



COURSE OUTLINE

SCHOOL OF BUSINESS

COURSE NAME: Introduction to Project Management
COURSE CODE: BUS 4017
CREDIT HOURS: 42
PREREQUISITES: None
COREQUISITES: None
PLAR ELIGIBLE: YES (X) NO ()
EFFECTIVE DATE: September 2009
PROFESSOR: _____ **OFFICE #:** _____
PHONE: 416-415-5000 **EMAIL:** _____

NOTE TO STUDENTS: Academic Departments at George Brown College will NOT retain historical copies of Course Outlines. We urge you to retain this Course Outline for your future reference.

FOR OFFICE USE ONLY		
ORIGINATOR: _____	_____	_____
	SIGNATURE	DATE
CHAIR: _____	_____	August 2009 _____
	SIGNATURE	DATE
DATE OF REVISION: _____		

EQUITY STATEMENT: George Brown College values the talents and contributions of its students, staff and community partners and seeks to create a welcoming environment where equity, diversity and safety of all groups are fundamental. Language or activities which are inconsistent with this philosophy violate the College policy on the Prevention of Discrimination and Harassment and will not be tolerated. The commitment and cooperation of all students and staff are required to maintain this environment. Information and assistance are available through your Chair, Student Affairs, the Student Association or the Human Rights Advisor.

George Brown College is dedicated to providing equal access to students with disabilities. If you require academic accommodations visit the Disability Services Office or the Deaf and Hard of Hearing Services Office on your campus.

STUDENT RESPONSIBILITIES: Students should obtain a copy of the *Student Handbook* and refer to it for additional information regarding the grading system, withdrawals, exemptions, class assignments, missed tests and exams, supplemental privileges, and academic dishonesty. Students are required to apply themselves diligently to the course of study, and to prepare class and homework assignments as given. Past student performance shows a strong relationship between regular attendance and success.

COURSE DESCRIPTION:

Project management skills are increasingly sought after in today's workplace. The ability to plan out work activity, coordinate timelines, manage resources and lead projects to successful completion is extremely valuable no matter what industry or career endeavor students decide to pursue. This course introduces concepts, skills and tools that will allow students to coordinate and lead projects towards successful completion. Through combining traditional lecture with weekly-facilitated sessions, students not only enhance their understanding of textbook concepts in a team-based environment, but also develop the essential communication, negotiation, decision-making, teamwork and leadership skills that are critical to effective project management.

ESSENTIAL EMPLOYABILITY SKILLS:

As mandated by the Ministry of Training, Colleges and Universities essential employability skills (EES) will be addressed throughout all programs of study. Students will have the opportunity to **learn (L)** specific skills, to **practice (P)** these skills, and/or **be evaluated (E)** on the EES outcomes in a variety of courses. The EES include communication, numeracy, critical thinking & problem solving, information management, interpersonal and personal skills. The faculty for this course has indicated which of the EES are either Learned (**L**), Practiced (**P**) or Evaluated (**E**) in this course:

Skill	L	P	E	Skill	L	P	E
1. communicate clearly, concisely and correctly in the written, spoken and visual form that fulfills the purpose and meets the needs of the audience	X	X	X	7. locate, select, organize and document information using appropriate technology and information sources	X	X	X
2. respond to written, spoken or visual messages in a manner that ensures effective communication	X	X	X	8. show respect for the diverse opinions, values, belief systems, and contributions of others		X	X
3. execute mathematical operations accurately				9. interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals	X	X	X
4. apply a systematic approach to solve problems				10. manage the use of time and other resources to complete projects	X	X	X
5. use a variety of thinking skills to anticipate and solve problems	X	X	X	11. take responsibility for one's own actions, decisions and consequences	X	X	X
6. analyze, evaluate, and apply relevant information from a variety of sources	X	X	X				

COURSE OUTCOMES:

Upon successful completion of this course the students will have reliably demonstrated the ability to:

