

## CPS 714: Software Project Management

### Fall 2024

DSQ02, Mon. 9:00PM - 12:00PM

DSQ23, Tue. 9:00PM - 12:00PM

### Instructor Information

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- **Instructor Name:** Prof. Manar Alalfi
- **Office Location:** ENG-290
- **Office Hours:** Fri 11:00 AM-12:00 AM, or by appointment
- **Phone:** 416-979-5000 ext. 4876
- **Course Website:** my.torontomu.ca (for courses using D2L)
- **Email Address:** manar.alalfi@torontomu.ca

### Email Policy

In accordance with the Policy on TMU Student E-mail Accounts (Policy 157), Toronto Metropolitan University (TMU) requires that any electronic communication by students to TMU faculty or staff be sent from their official university email account.

Emails sent from other accounts may not be answered. Please add course number to the subject line.

### Lab schedule

	LAB	Time	ROOM	TA/GA	Email
Tu 9:00-12:00 - DSQ23	1	Th 12:00-13:00	ENG201	Farzaneh Abdohahi	farzaneh.abdolahi@torontomu.ca
	2	Fr 16:00-17:00	ENG206	Matthew Bush	matthew.bush@torontomu.ca
	3	Mo 10:00-11:00	ENG202	Aritra Kumar Lahiri	aklahiri@torontomu.ca
	4	Fr 13:00-14:00	ENG203	Wael Shabana	wael.shabana@torontomu.ca
	5	We 14:00-15:00	ENG202	Aritra Kumar Lahiri	aklahiri@torontomu.ca
Mo 9:00-12:00 -DSQ02	6	We 14:00-15:00	ENG203	Wael Shabana	wael.shabana@torontomu.ca
	7	Th 11:00-12:00	ENG203	Farzaneh Abdohahi	farzaneh.abdolahi@torontomu.ca

**Calendar Description**

Introduction to issues involved in managing large, complex software projects. Introduction to industry-standard project management techniques and tools needed to use them, as well as their application to software projects.

Weekly Contact: Lecture: 3 hrs. Lab: 1 hr.

Prerequisites: [CPS 406](#)

Antirequisites [ITM 750](#) Course Details

**Major Topics:**

- Introduction to Project Management
- Project Management Process
- Project Integration Management
- Project Scope Management
- Project Scheduling and Tracking
- Project Procurement Management
- Software Cost Estimation
- Project Quality Management

**Reference textbooks:**

- Kathy Schwalbe (2019). Information Technology Project Management, 9th Edition. Cengage
- Adolfo Villafiorita (2016). Introduction to Software Project Management. Boca Raton, FL: CRC Press/Auerbach Publications.
- Robert K. Wysocki (2017). Effective Project Management: Traditional, Agile, Extreme, 7th edition. Wiley.
- David J. Anderson (2004). Agile Management for Software Engineering. New Saddle River, NJ: Pearson Education Inc.
- Erik W. Larson and Clifford F. Gray (2017). Project Management: The Managerial Process. New York, NY: McGraw-Hill Higher Education.
- Other materials may include books, articles, and web sites as given or suggested by the instructor.

**Learning outcomes:**

At the end of this course, the successful student will be able to:

- A student should be able to work on a given project as part of a small team. (6a)
- A student should be able to communicate effectively about the tasks undertaken by the team as well as the results obtained by the team in which they participated. (7c)

- A student should be able to resolve professional issues using their technical knowledge as well as the relevant standards and codes of practice, including issues related to intellectual property and contracts. (8c)
- A student should be able to identify, resolve, or propose a resolution to various ethical challenges, including but not limited to equity, diversity and inclusion. (10a)
- Understand, interpret, articulate, and apply a basic knowledge of project management techniques.
- Understand the characteristics of information technology (IT) projects in general, and software projects in particular, and consequently be able to take active part in the management and execution of such projects.
- Understand the process of managing agile software projects and consequently be able to take active part in the management and execution of such projects. (11b)

**NOTE:** Numbers in parentheses refer to the graduate attributes required by the Canadian Engineering Accreditation Board (CEAB).

## **Rules and Regulations**

The rules and regulations are for the enjoyment and respect of everyone in the class including yourself. Thank you very much for abiding by them:

- Students are responsible for logging to the instructor's website, and for following all course related instructions so transmitted. Students should also check their emails daily for any notices from the professor and are responsible for following any directives so sent.
- As course topics are typically developed based on material from previous lectures, students are strongly urged to attend ALL classes. If you miss any material due to illness or other unavoidable circumstances, be sure to catch up before the next class. Many studies have demonstrated that class attendance is the best predictor of success in any class.
- Please refrain from talking during the lecture. Everybody needs to hear correctly. If you feel the urge to talk, you are invited to step out of the classroom.
- Please shut down your cell phone or put it in vibrating mode during the lecture. If you are expecting an important call, and do not have a vibrating function, please answer it immediately and step out of the classroom to talk (turning your microphone to mute all the time).
- Please arrive on time, class will promptly begin at :10. If you arrive late or have to leave early, please do so quietly and be nice to your peers online.
- Please be reminded that the Teaching Assistants (TAs) are the representatives of the professor in the lab sessions. You are to treat the TAs with respect.

