



University  
of Windsor

SCHOOL OF COMPUTER SCIENCE

COMP 4990A  
Project Mgmt: Techniques & Tools  
FALL 2022  
COURSE SYLLABUS

LAND ACKNOWLEDGEMENT

*The University of Windsor sits on the traditional territory of the Three Fires Confederacy of First Nations, which includes the Ojibwa, the Odawa, and the Potawatomi. We respect the longstanding relationships with First Nations people in this place in the 100-mile Windsor-Essex peninsula and the straits – les détroits – of Detroit*

INSTRUCTOR:

**Dr. Arunita Jaekel**

**E-mail:** arunita@uwindsor.ca

**Office Location:** Please msg me on MS Teams

**Office Hours:** Mondays 10:30am-12:30pm

*Note: Only email originating from a valid University of Windsor student account will be accepted from students wishing to contact the instructor or use the Blackboard email tool within the course site. Please include your full name, student ID and related course section in your correspondence. Do not spam with multiple or lengthy emails. Should you not receive timely feedback to your inquiries reach out during office hours directly, or in the event of no response contact the CS office at [csinfo@uwindsor.ca](mailto:csinfo@uwindsor.ca) for support to access the instructor.*

\*The course outline that is available after the end of second week of semester will be deemed correct and official. \*

***Never used Microsoft Teams before?***

*Download the free MS-Teams client for your device and login using your UWindsor account (uwinid). There are two ways to reach me, one using the direct chat to Arunita Jaekel and another to our class group if you like to connect with your peers. It is a simple messenger type application allowing you to do chat, voice and video conferences with your prof and fellow students.*

[Getting Started - Students | Information Technology Services \(uwindsor.ca\)](#)

TEACHING  
ASSISTANT(S):

*Please refer to the Blackboard for the TA/GA contact information and updated office hours.*

The teaching assistant(s) will be holding regular weekly office hours dedicated to help students. It is highly recommended that you take advantage of this resource by seeking interactive assistance towards understanding the course materials and guidance for completing the homework. Graders are also accessible to review your graded work and help make corrections or fix grading errors.

If you are facing difficulties in the course, please contact the instructor or the teaching assistant(s). You are expected to spend sufficient time to complete all the readings and the assigned work.

If you are not able to get hold of the teaching assistant(s) during posted office hours, or do not get timely response from them please report the matter promptly to the course instructor with the situation details.

If you identify an exceptional assistant who goes above and beyond, please inform the instructor and consider nominating the person for related university/faculty awards for their commitment.

The School of Computer Science provides free tutoring services for all Undergraduate Students

[Home Page – CS Current CS Current Students \(uwindsor.ca\)](#)

PRE-REQUISITES:

a 6 credit course restricted to Semester 7 or Semester 8 students in Computer Science.

*No student is allowed to take a course more than two times without permission from the Dean.*

LECTURES/LABS:

**Fridays 10:00am – 12:50pm**

This course requires students to complete an application development project in some area of Computer Science under the supervision of a faculty member. The course will typically involve the development of some software or the design and/or implementation of some algorithm. Students will be required to submit project reports and give presentations on the Technical components of the project.

COURSE  
DESCRIPTION\*:

*\*This description is from the official senate-approved calendar*

**LEARNING  
OUTCOMES:**

(source: <https://ctl2.uwindsor.ca/cuma/public/courses/pdf/2bcdca84-f048-47a4-bf99-6d0aba0cc20a>)

Note: Students are strongly encouraged in participating in the course development and update process. Please feel free to make recommendations for changes of the Learning Outcomes, Course Description, and Course Topics to the instructor or the program chair.

**REQUIRED  
TEXTBOOK:**

There is no required textbook for this course.

**COURSE  
EVALUATION:**

You will be assigned a project and a project supervisor. The project could be an individual project or a group project and will cover two semesters. In addition to the project deliverables, you are also required to attend **12** seminars over the two terms (**6** in Term 1 + **6** in Term 2) and submit the following reports: (a) Project description report (including risk analysis, and work break down structure), (b) final reflection report, (c) A seminar report for ONE of the 6 seminars you attended in **Term 1**. These reports will be marked by the course instructor. At the end of the second semester, each group will give a final project presentation to the class (format and timing will be specified in the 2<sup>nd</sup> term) and submit all deliverables (may include a final project report, a demo etc) to their project supervisor. These components of the course will be marked by the project supervisor (with input from instructor as appropriate).