1. Upon successful completion of this course students will be able to :

1. Understand why effective project management and skilled project managers are so crucial to an organization
2. Select the best project to pursue by assessing risk and evaluating criteria
3. Appreciate the perspectives of different project team members and manage the human factors associated with working in teams
4. Properly plan out activities and forecast effort
5. Better negotiate and recognize project conflict
6. Estimate and manage project budgets
7. Schedule resources, work activity, and timelines
8. Allocate an optimal number of resources to deliver against commitments
9. Control projects and take action if projects fall off schedule
10. Create reports to satisfy the needs of internal and client stakeholders
11. Close-out a project and carry “lessons learned” forward to the next challenge
12. Demonstrate the “soft-skills” necessary to successfully lead a project

LIST OF TEXTBOOKS AND OTHER TEACHING AIDS:

Recommended Reading:

The Fast Forward MBA in Project Management (Third Edition) – Erick Verzuh
ISBN-10: 0470247894

*Available in campus bookstore

Required Teaching Aid:

Course Website – WebCT

<http://webct6.georgebrown.ca>

* All lecture notes and supplementary class material will be posted on this site

TESTING POLICY:

Exemption or deferral of a term exam or final examination is not permitted except for a medical or personal emergency. The professor must be notified by e-mail prior to the test. Appropriate documentation, as determined by the professor, must be submitted. Any student who either misses the midterm exam or does not hand in a paper and who provides acceptable documentation of illness will have the missed percentage of the course mark added to the weighting of the final exam. There will be no make-up exams or assignments.

Absence from final exam:

- Professor must be notified by e-mail **before** the examination
- Documentation must be presented to the professor **within three working days.**
- The final examination must be written **within 60 days of the submission of the incomplete grade. Failure to do this will result in an F grade.**

LEARNING EXPECTATIONS

The faculty of the Management Studies program takes your academic and personal success seriously. We believe that our responsibility to you extends beyond classroom academics, and into skills that will help you be successful in business and life. This is a business program. As

a result, we want to ensure that you are being properly prepared for the business environment – this means punctuality, attendance and responsibility for your actions.

Participation: Weekly lecture provides a tremendous opportunity to work with each other, share insights, develop “soft skills” and as a result enhance overall learning. What students end up taking away from this class will depend highly on their ability to participate every week by completing the assigned readings, preparing for lecture, and putting forth a strong effort while analyzing cases in the classroom. Students who miss class should make arrangements with classmates to obtain any in-class material, such as lecture notes, handouts, or assignments

To further emphasize the participative nature of this course, 10% of the final grade will be dependent on your completion of regular in-class assignments and how your peers and the instructor assessed your participation throughout the term. As a result, success in this course will depend on your ability to attend a majority of classes, so that you have the opportunity to complete these assignments and contribute to the class. These assignments cannot be made up with a take-home, and thus failure to attend weekly lecture on that particular day will result in a zero grade for that particular assignment.

Punctuality: Coming to class on time shows respect for the class, students and your professor. Interruptions can break concentration, interrupt presentations and debates. To respect the learning environment, we ask that if a student is late (within 5 minutes) that the student enter the class quietly and with minimal disruption. If the student is late beyond the 5 minutes of class starting, the student is to wait until the break to join the class.

Group Work: This course also consists of a strong group work component. In some cases your groups will be assigned and in others you can select your own teams. The decision will be made according to the course instructors’ discretion. It is the individual student’s responsibility to ensure that they are actively contributing to their group. If a student is not performing up to expectations, the other members reserve the right to dismiss that individual after consultation with the professor. This will result in a mark of zero for that group member.

Late Policy: Many students will have other responsibilities and time commitments outside of this class. However, managing time effectively and meeting deadlines is a reality you will face as a project manager, and thus is an emphasis for this course. All assignments are due by the time and the date given by the course instructor. A score of zero is recorded for a late or missed test/assignment unless the student contacts the instructor prior to the test or assignments (leave a voice or email message) and presents official substantiation on the first day he/she returns to class. Acceptable documentation would be in the form of a doctor’s note, a court summons or funeral documentation. Failure to follow this procedure will result in a mark of zero.

Plagiarism and Cheating : You should take steps to fully familiarize yourself with the Plagiarism and Cheating Policy adopted by George Brown College’s current Calendar. Plagiarism and/or Cheating will result in a zero grade for that assignment or test, and could result in a failed grade for the course and possibly expulsion from the college.

Plagiarism and cheating is strictly prohibited.