### Assessment Weighting Breakdown (suggested template)

Schedule of Assessment Tasks for Students During the Semester			
	Assessment task (e.g., essay, test, group project, examination, speech, oral presentation, etc.)	Week Due (Tentative)	Proportion of Total Assessment
1	<i>Lab Attendance</i>	<i>Week2-week11</i>	<i>5%</i>
3	<i>Group Project (divided into 5 phases)</i>	<i>Week4-week11</i>	<i>25%</i>
4	<i>Exams (Midterms/Final)</i>	<i>Week 6, TBD</i>	<i>60%</i>
5	<i>Quizzes</i>	<i>Week2-week12</i>	<i>10%</i>

Best attempts will be made to return the lab/project/test results within two week of submission dates. All the marks will be posted on D2L.

Five assignment-based group project:

- Students will be randomly assigned to groups of up to 5 members.
- Students will need to have access to project management software such as Microsoft Project or its functional equivalents that can be found for free on the Internet.
- Late submission will be penalized by one (1) percent for each day of delay. Submissions that are more than three days late will receive zero marks

#### Grading Variation:

Cheating and plagiarism are serious offenses. In accordance with the revised Policy 60 on academic integrity, a 5% penalty against your final course grade will be applied if submitted projects are found not to be original work in addition to the 0 (zero) mark which will be assigned for a non-original assignment.

#### Grading Requirements:

To pass the course, all the following requirements must be met:

1. At least 50% must be achieved on the theoretical component (the weighted total of the quiz, test, and exam marks)
2. At least a 50% grade on the remaining practical component (the weighted total of the assignment and project marks and lab marks)

### Missed Evaluations:

Students are required to inform their instructors of any situation which arises during the semester which may have an adverse effect upon their academic performance, and must request any considerations and accommodations according to the relevant policies and well in advance. Failure to do so will jeopardize any academic appeals. **Note that if you miss the midterm test because of illness or other reason validated by the Computer Science Department, your makeup exam will be scheduled and combined with the final exam.**

### University Policies

Students are required to adhere to all relevant university policies found in their online course shell in D2L and/or on [the Senate website](#).

### Important Resources Available at Toronto Metropolitan University

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- [The Library](#) provides research [workshops](#) and individual assistance. If the University is open, there is a Research Help desk on the second floor of the library, or students can use the [Library's virtual research help service](#) to speak with a librarian.
- [Student Life and Learning Support](#) offers group-based and individual help with writing, math, study skills, and transition support, as well as [resources and checklists to support students as online learners](#).
- You can submit an [Academic Consideration Request](#) when an extenuating circumstance has occurred that has significantly impacted your ability to fulfill an academic requirement. You may always visit the [Senate website](#) and select the blue radio button on the top right hand side entitled: Academic Consideration Request (ACR) to submit this request.

*For Extenuating Circumstances, Policy 167: Academic Consideration allows for a once per semester ACR request without supporting documentation if the absence is less than 3 days in duration and is not for a final exam/final assessment. Absences more than 3 days in duration and those that involve a final exam/final assessment, require documentation. Students must notify their instructor once a request for academic consideration is submitted. See Senate [Policy 167: Academic Consideration](#).*

- If taking a remote course, familiarize yourself with the tools you will need to use for remote learning. The [Remote Learning Guide](#) for students includes guides to completing quizzes or exams in D2L Brightspace, with or without [Respondus LockDown Browser and Monitor](#), [using D2L Brightspace](#), joining online meetings or lectures, and collaborating with the Google Suite.
- Information on Copyright for [Faculty](#) and [students](#).

## Accessibility

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- Similar to an [accessibility statement](#), use this section to describe your commitment to making this course accessible to students with disabilities. Improving the accessibility of your course helps minimize the need for accommodation.
- Outline any technologies used in this course and any known accessibility features or barriers (if applicable).
- Describe how a student should contact you if they discover an accessibility barrier with any course materials or technologies.

## Academic Accommodation Support

Academic Accommodation Support (AAS) is the university's disability services office. AAS works directly with incoming and returning students looking for help with their academic accommodations. AAS works with any student who requires academic accommodation regardless of program or course load.

- Learn more about [Academic Accommodation Support](#).
- Learn [how to register with AAS](#).

Academic Accommodations (for students with disabilities) and Academic Consideration (for students faced with extenuating circumstances that can include short-term health issues) are governed by two different university policies. Learn more about [Academic Accommodations versus Academic Consideration](#) and how to access each.

## Wellbeing Support

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At Toronto Metropolitan University, we recognize that things can come up throughout the term that may interfere with a student's ability to succeed in their coursework. These circumstances are outside of one's control and can have a serious impact on physical and mental well-being. Seeking help can be a challenge, especially in those times of crisis.

If you are experiencing a mental health crisis, please call 911 and go to the nearest hospital emergency room. You can also access these outside resources at anytime:

- **Distress Line:** 24/7 line for if you are in crisis, feeling suicidal or in need of emotional support (phone: 416-408-4357)
- **Good2Talk:** 24/7-hour line for postsecondary students (phone: 1-866-925-5454)
- **Keep.meSAFE:** 24/7 access to confidential support through counsellors via [My SSP app](#) or 1-844-451-9700

If non-crisis support is needed, you can access these campus resources:

- **Centre for Student Development and Counselling:** 416-979-5195 or email [csdc@torontomu.ca](mailto:csdc@torontomu.ca)

- **Consent Comes First – Office of Sexual Violence Support and Education:** 416-919-5000 ext 3596 or email [osvse@torontomu.ca](mailto:osvse@torontomu.ca)
- **Medical Centre:** call (416) 979-5070 to book an appointment

We encourage all Toronto Metropolitan University community members to access available resources to ensure support is reachable. You can find more resources available through the [Toronto Metropolitan University Mental Health and Wellbeing](#) website.