

Instructor	Amin Ranj Bar – Office: ONLINE E-mail: amin.ranjbar@concordia.ca Office Hours: Thursdays, 17:30-18:30 by appointment only
Lectures	Thursdays 14:45-17:30

COURSE DESCRIPTION

Fundamental concepts of management activities, demonstrating how it can relate to software engineering and how the two can be mutually supportive throughout software development and maintenance. Overview of software development processes; quality considerations; activity planning; risk management; monitoring and control; issues of professional ethics and practice. A project is required.

Prerequisite Knowledge:

COMP 5541 or equivalent knowledge of software development process

TEXTBOOK AND OTHER SUPPORT MATERIALS

- **Suggested Textbook:**

Anna Murray. “The Complete Software Project Manager: Mastering Technology from Planning to Launch and Beyond”. 2015/

Print ISBN:9781119161837 |Online ISBN:9781119220015 |DOI:10.1002/9781119220015

- **Instructor’s lecture notes: will be posted in Moodle course management site**

- **Reference material:**

1. P. Bourque and R.E. Fairley, eds., Guide to the Software Engineering Body of Knowledge (SWEBOK), Version 3.0, IEEE Computer Society
<https://www.computer.org/education/bodies-of-knowledge/software-engineering>
2. ISO/IEC Standards

WORKLOAD AND GRADING

- Project:
 - Proposal:10%
 - Sprint 1: 10% , Sprint 2: 10% , Sprint 3: 10%
 - Final Presentation and final document: 10%
- Midterm Exams: 25% + 25%

To pass the course, you should pass each component of the course (project and the exams). You must have at least 50% total mark, as well as in the combined examinations mark in order to pass the course.

1. Project: The project is to be tackled by teams of 5 or 6 members. It is divided into 3 iterations. Each phase includes the delivery of an operational subset (i.e. and increment or build) of the final project. The project consists of a large program whose development involves most of the topics discussed in the lectures. Each build is graded independently of the other builds. Each sprint will be presented orally in a practical demonstration. All project sprints are marked as a team, and all team members get the same grades.

2. Exams: The exams will be done online by using Moodle whose goal is to individually test the comprehension of the material taught in class. The second midterm examination covers the materials from the entire semester, including lectures, research papers. Passing the exams is necessary for passing the course.

Grading Scheme: There are no pre-set cutoff points for the final grades; the cutoff points will be decided based on an assessment of difficulty level, class performance, fairness, and instructor's wisdom from teaching and grading the course in the past. That is, there is no definite rule for translation of number grades to letter grades.

Policy: You may ask for a make-up exam or later submission of project sprints **ONLY** under a university-approved condition, such as sickness with a doctor's note. Other events such as a business travel are not excused. You should make the request for a make-up exam or a later submission of a project sprint before the date of the corresponding exam and the deadline for the corresponding assignment, respectively. In particular for exams, you need to inform me at least one week in advance, unless it is an emergency. Note that, your request is not accepted, until you receive an explicit confirmation from me. Do keep the confirmation as a proof. No exception.

WEBSITE AND OTHER RESOURCES

All announcements to the students will be made through the myconcordia portal. Thus it is very important for all students to regularly read e-mail coming into the address they have provided to the portal. All course material, as well as the weekly schedules and due dates, will be provided on the course web site (see the address above).

TENTATIVE COURSE OUTLINE		
Topics	Week	Date
Introduction	1	14 Jan
Software process and project management	2	21 Jan
Agile methodology Project definition, scope and documentation. Budgeting, accurate estimating.	3	28 Jan
Interviews: discussion of the project requirements	4	4 Feb
Project Quality and resource management Due for project proposal and plan Sprint 1 starts	5	11 Feb
Midterm Exam-1: 2 hours, online	6	18 Feb
Project Communication and risk Management	7	25 Feb
Project Sprint 1 demos, schedule will be posted Sprint 2 starts	8	11 March
Project Integration Management	9	18 March
Project Sprint 2 demos, schedule will be posted Sprint 3 starts	10	25 March
Midterm Exam-2: 2 hours, online	11	1 April
Project Sprint 3 demos, schedule will be posted	12	8 April
Final Presentation(schedule will be posted) and Submission of final project deliverables	13	15 April

Conditions Specific to Remote Teaching and Assessment

1. All students are expected to have access to a computer with following capabilities:
 - a. reliable internet connection
 - b. camera and microphone (your computer and/or cellphone)
 - c. document scanning application such as Adobe Scan app
(https://play.google.com/store/apps/details?id=com.adobe.scan.android&hl=en_CA)

