

BE 605 Project Management Course Outline

This course will provide students with an understanding of Project Management Fundamentals while allowing them to gain practical experience of Project Management in a live practical project.

Throughout the course students will work intensively on a live project for a sponsor that will focus on the use of technology.

Background briefing information on the projects will be available to students on the course start date.

This course is delivered online. All lectures will be broadcast live at 7.00 pm on Tuesdays, beginning on 11th May and recorded for later viewing in the Online Rooms section of Learn.

Textbook:

There is no textbook for this course. If you are interested in pursuing a project management professional designation you may find the following text useful:

Project Management Institute (2017): A Guide to the Project Management Body of Knowledge (PMBOK Guide), Sixth Edition

Course Blog:

A course blog has been created which contains materials for the course, it is at:

<http://projectleadershipwaterloo.wordpress.com/>

Grading:

This course has the following graded elements:

1. The Project (70%). You will be allocated to a project in Week 2 of the course and your participation in the project will be graded individually. Marks will be awarded as detailed in the course Grading Outline and these will be guided by a group peer evaluation survey.
2. The Final Take Home Examination (30 %). The final examination will be in an essay style format with students answering 4 of 4 possible questions. The questions will focus on subject matter from the course blog.

Text matching software (Turnitin®) will be used to screen assignments in this course. This is being done to verify that use of all materials and sources in assignments is documented. Students will be given an option if they do not want to have their assignment screened by Turnitin®. In the first week of the term, details will be provided about arrangements and alternatives for the use of Turnitin® in this course.

The Project:

Projects will commence in week 2 of the course. Briefings on the project will be posted in Learn. You will be allocated to a project group and will meet with the professor weekly and with the project sponsor as has been agreed with the client. Written updates will be provided to the sponsor and professor weekly in the format that has been posted in Learn. The meetings with the sponsor will take place in the course online classroom at 11.00 am on the following dates:

Thursday June 3rd

Thursday June 17th

Thursday July 8th

Thursday July 29th

Your draft Project Plan will be presented to the professor in week 4 for discussion and approval. From Week 4 onward you will work on the project, producing weekly updates on your project for the professor and sponsor. In week 12 you will deliver a report and presentation video on the project and its results to the professor and sponsor.

Course Weekly Schedule

Week 1.

Topic: **Introduction - 11th May (7.00 pm in Webex)**

Activity: Familiarise yourself with the course environment, structure and content.

Week 2. 18th May

Topic: **Project Management Methodologies**

Activity: Review the Project Outline from the sponsor and prepare any questions for the class session with the professor.

Week 3. 25th May

Topic: **The Project Manager's Role**

Activity: Gather project information and create your draft project plan.

Week 4. 1st June - Project Plan Proposal

Topic: **Managing Project Stakeholders**

Activity: Prepare and discuss the project plan with the professor. Draft plans should be submitted to the professor by 6.00 pm on 1st June. A schedule will be posted in the Ask the Professor for discussion of your project plan with the professor. All group members do not need to be present for the meeting but at least one must be, to receive feedback and details of any updates that may be required for the plan.

Week 5. 8th June

Topic: **Managing Project Scope**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 6. 15th June

Topic: **Managing Project Quality**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 7. 22nd June**Topic: Project Risk Management**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 8. 29th June**Topic: Project Procurement**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 9. 6th July**Topic: Managing Project Resources**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 10. 13th July**Topic: Project Leadership**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 11. 20th July**Topic: Project Ethics**

Activity: Proceed with the implementation of the plan that has been agreed with the Sponsor. Produce a weekly progress report for the Professor and post it in your discussion group. Weekly progress 'check-ins' will take place in the live class session which will provide guidance on project conduct.

Week 12. 27th July**Topic: Preparation of final report and Presentation**

Activity: Prepare a final document report to the sponsor that achieves the project objectives. Prepare a presentation to the Sponsor and record a video of it. Place a link to the recorded presentation in the course. Provide the course professor with comments that will enable the course to be improved for future students.

Final Take Home Examination Issued Wednesday 28th July, due Monday August 2nd, 11.59 pm. The exam paper will be posted in the Ask The Professor area of Learn on 28th July.