To view George Brown College policies please go to www.georgebrown.ca/policies

EVALUATION SYSTEM

Assessment Tool:	Description:	Outcome(s) assessed:	EES assessed:	Date / Week:	% of Final Grade:
Mid-Term Exam	Written short and long answer test	1,2,3,5,6,7	1,2,3,5,6,11	Week 7	30%
Group Report	Team project managing a real project –scenario (includes Peer Evaluation)	3,4,5,6,7,8,10,11,12,13,14	1,2,3,5,6,7,8,9,10,11	Week 12	20%
Group Presentation	15 min. class presentation	3,4,15	1,2,5,6,8,9,10,11	Week 12 or 13	10%
Final Exam	Comprehensive written test	5,7,8,10,14	1,2,3,5,6,11	Week 15	30%
Participation	In-class assignments throughout	3,4,5,6,7,9,13,15	1,2,3,11	All Classes	10%
				TOTAL:	100%

GRADING SYSTEM

The passing grade for this course is: D

A+	90-100	4.0	B+	77-79	3.3	C+	67-69	2.3	D+	57-59	1.3	Below 50	F	0.0
A	86-89	4.0	B	73-76	3.0	C	63-66	2.0	D	50-56	1.0			
A-	80-85	3.7	B-	70-72	2.7	C-	60-62	1.7						

Excerpt from the College Policy on Academic Dishonesty:

The *minimal* consequence for submitting a plagiarized, purchased, contracted, or in any manner inappropriately negotiated or falsified assignment, test, essay, project, or any evaluated material will be a grade of zero on that material. To view George Brown College policies please go to www.georgebrown.ca/policies

TOPICAL OUTLINE:

Week	Topic / Task	Outcome(s)	Content / Activities	Resources
1	<ul style="list-style-type: none"> ▪ Course Orientation. ▪ PMI, PMP, PMBOK. ▪ Project Management Overview 	1	<ul style="list-style-type: none"> ▪ Purchase Textbook ▪ Read Course Outline 	Read Chapter 1,2 & visit www.pmi.org
2	<ul style="list-style-type: none"> ▪ How to Select a Project ▪ Project Proposals ▪ Project Quality ▪ Select group projects 	2,12	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes 	Read Chapter 3&4
3	<ul style="list-style-type: none"> ▪ Project Definition ▪ Project Stakeholders ▪ Making the Rules 	3,5,12	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Read Chapter 6
4	<ul style="list-style-type: none"> ▪ Project Planning ▪ Work Breakdown Structure 	4,12	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Read Chapter 7
5	<ul style="list-style-type: none"> ▪ Schedules ▪ Critical Paths 	4,7,8,12	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Read chapter 19
6	<ul style="list-style-type: none"> ▪ Mid-Term Exam Review ▪ Using MS Project 		<ul style="list-style-type: none"> ▪ Study Web Exam Review Package 	
7	<ul style="list-style-type: none"> ▪ Mid-Term Exam 			
8	<i>INTERSESSION WEEK</i>			
9	<ul style="list-style-type: none"> ▪ Mid Term Test review. ▪ Estimating Budgets ▪ Group Project Work Session 	6	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Read Chapter 8
10	<ul style="list-style-type: none"> ▪ Controlling the Project ▪ Group Project Work Session 	5,9,10	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Study Web Lecture Notes Read Chapter 11
11	<ul style="list-style-type: none"> ▪ Project Communication ▪ Risk Management ▪ Closing the Project 	3,5,11	<ul style="list-style-type: none"> ▪ Study Web Lecture Notes ▪ In-Class Participation Assignment 	Read Chapter 5
12	<ul style="list-style-type: none"> ▪ All Group Written Reports due ▪ Group Presentations Begin 	12		
13	<ul style="list-style-type: none"> ▪ Group Presentations cont'd. 	12		
14	<ul style="list-style-type: none"> ▪ Exam Review 			
15	<ul style="list-style-type: none"> ▪ Final Exam 			
<p>Please note: this schedule may change as resources and circumstances require.</p> <p>For information on withdrawing from this course without academic penalty, please refer to the College Academic Calendar: http://www.georgebrown.ca/Admin/Registr/PSCal.aspx</p>				