.9%
	A	85%-85.9%		C	63%-66.9%			
	A-	80%-84.9%	Marginal	C-	60%-62.9%			
Good	B+	77%-79.9%		D+	57%-59.9%			
	B	73%-76.9%		D	53%-56.9%			
	B-	70%-72.9%		D-	50%-52.9%			

Plagiarism and Academic Misconduct

It is the student's responsibility to be aware of UNBC's Academic regulations, policies and procedures as described in the University calendar.

A definition of academic misconduct includes: Cheating (using unauthorized material, information, or study aids in academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation and any and all other actions that may improperly affect the evaluation of a student's academic performance or

achievement, assisting others in any act, submission of the same work for grades in two courses without permission of the instructor or attempts to engage in such acts.

The regulations on plagiarism apply to all material submitted for a grade: essays, exams, assignments, cases, presentations, quizzes, and practice sets. Any case of suspected academic misconduct will be reported to the campus registrar. If the student is found guilty of academic misconduct there are both grade penalties and disciplinary penalties. Before there is any intention (on your part) or suspicion (on the part of your instructor or your peers) of wrongdoing, please see the instructor to discuss any problems of this nature. If your paper closely resembles a paper from this class or any other class (either written by you or another student, in this semester or any other), this will be considered an infraction of the academic misconduct code.

Respect

Please demonstrate respect to your fellow students who express their thoughts and explore new ideas in the course.

Ethical Standards

The following behaviors are considered unethical:

- Telling the instructor that you "need" a certain grade
- Asking for extra assignments for the purpose of raising a grade
- Asking that the grade be raised because it is very close to the next higher grade
- Asking that the grade be raised because you did very well on one part of the course or grading scheme
- Asking for a higher grade because you don't like the grading scheme
- Asking to be allowed to turn in an assignment late - even a few minutes late - because of computer or printer problems or any other reason
- Asking to be treated better than other students by making an exception to the rules
- Asking for any other unfair advantage in grading.

Access Resource Centre

If there are students in this course who, because of a disability, may have a need for special academic accommodations, please feel free to meet with the instructor to review your specific needs or contact the Access Resources Centre located in the Teaching and Learning Centre, Main Floor West Block Room 10-1048 Tel 250-960-5682 or via email arc@unbc.ca. For more information, please visit their website www.unbc.ca/arc

Academic Advising

For academic advising please contact the Recruitment and Advising Centre Room 7-714, by email: advising@unbc.ca or via phone at 250-960-6494.

Academic Success Centre

For tutoring online or in person; download handouts on writing and referencing; receive study assistance; and much more, please see the Academic Success Centre. Their website is www.unbc.ca/asc

The Academic Success Centre is committed to supporting and enhancing student learning and to providing the skills students will need to become life-long learners. Through collaborative partnerships, we offer services and resources that empower students to take responsibility for their own learning. Our students' success is our ultimate measure of accomplishment.

This site provides you with access to:

- Free online tutoring
- Downloadable handouts for writing, study skills, math, and presentation skills
- Access to self-assessment sites for learning styles, grammar, math, etc.
- Information about face-to-face tutoring and how to book an appointment
- Special programs and workshops offered through the Centre

For more information, please contact the Academic Success Centre located in the Teaching and Learning Building, Room 10-2584 or via Tel 250-960-6367 Fax 250-960-5425 or via email asc@unbc.ca. Their website is www.unbc.ca/asc