

### INFT 2100

### TENTATIVE WORK PLAN

### Project Management

#### FACULTY INFORMATION

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Campus	Annapolis Valley Campus – Centre for Geographic Sciences (COGS)	monica.lloyd@nscc.ca
Office Location	Room 114-B	<b>Administrative Assistant:</b>
Availability	By appointment	Angie Publicover
		902-584-2103
		angie.publicover@nscc.ca

#### TEXTBOOK / RESOURCE REQUIREMENTS

Course resources available in Brightspace

#### SUPPLIES / ADDITIONAL RESOURCES

Course resources available in Brightspace

#### ACCREDITATION / EXTERNAL CERTIFICATION

Not Applicable

#### 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

#### Evaluation Scheme:

Group Assignments: 4 @ 15% each .....	60%
Individual Assignments: 2 @ 10% each .....	20%
Project Report & Presentation .....	20%
Total.....	100%

All coursework must be completed and submitted on or before the specified due date. Detailed instructions for each assignment will be provided with the assignment specifications. Grading will be completed, and results will be posted in Brightspace within five working days.

#### Late Submissions

Assessments and evaluations are to be handed in on or before the specified due date. Late submissions will be accepted with a 5-point penalty for each day late, up to one week. Later than one week receives a grade of zero. Should you be unable to complete an evaluation, speak with your faculty prior to the due date about your options.

#### 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.

### 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 1 Sep 2-6	<b>Orientation Day (3rd)</b> <ul style="list-style-type: none"> <li>INFT 2100 Course Introduction</li> <li>Introduction to Project Management <ul style="list-style-type: none"> <li>IT projects</li> <li>Project constraints</li> <li>Skills of a project manager</li> </ul> </li> </ul>	1,6	
Week 2 Sep 9-13	<ul style="list-style-type: none"> <li>Project Initiation <ul style="list-style-type: none"> <li>Project Life cycle</li> <li>Project development Methodologies</li> <li>Stakeholder Management</li> </ul> </li> <li><b>Group Assignment 1 – Project Charter</b></li> </ul>	1,2,5,6	
Week 3 Sep 16-20	<ul style="list-style-type: none"> <li>Scope Management <ul style="list-style-type: none"> <li>Scope management and project deliverables</li> <li>Product Scope Vs Project Scope</li> <li>Requirement elicitation techniques &amp; Requirement documenting</li> </ul> </li> </ul>	4,5,6	GA1 – Project Charter (15%)
Week 4 Sep 23-27	<ul style="list-style-type: none"> <li>Project Estimates <ul style="list-style-type: none"> <li>Breaking down deliverables into workable packages</li> <li>Estimates for development work</li> </ul> </li> <li>Project Scheduling <ul style="list-style-type: none"> <li>Gantt chart</li> </ul> </li> <li>Project progress communication</li> <li>In-Class Activity <ul style="list-style-type: none"> <li>Work Breakdown Structure (WBS)</li> </ul> </li> <li><b>Group Assignment 2 – Work Breakdown Dictionary</b></li> <li><b>Individual Assignment 1 – Project Status Report</b></li> </ul>	3,4,5,6	

Week 5 Sep 30- Oct 4	<b>National Truth &amp; Reconciliation Day (30th) - College Closed</b> <ul style="list-style-type: none"> <li>Project Communication <ul style="list-style-type: none"> <li>Identify project communication strategies</li> <li>Who is responsible for project communication</li> <li>Tools for communication and collaboration</li> </ul> </li> <li><b>Lab time: Working with Project Management tool</b></li> </ul>	3,4,5,6	IA 1 – Project Status Report (10%)
Week 6 Oct 7-11	<ul style="list-style-type: none"> <li>Stakeholder Management <ul style="list-style-type: none"> <li>Identify how stakeholders make impact to the project</li> <li>Manage Stakeholder communication</li> <li>Tools for teams and relationship building</li> </ul> </li> </ul>	4,5,6	GA 2 – Work Breakdown Dictionary (15%)
Week 7 Oct 14-18	<b>Thanksgiving Day (14th) – College Closed</b>  Human Resources Management <ul style="list-style-type: none"> <li>Functional, cross-matrix, project teams</li> <li>Managing a team</li> <li>Role of a Leader</li> </ul> Project Documentation <ul style="list-style-type: none"> <li>Use of project archive and how to manage it.</li> </ul> <b>Group Assignment 3– Project Execution and Resource Management</b>  <b>Individual Assignment 2 – Project Status Report</b>	3,4,5,6	
Week 8 Oct 21-25	Agile Project Management <ul style="list-style-type: none"> <li>Agile methodology in modern project management</li> <li>Agile Vs. Waterfall</li> <li><b>Lab</b> <ul style="list-style-type: none"> <li>Managing challenges in a team environment</li> </ul> </li> </ul> <b>Assessment &amp; Evaluation day - College closed to all but employees/no classes – Oct. 23</b>	2,6	IA2 Project Status Report (10%)
Week 9 Oct 28 – Nov 1	Project Quality <ul style="list-style-type: none"> <li>Managing quality in project life cycle Verification Vs. Validation</li> <li>Project Quality concepts and ISO 9001 Quality Standards</li> </ul>	3,4,5,6	

Week 10 Nov 04-08	<b>Risk Management</b> <ul style="list-style-type: none"> <li>Identifying and managing project risks</li> <li>Monitoring project risks throughout Project life cycle.</li> <li>Good risk versus bad risk</li> </ul> <b>Issue Management</b> <ul style="list-style-type: none"> <li>Risk management Vs. Issue management</li> <li>Problem solving techniques</li> <li>Documenting issues</li> </ul>	3,4,5,6	GA 3 – Project Execution and Resource Management (15%)
Week 11 Nov 11-15	<b>Remembrance Day (11) – College closed</b>  <b>Change Management</b> <ul style="list-style-type: none"> <li>Understanding change management</li> <li>Basic steps of controlled change management</li> </ul> <b>Cost Management</b> <ul style="list-style-type: none"> <li>Types of project costs</li> <li>change control within cost management</li> </ul> <b>Group Assignment 4 – Project Retrospective</b>	3,4,5,6	
Week 12 Nov 18 - 22	<b>Project Closing</b> <ul style="list-style-type: none"> <li>Understanding formal project closure</li> <li>What can go wrong?</li> <li>Importance of reviewing project activities</li> </ul> <b>In-class Activity</b> <ul style="list-style-type: none"> <li>Understanding Project retrospective</li> </ul>	3,5,6	
Week 13 Nov 25 -29	<ul style="list-style-type: none"> <li>Project Work</li> </ul>	1,2,3,4,5,6	GA4 Project Retrospective (15%)
Week 14 Dec 02 - 06	<b>Review Course</b> <ul style="list-style-type: none"> <li>Review the course content</li> <li>Class discussion – remaining questions</li> </ul>	1,2,3,4,5,6	
Week 15 Dec 09 - 12	<b>Group Project Report Submission and Project Presentation.</b> <b>Semester work ends- Course Wrap-Up</b>	1,2,3,4,5,6	GA Final and Presentations (20%)

## ADDITIONAL INFORMATION

### 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.

### 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



Signature: Faculty

Kalpana Samaraweera Mudalige

Name of Faculty Member

27/08/2024

Date



Signature: Academic Chair

Monica Lloyd

Name of Academic Chair

2024-08-30

Date