All submissions must be formatted properly, as per the submission requirements. If any templates are provided, you must use the template given for your submission.

Course Component	% of final grade	Tentative due dates
Enrol in correct BB group in Term 1	1%	Oct 7, 2022
Project Description Report – group submission	15%	Fri. Nov 11, 2022
ONE seminar report due in Term 1 – individual submission. Must be submitted on the <b>same day</b> that the seminar/presentation takes place.	5%	Last day to attend Term 1 seminar and submit report: Dec 15, 2022
Enrol in correct BB group in Term 2	1%	Feb 11, 2023
Final Reflection report – group submission	5%	Mar 10, 2023
Complete seminar attendance ( <b>6</b> in Term1 & <b>6</b> in Term2)	3%	Apr 7, 2023
Final presentation	10%	Late Mar/early Apr 2023.
Final project demo, report, and/or other deliverables (submit to supervisor)	60%	Scheduled by supervisor

**Project Description Report:**

Once your project is finalized, you will then submit a detailed description of the project using the **Project Description Template** (available on BB). This will include sections on **a) General project information (PART I) b) Risk Analysis (PART II)** and **c) Work Breakdown Structure (WBS) (PART III)**. For PARTS II & III, there is no specified format. So, you have to make up your own format based on what is most suitable for your project. You can use the ppt slides for these topics (available on BB) as a guideline. The report should be submitted through Blackboard by the due date.

**Final Reflection Report**

A final reflection report is to be submitted near the end of the second term for each project. The template for this report is available on BB. The report should be submitted through Blackboard by the due date.

**Submissions for attended seminars:**

You are required to attend at least 12 seminars (at least 6 in each term). You must submit a seminar report for **ONE** of the seminars you attend during the **first term**. This seminar report **must be submitted on the same day the seminar is held**, using the template provided on BB. The report should be **200-300 words** (for the summary + questions sections). You must have attended all 12 seminars by Apr 7, 2023. Attendance will be automatically tracked by the CS department. You **MUST sign the attendance sheet** for each seminar you attend; otherwise, it will not count towards your 12 seminars. You are particularly encouraged to attend the colloquiums held on Fridays during lecture hours. Official CS seminars held Sep 9, 2022 – Apr 7, 2023 will count as a valid seminar.

All of the above reports (project description, final reflection and seminar reports) must be submitted in **msword** or **pdf** format. All text should be formatted using *10pt Times New Roman font with single line spacing*. Late submissions will NOT be accepted, without a valid reason and appropriate supporting documentation.

**Enrolling in BB groups:** In addition to the above reports, each student must enrol in the correct project group on BB in each term. Further instructions on how to do this will be provided on BB once projects are finalized. This is a group submission, so ALL members of the group must be enrolled by the due date in order for the group to get the full mark.

**COURSE  
SCHEDULE:**

**Topics\***  
(n/a.)

*\*Note: Students are advised that the schedule and topics described above are tentative and that the material and/or depth and order of presentation are subject to change at the discretion of the instructor and student pace.  
This course assumes the student will allocate a significant amount of independent study and time spent on reading and researching materials as needed. You are strongly encouraged to ensure sufficient time needed to succeed in this course.*

**IMPORTANT DATES:**

**Fall 2022**

September 8: First day of Fall 2022 classes

September 21: Last day for late registration & change of courses for Fall 2022 courses.  
Last day for deferral request to a future term

October 5: Fall financial drop date

October 8 -16: Reading Week

October 10: Thanksgiving Day (Statutory Holiday – University Offices Closed)

November 16: Last Day to Voluntary Withdraw for Fall 2022

December 7: Last Day of Fall 2022 Courses

December 15: Deadline for Winter 2023 Fees

December 10 – 21: Final Exam Period for Fall 2022 Courses

December 22: Alternate Final Exam Day

December 23- January 2: December Holiday Recess (University Offices Closed)

**RESOURCES:**

The course website is on <https://blackboard.uwindsor.ca/>  
Please check it frequently for announcements and other useful info.

