

### INFT 2100

### TENTATIVE WORK PLAN

### Project Management

#### FACULTY INFORMATION

Name Leonardo Farran  
Email [Leonardo.Farran@nscc.ca](mailto:Leonardo.Farran@nscc.ca)

Campus Online  
Office Location Teams  
Availability By Arrangement

**Academic Chair**  
Blair Lipsett  
Email: [Blain.Lipsett@nscc.ca](mailto:Blain.Lipsett@nscc.ca)

**Administrative Assistant**  
Daniel Hill  
Email: [daniel.hill@nscc.ca](mailto:daniel.hill@nscc.ca)

**Student Services Advisor**  
Lillian Lake Student  
Email: [lillian.lake@nscc.ca](mailto:lillian.lake@nscc.ca)

#### ASSESSMENT AND EVALUATION METHODS

A variety of informal and formal methods may be used for assessing and evaluating your learning, including but not limited to:

- Assignments
- Labs
- Tests
- Projects
- Presentations
- Peer Assessments
- Self-Assessments

#### Learning Outcomes

1. Define the charter of an IT project.
2. Determine and employ the best development methodology for a given project.
3. Use a project management tool or software application to create a project plan.
4. Monitor schedules, resources and quality of an ongoing project, triggering the process of Change Control where necessary such that all stakeholders are kept continuously aware of the progress of the project in relation to its defined mission and scope.
5. Produce professional project documentation for distribution to appropriate stakeholders.
6. Produce professional level communication documents and presentations using an office software suite.

#### Evaluation Scheme:

Assignments: .....1 @5% each.....5%  
Assignments: .....2 @20% each....40%  
Final Project.....30%  
Quizzes.....10%  
Participation and Engagement.....15%  
Total 100%

Extra Assignment @15.....15%  
(this assignment is provided for students to upgrade their marks)

All assignments will be submitted to Brightspace or GitHub where their submission time will be recorded ("time stamped"). Assignments may also be reviewed (in person) where students will answer questions about their solutions and design choices. Feedback will be provided at this time

### TENTATIVE SCHEDULE

Because every learner is different, it is effective to align the pace, workload, and delivery strategy to strengths of the learners. In a creative learning environment, **you should expect some variations** from this tentative work plan as well as a variety of informal assessments throughout the course.

Week/Unit	Topics/Description	Relevant Learning Outcome(s)	Value/Evaluation/ Due Dates (if applicable)
Week 0 Sept 2-5	NA	1	
Week 1 Sept 8-12	NA	1	
Week 2 Sept 15-19	Orientation Days, Overview of Course, College Resources Project Initiation – Proposal & Charter	1,2	
Week 3 Sept 22-26	Project Management Methodologies Project Scope– Project Analysis and Setup Methodologies and Tools	1,2, 3, 4	
<b>Tuesday, September 30<sup>th</sup> – National Truth and Reconciliation Day – College Closed/No Classes</b>			
Week 4 Sept 29-Oct 3	Sample Project – Group Assignment 1 Project Scope– Project Analysis and Setup Methodologies and Tools	3,4,	
Week 5 Oct 6-10	Project Scope – Project Analysis and Setup Methodologies and Tools, plan creation	3,4	
<b>Monday, October 13<sup>th</sup> – Thanksgiving Day – College Closed/No Classes</b>			
Week 6 Oct 13-17	Project Scope – Project Analysis and Setup Methodologies and Tools, plan creation	3,4	
<b>Wednesday, October 22<sup>nd</sup> – Assessment &amp; Evaluation Day – College Open/No Classes</b>			
Week 7 Oct 20-24	Work Breakdown (WBS) – Project Analysis and Setup Stakeholder notification & Monitoring	3,4,5,6	Quiz (10%) Assignment 1 (5%)
Week 8 Oct 27-31	Work Breakdown (WBS) – Project Analysis and Setup Stakeholder notification & Monitoring	3,4	Assignment 1 due
Week 9 Nov 3-7	Final Project – Project Section / Charter Change Control	3,4,5,6	
<b>Tuesday, November 11<sup>th</sup> – Remembrance Day – College Closed/No Classes</b>			
Week 10 Nov 10-14	Final Project Work Breakdown (WBS) – Project Analysis and Setup Project Implementation - Change Control	4	
Week 11 Nov 17-21	Final Project Presented to the Class Project Implementation - Change Control	4,5,6	In Class Assignment 2 (20%) Final Project Given (30%)

Week 12 Nov 24-28	Project Analysis and Methodology Project Implementation – Communication plan (Reporting Out)	4	
Week 13 Dec 1-5	Final Project– Communication plan Project Implementation – Retrospective	4,5	In Class Assignment 3 (20%)
Week 14 Dec 8-11	Final Assignments and Wrap-up	3,4,5,6	Final Project due

### Participation and Engagement

Students will receive a grade for participation and engagement based on a sliding scale.

