# Meeting Time & Location

Friday, 1pm – 4pm (GC Flex Delivery Classes), RM-N202

**GC Flex-**GC Flex gives students choice and flexibility. Using technology-enabled, purpose-designed learning spaces, professors deliver lectures and labs in the classroom and simultaneously online. Students can participate on campus or online during class or review course materials online later. **Note:** Although all course deliverables can be completed online, there will be due dates for assignments/tests. Some classes may have synchronous evaluation components required by a program’s accrediting body. Students should consult their course syllabus for details.

# Course Description

Understanding business processes helps data engineers design and develop information systems that are aligned with organizational needs and goals. By examining and modeling common business workflows, processes and management strategies, students gain a deeper understanding of the diverse data needs of organizations. Students examine the data needs of common core business processes such as sales, marketing, accounting, quality improvement, product/service delivery, product development, and human resources.

# Resources

No textbooks are required. Study resources are available via Blackboard. Independent research and discovery initiatives are components of the course.

# Instructor

Rick Lambroff

[Richard.Lambroff@GeorgianCollege.ca](mailto:Richard.Lambroff@GeorgianCollege.ca)

# Office Hours

Email for scheduling appointment

# Expectations for Success

To be successful in this course you need to attend class regularly, ask for help when you need it, and strive to complete all work to the best of your ability within the required time frames. Courses at the post-graduate level require a minimum grade of 60% to fulfill graduation requirements. **Note: All assignments, exams or presentations will be “asynchronous” study for the remainder of the semester**. Please refer to the ***Georgian College Academic Policies and Procedures***, available at: <http://www.georgiancollege.ca/admissions/policies-procedures/>

# Evaluation

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| **Class Assignments (40%)** |  |
| Project Charter/MRP Proposal (1st Draft) | 15 % |
| Business Process Visualization | 10% |
| Communication/Risk Management Plan | 15 % |
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| **Mid-Term Project (20%)** |  |
| Preliminary MRP Presentation | 20% |
| **Major Research Project (Group) (40%)** |  |
| Final MRP Proposal | 20 % |
| Final Project Charter | 20 % |
| **Course Content**   * Introduction to business processes and modelling * Ethics and standards of practice * The proposal development process * Defining research problems and objectives * Documenting and visualizing business processes * Research design and data collection methods * Developing work breakdown structures, timelines, and budgets * Project risk identification and mitigation strategies * Team and stakeholder management |  |
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**Course Learning Outcomes**

1. Explain common core business processes and information needs
2. Identify and document organizational requirements, opportunities, and challenges for data collection and analysis
3. Develop a business proposal that meets an organization’s needs for data collection, analysis and reporting
4. Design and present proposals, business process/data visualizations and executive summaries to stakeholders
5. Apply basic entrepreneurial strategies to identify and respond to new opportunities and/or overcome challenges.

# Schedule of Activities

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| WEEK | LESSON |  | | DUE |
| 1 | **Introduction/Course Overview/Introduction to Business Processes** | |  | May 12th |
| 2 | **Developing a Project Charter/MRP Proposal/Collecting Requirements and Defining Research Questions and Objectives** | |  | May 19th |
| 3 | **Introduction to Business Process Modelling/** **Documenting and Visualizing Business Processes/Analyzing and Improving Business Processes/SDLC (Software Development LifeCycle)**  *Formation of MRP Teams* | |  | May 26th |
| 4 | ***Project Charter/MRP Proposal 1st Draft due***  **Data Collection and Research Issues/Communication & Risk Management Plan** | |  | Jun 2nd |
| 5 | ***Business Process Visualization due***  **Managing Teams, Timelines & Risk Management/ Team and Stakeholder Management** | |  | Jun 9th |
| 6 | ***Communication & Risk Management Plan due***  **Sharepoint Setup/Presentation Skills** | |  | Jun 16th |
| 7 | ***Preliminary MRP Presentation due***  ***Weekly Status Report*** | |  | Jun 23rd |
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| WEEK | LESSON |  | DUE |
| 8 | ***No Class – Reading Week (Jun 26th – Jun 30th)***  ***MRP Project Kick-Off*** |  | Jul 7th |
| 9 | ***Introductory Client Meeting Follow-up*** |  | Jul 14th |
| 10 | **Review of MRP Sharepoint Site** |  | Jul 21st |
| 11 | **Review of MRP Proposal/Project Charter** |  | Jul 28th |
| 12  13&14 | **Final MRP Proposal**  Final Project Charter |  | Aug 4th  Aug 11th |

The sequence and content of this syllabus may change due to unanticipated opportunities or challenges, or to accommodate the learning styles of the students.

Emergency evacuation

•     Evacuate buildings when a fire alarm is activated or an official announcement is given.

•     Familiarize yourself with all fire exit doors of classrooms and buildings you may occupy.

•     Do not re-enter a building until instructions are given by the Fire Department or College Personnel.

<http://www.georgiancollege.ca/about-georgian/campus-safety-and-security/fire--tab/>

Lockdown

•    Lockdown is initiated when there is a potential or actual violent incident on campus that could result in a serious injury or threat to life.

•    Students are notified of a lockdown through mass communication systems. Instructions for students to sign up for text message alerts can be found on the main menu page of Banner, “Lockdown Alerts”.

•    Familiarize yourself with the College Lockdown procedures:

<http://www.georgiancollege.ca/about-georgian/campus-safety-and-security/lockdown--tab/>

•    Lockdown tests will occur each semester.

Sexual violence

- Learn about options and resources available to those who require support or who wish to support others.

<http://www.georgiancollege.ca/about-georgian/campus-safety-and-security/sexual-violence-tab/>

Campus closures

- Weather can impact driving conditions and operations at Georgian College campuses.  It’s important to consider your personal safety in deciding when to come to class or to work.

<http://www.georgiancollege.ca/about-georgian/campus-safety-and-security/campus-closures-tab/>

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