**GRADING:**

A numeric grade on a scale of 0 to 100 will be assigned (rounded integer).

***Passing grade:***

A minimum grade of 50% is required to pass this course (70% for grad courses). Your individual program may have higher requirements to maintain good standing; please consult your program requirements and plan accordingly. If you are registered in a course and do not attend or participate or write any evaluations will be assigned a grade of NR (No report). You must withdraw from the course if you do not wish to attend it; not showing up does not constitute withdrawal and will impact your academic record.

***Voluntary withdrawal (dropping the course):***

You may drop a course within the first 2 weeks add/drop period (1 week in case of 6-week courses) without it showing up on your academic record. Please check with the Registrar's office calendar on the important dates for withdrawing voluntarily from a course after the add/drop period should you feel you need to withdraw. It is strongly recommended that you seek academic advice from your instructor or an academic advisor prior to withdrawing from courses.

***Absences due to medical or other extenuating circumstances:***

Medical leaves, illness, death (in the family), and other difficult circumstances as determined in bylaw 54 are at times unavoidable and would interrupt your academic career. You must report any issues to the instructor as soon as possible prior to considering any academic accommodations. The instructor reserves the right to determine if an accommodation is merited and the nature of the accommodation related to the course evaluation. All requests for alternate considerations on medical grounds or other difficult matters must be made in writing (email) to the instructor along with supporting documents prior to the end of the course. No alternate accommodations will be considered after the end of the course.

***Makeup and missed assessment policy:***

If you miss a test, assignment or other assessment in the course you will receive a zero mark for the missed work. If you wish to have alternate considerations due to a valid reason (as per senate bylaw 54) you must inform the instructor in writing (email) as soon as possible, preferably before the assessment, and not later than seven calendar days. Considerations for any make-up or late submissions will be done on a case-by-case basis on compassionate grounds while maintaining fairness as much as possible. No alternate considerations will be given to any missed assessment if the instructor is not informed within seven calendar days after its due date. The instructor will refuse any unsubstantiated and late requests.

***Grade appeal:***

Informal reviews and appeals of the marks for assignments, midterm, exams and/or projects will be considered only if requested within 10 days after the release of the corresponding grades. After the 10-day period students will have to

submit a formal appeal if they wish within 6 weeks. See Senate Bylaws 54 (Undergraduate Students) and Senate Bylaws 55 (Graduate Students) for more details on appealing about grades.

**Other Notes:**

1.A. Undergraduate Students: (Please review Bylaw 54) The last seven calendar days prior to, and including, the last day of classes are free from any procedures for which a mark will be assigned. (Extensions on compassionate grounds are excluded). (In the case six weeks courses, the last three calendar days before the start of the examination period are free from any assessment procedures).

1.B. Unannounced quizzes/graded activities will not exceed 5% of the final grade.

1.C. Participation marks in online courses will not exceed 20% of the final grade.

2. The final exam schedule is announced by the Registrar's office, normally after the add/drop period, and students are expected to be available for the entire exam period and not make any prior travel plans, vacations, or other commitments until after the exam dates are announced. No alternate exams accommodations will be made on those grounds.

3. No forms of assessment shall be scheduled or made-due on days identified as break days such as reading weeks, holidays, or days that the University is officially closed.

**SET:** Student Evaluation of Teaching (SET) will be administered in the last 2 weeks of classes via UWinsite (or last week of classes in the case of 6-week classes) as per Senate policy.