2. All students should install VPN for remote desktop access to Concordia University computer labs
<https://www.concordia.ca/it/support/connect-from-home.html>
Once you have VPN connection to Concordia University, you can access to all available software in Gina Cody School labs by following the process described in:
<https://www.concordia.ca/ginacody/aits/support/faq/connect-from-home.html>
3. Download Microsoft Office 365: <https://www.concordia.ca/it/services/office-365-education.html>
4. All students are expected to do online, timed exams
 - a. Midterms will be through [Moodle Quiz/Assignment](#) using live-invigilation

For live ZOOM based exams

Please note the following with respect to online live proctored exams:

- That the exams will take place at the designated date and time set by the professor (midterms). All exam times will be set to Eastern Standard Time.
- That your image, voice and screen activity *may* be recorded throughout the duration of the exam.
- That you must show your Concordia University Identification card to validate your identity. Alternative government-issued photo identification will be accepted, though it is not recommended. Only identification in English or French will be accepted.
- That authorized university personnel will only view any recording made (if one is made) (no external entity has authorization to review the recording).
- That you will be responsible for ensuring appropriate, properly functioning technology (webcam, a microphone, appropriate browser and an ability to download any necessary software, as well as a reliable internet connection with a minimum of a 3G connection).
- That you should enter the virtual test site and become familiar with the software that will be used for your exam before starting the exam.
- That you will need a quiet place within which to take the exam. Earplugs or noise-cancelling headphones that are not connected to a device may also be used to allow you to focus for the duration of the exam.

5. **Course instructor reserves the right to conduct an individual oral examination to verify student's response to online exam questions**

RIGHT AND RESPONSIBILITIES

Plagiarism

The most common offense under the Academic Code of Conduct is plagiarism which the Code defines as “the presentation of the work of another person as one’s own or without proper acknowledgement.”

This could be material copied word for word from books, journals, internet sites, professor’s course notes, etc. It could be material that is paraphrased but closely resembles the original source. It could be the work of a fellow student, for example, an answer on a quiz, data for a lab report, a paper or assignment completed by another student. It might be a paper purchased through one of the many available sources. Plagiarism does not refer to words alone - it can also refer to copying images, graphs, tables, and ideas. “Presentation” is not limited to written work. It also includes oral presentations, computer assignments and artistic works. Finally, if you translate the work of another person into French or English and do not cite the source, this is also plagiarism.

In Simple Words:

Do not copy, paraphrase or translate anything from anywhere without saying from where you obtained it!

Sources: <http://www.concordia.ca/conduct.html>

It is expected that during class discussions and in your written assignments you will communicate constructively and respectfully. Sexist, racist, homophobic, ageist, and ableist expressions will not be tolerated.

All students must read and sign the [Expectations of Originality](#) form and submit the signed copy on Moodle by Jan 22, 2021

Intellectual Property

Content belonging to instructors shared in online courses, including, but not limited to, online lectures, course notes, and video recordings of classes remain the intellectual property of the faculty member. It may not be distributed, published or broadcast, in whole or in part, without the express permission of the faculty member. Students are also forbidden to use their own means of recording any elements of an online class or lecture without express permission of the instructor. Any unauthorized sharing of course content may constitute a breach of the [Academic Code of Conduct](#) and/or the [Code of Rights and Responsibilities](#). As specified in the [Policy on Intellectual Property](#), the University does not claim any ownership of or interest in any student IP. All university members retain copyright over their work.

Third-party software/website and personal information

Note that, as a part of this course, some or all of the lectures and/or other activities in this course may be recorded. Recordings will be focused on the instructor and will normally exclude students. It is possible, however, that your participation may be recorded. If you wish to ensure that your image is not recorded, speak to your instructor as soon as possible. Also, please note that you may not share recordings of your classes and that the instructor will only share class recordings for the purpose of course delivery and development. Any other sharing may be in violation of the law and applicable University policies, and may be subject to penalties.

Third-party software/website usage for work submission

Students are advised that external software and/or websites will be used in the course and students may be asked to submit or consent to the submission of their work to an online service. Students are responsible for reading and deciding whether or not to agree to any applicable terms of use. Use of this software and service is voluntary. Students who do not consent to the use the software or service should identify themselves to the course instructor as soon as possible to discuss alternate modes of participation that do not require them to give copyright or the right to use their work to a third party.

By using the external software or websites, students agree to provide and share their work and certain personal information (where applicable) with the website/software provider. Students are advised that the University cannot guarantee the protection of intellectual property rights or personal information provided to any website or software company. Intellectual property and personal information held in foreign jurisdictions are subject to the laws of such jurisdictions.

