

COURSE GOALS

Purpose / rationale for the course.

To provide students with an understanding of the modern Project Management method and the opportunity to develop Project Management and Project Leadership skills by applying that knowledge in planning and executing a real life project.

LEARNING OBJECTIVES

Students who successfully complete the course and all assigned activities will have the capability to plan a smaller scale project and understand how the same principles and practices would be applied to larger scale projects.

- *Create a project charter to initiate a project*
- *Clearly define measurable project objectives*
- *Identify and engage project stakeholders*
- *Define project scope*
- *Develop a project schedule and budget*
- *Identify and assess project risks*
- *Prepare project status reports*
- *Assess project outcomes and prepare a project closing report*
- *Identify lessons learned from a project for use in future projects*

ASSESSMENT SUMMARY

<i>Assignments</i>	<i>70%</i>
<i>Tests/Exam</i>	<i>15%</i>
<i>Participation</i>	<i>15%</i>
<i>Other</i>	<i>xx%</i>

PROGRAM GOALS *(Check those that apply)*

B.COM
<input checked="" type="checkbox"/> Critical Thinking
<input checked="" type="checkbox"/> Analytical Decision-making
<input checked="" type="checkbox"/> Oral & Written Communication
<input type="checkbox"/> Ethics & Sustainability

COURSE INFORMATION**Division:****Instructor:** Robert Goatham

Email: Robert@calleam.com

Phone: 604-619-7553

Office hours:

Section number:**Course duration:** 4 Jan – 17 Apr 2011**Pre-requisites:****Course website:****Term/period:** 2**Teaching Assistant:** N/A

Email:

Phone:

Office hours:

Class meeting times:**Classroom location:****Tutorials / labs:**

BRIEF COURSE DESCRIPTION

Project Management is fast becoming the de-facto standard management method through which organizations develop the product and services they need to compete in the future. As such more and more organizations are seeking workers who understand the Project Management method and who have the skills needed to lead projects successfully.

This course is an introduction to Project Management and is intended to provide students with the basic understanding of how organizations plan and execute projects. Based on the Project Management practices defined by the Project Management Institute (PMI), the course will provide an overview of the Project Management methodology and the tools and techniques through which projects are selected, planned, executed, monitored and controlled and then brought to a close.

The course is experientially based and students will use the learning gained through the course to plan and execute a real project as part of their assignments. You will have to identify a project concept, formalize objectives, engage real world stakeholders, raise funding and plan the project in full. You will then need to execute your plan and evaluate actual outcomes against your plan. The use of experiential learning is intended to provide you with a richer learning environment in which they have to make project-planning decisions and then execute on those decisions. The learning gained by executing the project and then reflecting on the outcomes provides a platform through which you can understand the real life challenges that make managing projects both challenging and rewarding.

COURSE MATERIALS & REQUIREMENTS

Reading Materials: Leading Successful Projects (online textbook)

Other Learning Resources: *Instructor provided handouts*

Technology Requirements: *laptop*

Activity Fees: *Nil*

ASSESSMENT

Assessment activities

Throughout this class students will be required to apply the Project Management processes learned in class to the planning and execution of a real project. This will involve the creation of project related documentation as the project progresses from initiation through planning, execution onto project closing. The documentation created will be assessed by the instructor and provide the basis for assessment of the course. Students will work in teams to complete all assignments.

Assignments created throughout the course will be:

- 1. A project proposal description (the project “skinny”)*
- 2. A stakeholder register*
- 3. A Project Charter*
- 4. A Work Breakdown Structure*
- 5. A project schedule and budget*
- 6. A risk register*
- 7. A minimum of two project status reports*
- 8. A project closing report and project presentation*

Assignments will be due periodically throughout the course and will match the schedule of lectures provided. This approach allows the course workload to be spread evenly throughout the course and allows for each step of the Project Management processes to build upon the earlier steps. The project related documents outlined above will be allocated 70% of the marks for the course.

15% of marks will be allocated for active participation in class (asking questions, providing ideas to the class, etc)

15% of marks will be allocated for a quiz based on facts from the assigned readings.

SCHEDULE

Week by week class schedule.

WEEK #	CLASS TOPICS	ACTIVITIES / READINGS	WHAT'S DUE
WEEK 1	Project Management fundamentals. Project anatomy, Project Management terminology and basic Project Management concepts	Chapter 1	Nil
WEEK 2	Project selection and conceptualization	Chapter 2	
WEEK 3	Formalizing project objectives + engaging stakeholders	Chapter 3	Initial project proposal outline
WEEK 4	Creating a project charter	Chapter 4	Stakeholder register
WEEK 5	Defining scope (using a WBS)	Chapter 5	Project charter
WEEK 6	Creating a schedule & budget	Chapter 6	WBS
WEEK 7	Risk management	Chapter 7	Schedule and budget
WEEK 8	Executing and project reporting	Chapter 8	Risk register
WEEK 9	Teamwork skills	Chapter 9	Status report #1
WEEK 10	Quality management practices	Chapter 10	
WEEK 11	Why projects fail	Chapter 11	Status report #2
WEEK 12	Lessons learned and the final report	Chapters 12 and 13	
WEEK 13	Final presentations		Final report + class presentation
EXAMS			

Outline is subject to confirmation by instructor during the class.