**SUPPORT CONTACTS:** The School of Computer Science has a team of support staff and access to student academic advisors to assist you through any inquiries you may have about our courses and programs. Please use one of the following emails:  
For CompSci undergraduate programs and advising, including IT certificate: [csinfo@uwindsor.ca](mailto:csinfo@uwindsor.ca)  
For CS Tutors (free tutoring support for all CS undergrad courses): <http://tutor.cs.uwindsor.ca/>  
For Computer Science Society: <https://css.uwindsor.ca/>  
For CompSci graduate programs (MSc, MSc-AI stream, and PhD): [csgradinfo@uwindsor.ca](mailto:csgradinfo@uwindsor.ca)  
For CompSci professional graduate programs (MAC/MAC-AI stream): [macprogram@uwindsor.ca](mailto:macprogram@uwindsor.ca)  
For the office of the Director of the School of Computer Science: [csdir@uwindsor.ca](mailto:csdir@uwindsor.ca)  
For CompSci technical support: <https://help.cs.uwindsor.ca/>  
For International Student Centre: <https://www.uwindsor.ca/international-student-centre/>  
For Student Accessibility Services: <https://www.uwindsor.ca/studentaccessibility/>  
For other general inquiries: <https://ask.uwindsor.ca/>  
For student counselling services (ext. 4616): <https://www.uwindsor.ca/studentcounselling/>  
For student health services (ext. 7002): <https://www.uwindsor.ca/studenthealthservices/>  
For student Peer Support Centre (ext. 4551): <https://www.uwindsor.ca/studentexperience/wellness/>  
For USci Faculty of Science student support network: <https://www.uwindsor.ca/science/usci/>

**Need help?**

*My Student Support Program (MySSP) is an immediate and fully confidential 24/7 mental health support that can be accessed for free through chat, online, and telephone. This service is available to all University of Windsor students and offered in over 30 languages.*

*Call: 1-844-451-9700, or visit <https://myissp.com/>*

**STUDENT  
ACCOMMODATIONS:**

**Students with disability:**

Students who require academic accommodations in this course due to a documented disability must contact an Advisor in Student Accessibility Services (SAS) to complete SAS Registration and receive the necessary Letters of Accommodation. After registering with SAS, you must present your Letter of Accommodation and discuss your needs with the course instructor as early in the term as possible. Please note that deadlines for the submission of documentation and completed forms to SAS are available on their website:

- <http://www.uwindsor.ca/studentaccessibility/>

**Exam conflicts:**

If you have a conflict with two exams at the same time, you will need to talk to both instructors and ask which one is willing to move your exam to a different day or time.

If you have a conflict with examinations due to the following reasons, view the [Office of Registrar Alternative Final Exam Policy](#):

- Conflict with religious conviction during the regularly scheduled time slot.
- Three or more final examinations in a 24-hour period.

**Religious Observances:**

Requests for accommodation of specific religious or spiritual observance must be presented to the instructor no later than 2 weeks prior to the conflict in question (in the case of final examinations within two weeks of the release of the

**PRIVACY AND  
COPYRIGHTS:**

examination schedule). In extenuating circumstances, this deadline may be extended. If the dates are not known well in advance because they are linked to other conditions, requests should be submitted as soon as possible in advance of the required observance. Timely requests will prevent difficulties in arranging constructive accommodations.  
[religious accommodation for students.01mar2013.web\\_ver.pdf \(uwindsor.ca\)](#)

***Content confidentiality:***

Lectures, examinations, quizzes, assignments, and projects given in this course **are protected by copyright**. Reproduction or dissemination of examinations or the contents or format of examinations/quizzes in any manner whatsoever (e.g., sharing content with other students or **websites**), without the express permission of the instructor, is **strictly prohibited**. Students who violate this rule or engage in any other form of academic dishonesty will be subject to disciplinary action under [Senate Bylaw 31](#): Student Affairs and Integrity.

***Recording of lectures:***

Lectures and discussions can be recorded **only by requesting explicit permission from the instructor**. Students planning to do so shall send a request (via email is sufficient) before the lecture is delivered. Students, however, are not allowed to post or share any recorded material to any other individual or party outside of this course.  
See [Senate Policy on recording lectures](#).