Sexual Violence Policy

Support and online training – Sexual violence policy

Concordia University is committed to creating a safe and respectful learning environment. Over the last six years, Concordia has been increasing opportunities for training and making all members aware of expectations and support available. As part of this commitment we are informing all members of the community of university resources and policies related to preventing any form of sexual violence on campus.

The SARC services are for students, staff and faculty of all genders and orientations and it's a confidential and non- judgmental resource that works from a survivor centered and trauma informed perspective. It includes: Crisis intervention, Short and long-term individual and group counselling, Referrals and accompaniment to on and off- campus resources for support and/or redress.

You can find out more about SARC services, prevention education and Concordia's policy on sexual violence by following the links below:

https://www.concordia.ca/conduct/sexual-assault.html?utm_source=vanity&utm_campaign=sarc

<http://www.concordia.ca/content/dam/common/docs/policies/official-policies/PRVPA-3.pdf>

For additional information, or questions, about Concordia University's commitment to preventing and responding to sexual violence you may contact:

<p>Lisa Ostiguy, PhD Special Advisor to the Provost on Campus Life Office of the Provost and Vice-President Academic Tel: 514-848-2424 Ext: 5438 lisa.ostiguy@concordia.ca</p>	<p>Jennifer Drummond, M.S.W., P.S.W. Coordinator- Sexual Assault Resource Centre 514-848-2424 Ext: 3353 Concordia University, H-645 jennifer.drummond@concordia.ca</p>
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ON CAMPUS RESOURCES

<p>HEALTH SERVICES An on-campus health clinic and health promotion center with nurses and doctors. SGW 514-848-2424 ext. 3565 LOY 514-848-2424 ext. 3575</p>	<p>COUNSELLING AND PSYCHOLOGICAL SERVICES Counsellors (licensed mental health professionals) work with students to address their mental health and wellbeing needs. SGW 514-848-2424 ext. 3545 LOY 514 848-2424 ext. 3555</p>
<p>ACCESS CENTRE FOR STUDENTS WITH DISABILITIES Supports students with a variety of disability conditions (including temporary disabilities arising from illness or injury). Students receive academic support for their educational experience at Concordia. acsinfo@concordia.ca 514-848-2424 ext. 3525</p>	<p>SEXUAL ASSAULT RESOURCE CENTRE Provides confidential and non-judgemental support and services to students, staff and faculty of all genders and orientations affected by sexual violence and/or harassment. Jennifer Drummond, Coordinator jennifer.drummond@concordia.ca sarc@concordia.ca 514-848-2424 ext. 3353</p>
<p>STUDENT SUCCESS CENTRE Support network from first-year to graduation. You'll find one-on-one tutors, study groups, workshops as well as learning and career advisors 514-848-2424, ext. 3921</p>	<p>DEAN OF STUDENTS Supports students to enhance their Concordia experience by engaging in student life outside the classroom. Terry Kyle, Manager deanofstudents.office@concordia.ca SGW 514-848-2424 ext. 3517 LOY 514-848-2424 ext. 4239</p>
<p>ABORIGINAL STUDENT RESOURCE CENTRE An on-campus resource for First Nations, Métis and Inuit students that helps them make the most of the many resources available at the university. Orenda Konwawennotion Boucher-Curotte, Coordinator orenda.boucher@concordia.ca 514-848-2424 ext. 7327</p>	<p>INTERNATIONAL STUDENTS OFFICE Supporting international students with immigration documents, health insurance, social events, and workshops. iso@concordia.ca 514-848-2424 ext. 3515</p>

<p>STUDENT ADVOCACY OFFICE</p> <p>Advocating for students facing charges under the Academic Code of Conduct or the Code of Rights and Responsibilities.</p> <p>studentadvocates@concordia.ca 514-848-2424, ext. 3992</p>	<p>MULTI-FAITH & SPIRITUALITY CENTRE</p> <p>Provides a home for all those wishing to celebrate the human spirit in the widest sense of the word, through programs, events and a quiet space for reflection.</p> <p>Ellie Hummel, Coordinator mfsc@concordia.ca 514-848-2424, ext. 3593</p>
<p>CAMPUS SECURITY</p> <p>Ensures the safety of our members and campus property through prevention, surveillance, intervention, training, and education. Provides emergency medical services.</p> <p>security@concordia.ca 514-848-3717 (dial 1 for urgent situations; dial 2 for non-urgent situations)</p>	<p>CONCORDIA UNIVERSITY STUDENT PARENTS CENTRE</p> <p>An accessible space for student parents to study, share interests and develop a support network.</p> <p>Sumaiya Gangat, Coordinator culp@concordia.ca 514-848-2424, ext. 2431</p>

Please note: In the event of extraordinary circumstances beyond the University's control, the content and/or evaluation scheme in this course is subject to change.