This scale is based on consistent, active involvement in class discussions, group activities, and overall contribution to the learning environment.

<b>Max total grade: 15%</b>		
Participation	Description	Grade
<b>Responds to questions</b>	The student provides an answer when directly asked a question. Answers can be submitted via voice or chat and do not need to be correct.	5%
<b>Volunteers Answers</b>	The student actively volunteers answers to class-wide questions. Answers can be submitted via voice or chat and do not need to be correct.	2%
<b>Participates during in-group assignments</b>	The student participates during in group assignments	8%
	<b>Total</b>	15%
<b>Camera use</b>	Maintaining an active camera for over 80% of the classes complements the total participation grade, though the maximum combined grade for participation cannot exceed 15%.	5%

### ADDITIONAL INFORMATION

The keys to success in a fast-paced and applied program are being proactive and being present. To foster success, we have implemented the guidelines below to help keep you on-track in the program. It is important that if you are having difficulties, you have ongoing communication with your faculty.

### Attendance and Late Assignments

1. NSCC is an applied learning environment and as such in-classroom participation is key to the learning process. Prompt and regular attendance is expected of all students and attendance records will be kept.
2. Responsibility for work missed due to absence rests with the student. Failure to complete program or course requirements stated at the outset of the course will result in a failing grade.

3. If a student will miss a test or be late with an assignment they must coordinate with the faculty **prior** to the due date. **A late assignment will be assessed a late penalty of 20% per day. 5 days Brightspace submission will be closed and after that point an assignment can only be graded with the permission of the Academic Chair.**
4. When academic difficulties are being experienced, it is the responsibility of the student to seek support through college and/or external resources.

### Inclusion and Integrity of the Learning Environment

We strive to ensure that equity, inclusion and social justice is the reality for all students, faculty and staff. We commit to provide a safe and respectful working and learning environment where differences are valued, expected and honored. Within this environment, students are required to demonstrate the values of respect, academic integrity and honesty.

To support these goals, we have the following policies:

- Respectful Community
- Student Community Standards
- Employee Code of Conduct
- Sexual Violence
- Academic Integrity
- Academic Accommodations
- Educational Equity

For more information visit [Policy and Procedures](#)

### Appealing a Final Grade

NSCC is committed to a fair, transparent and timely approach to a student's right to challenge academic decisions and non-academic decisions that affect academic progress and standing.

If you feel your final grade is unreasonable, speak with your Faculty or Academic Chair about your concerns. If the issue is not resolved, you may pursue a formal appeal. Speak with your Student Services Advisor for more information on the [Student Appeals Policy](#), procedures, and your eligibility.

### Supplemental Evaluations

Students may be eligible to write supplemental evaluations however, not all courses are eligible for a course supplemental evaluation. Approval to exempt a course from eligibility for supplemental evaluation must be granted by the school Dean and the Director of Enrolment and Registrar. For more information speak with your faculty or Academic Chair.

### Copyright

Copyright compliance is a legal responsibility. All students, staff and faculty at NSCC are required to abide by the NSCC [Use of Copyright Materials Policy](#), [Fair Dealing Guidelines](#) and the *Copyright Act of Canada* when copying materials. This includes art, music, videos, sound recordings, images, printed works (book, journals, newspapers, etc.) and materials on the Internet. Check with your Campus Library if you have questions or visit our [Copyright Guide](#).

### Preparing for Learning

Your success in this course stems largely from your level of engagement and willingness to learn. Preparation, attendance, and participation are key factors in learning. If you feel overwhelmed, lost, or disengaged, speak with your faculty, Academic Chair, or Student Services Advisor about how we can help.

### Student Supports

Visit the [Student Supports Hub](#) to access accessibility, advising, career, financial aid, library, learning and wellness supports.

For support with Brightspace visit [Service Desk](#) and select Technology Services and then View Services. Click **Create a Request** (Select "Brightspace", then "Brightspace Student Support"). Or, by phone, dial 902 491-4357, or Toll-free: 1 866 898 4357. For self-directed, how-to resources to aid in using Brightspace, visit the [Brightspace Toolkit](#).

### Take care of yourself

As a student, you may experience a range of challenges that can interfere with learning, such as strained relationships, increased anxiety, substance use, feeling down, difficulty concentrating or lack of motivation. This may impact your daily activities and your academic performance.

We are here to support you.

To talk to a counsellor and explore other supports: [Wellness and counselling](#)

For online supports and our 24/7 student helpline: [HealthymindsNS](#)

Your wellbeing is a priority – review our [Mental Wellness Strategy](#)

### Workplan Approval



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Signature: Faculty

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Leonardo Farran

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Name of Faculty Member

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5-Nov-2025

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Date



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Signature: Academic Chair, Manager Alternate  
Delivery, or Dean's Designate

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Blair Lipsett

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Name of Academic Chair, Manager Alternate  
Delivery, or Dean's Designate

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September 15, 2025

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Date