**SAFETY, ACADEMIC  
INTEGRITY, AND  
NON-ACADEMIC  
MISCONDUCT:**

***Equity, Diversity, and Inclusiveness (EDI)***

This course, along with all its components such as lab sections are, without question, safe places for students of all races, genders, sexes, ages, sexual orientations, religions, disabilities, and socioeconomic statuses. Disrespectful attitude, sarcastic comments, offensive language, or language that could be translated as offensive and/or marginalize anyone are absolutely unacceptable. Immediate actions will be taken by the instructor to protect the safety and comfort of the students. An ethnically rich and diverse multi-cultural world should be celebrated in the classroom. The instructor, too, must treat every student equally and with the respect and compassion that all students deserve. Furthermore, UWindsor is committed to combatting sexual misconduct. All members are required to report any instances of sexual misconduct, including harassment and sexual violence, to the [Sexual Misconduct Response & Prevention Office](#) so that the victim may be provided appropriate resources and support options.

- <https://www.uwindsor.ca/sexual-assault/>
- For police/ambulance emergency call 911 (in Canada)
- For campus police call 519-253-3000 ext. 4444 for emergency, and 1234 for non-emergency issues.

***Academic Integrity***

Please refer to: <https://www.uwindsor.ca/academic-integrity/>

As defined in the University of Windsor's [Student Code of Conduct](#), plagiarism is the act of copying, reproducing or paraphrasing significant portions of one's own work, or someone else's published or unpublished material (from any source, including the internet), without proper acknowledgement, representing these as new or as one's own.

Tips and resources to help you prevent plagiarism:

[https://www.uwindsor.ca/academic-integrity/sites/uwindsor.ca/academic-integrity/files/tips\\_for\\_preventing\\_plagiarism.pdf](https://www.uwindsor.ca/academic-integrity/sites/uwindsor.ca/academic-integrity/files/tips_for_preventing_plagiarism.pdf)

The instructor will put a great deal of effort into helping students to understand and learn the material in the course. However, the instructor will not tolerate any form of cheating. The instructor will report any suspicion of academic integrity to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws which will lead to more review, a strict punishment if convicted, and a note on your permanent student record.

The following behaviours will be regarded as cheating:

- *Copying assignments or quizzes or presenting someone else's work as your own.*
- *Allowing another student to copy an assignment/project from you and present it as their own work; protect your own work and never share it with anyone!*
- *Copying from another student or any other unauthorized source during a test or exam.*
- *Falsifying your identity during the exam or having someone else assist or complete your assessment.*
- *Referring to notes, textbooks, and any unauthorized sources during a test or exam (unless otherwise stated).*
- *Speaking or communicating without permission during a test or exam.*
- *Not sitting at the pre-assigned seat during a test or exam.*
- *Communicating with another student in any way during a test or exam.*
- *Having unauthorized access to the exam/test paper prior to the exam/test.*
- *Explicitly asking a proctor for the answer to a question during an exam/test.*
- *Modifying answers after they have been marked.*
- *Any other behaviour which attempts unfairly to give you some advantage over other students during the grade-assessment process.*
- *Refusing to obey the instructions of the officer in charge of an examination.*

The list given above is not exhaustive. More examples are given in Appendix A, [Senate Bylaws 31](#) – Complete guidelines and procedures on the sanctions imposed by the university are also listed in Table A.1 of the [Senate Bylaws 31](#)

*In this course any assessment that is deemed plagiarized or in violation of the academic integrity policy will NOT BE GRADED and receive a grade of ZERO unless a different ruling is provided by the adjudication committee formally reviewing the case.*

Examples of sanctioning include: (from Table A.1 in Appendix A of Bylaw 31)

*For first offence: mark reduction up to zero, censure 6-12 months; and for subsequent offence: suspension 4-24 months, censure up until graduation.*

***Plagiarism detection software:***

Plagiarism-detection software *SafeAssign* will be used for all student assignments in this course. You will be advised how to submit your assignments. Note that students' assignments that are submitted to the plagiarism-detection software become part of the institutional database. This assists in protecting your intellectual property. However, you also have the right to request that your assignment(s) not be run through the student assignments database. If you choose to do so, that request must be communicated to the course instructor in writing at the beginning of the course. The instructor reserves the right to choose another plagiarism detection software and students would be notified of this once it is put in use.