



# Business Administration

## Course Outline

<b>COURSE NUMBER:</b>	BUAD 339
<b>COURSE TITLE:</b>	Selected Topic: PROJECT MANAGEMENT
<b>CREDITS:</b>	3
<b>CALENDAR DESCRIPTION:</b>	This course is an introduction to project management. Theory and practice will be blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include the project management knowledge areas, process groups and industry best practices.
<b>SEMESTER &amp; YEAR:</b>	Fall 2011
<b>PREREQUISITE:</b>	BUAD 128 or admission to the Electronic Engineering Technology program, or the Network and Telecommunications Engineering Technology program, or the Computer Information Systems diploma or degree program.
<b>CO-REQUISITE:</b>	None
<b>PREREQUISITE TO:</b>	None
<b>FINAL EXAM:</b>	Yes
<b>HOURS PER WEEK:</b>	3
<b>GRADUATION REQUIREMENT:</b>	No
<b>SUBSTITUTABLE COURSES:</b>	None
<b>TRANSFER CREDIT:</b>	N/A
<b>SPECIAL NOTES:</b>	
<b>DEVELOPMENT DATE:</b>	August 2007
<b>REVISION DATE:</b>	August 2011

**DEPARTMENT CHAIR'S SIGNATURE:** *(Approval on file)*

**PROFESSOR:**

Robert Wright      762-5445 #4602      Kelowna: E225      [rwright@okanagan.bc.ca](mailto:rwright@okanagan.bc.ca)

**COURSE DESCRIPTION:**

This course will provide an introduction to project management. Theory and practice will be blended with exercises and a term project which will involve planning a comprehensive project with the use of project management tools and templates, including a software tool such as Microsoft Project. A final presentation will require the student teams to present their proposed project at a simulated kick-off meeting.

**COURSE OBJECTIVES:**

1. Understand the genesis of project management and its importance to improving the success of projects
2. Demonstrate knowledge of project management terms and techniques such as:
  - The triple constraint of project management
  - The project management knowledge areas and process groups
  - The project life cycle
  - Tools and techniques of project management such as
    - i. Project selection methods
    - ii. Charters, Use Cases, and Scenarios
    - iii. Work breakdown structures
    - iv. Network diagrams, and critical path analyses
    - v. Cost estimates
    - vi. Earned value management
    - vii. Motivation theory and team building
    - viii. Addressing Project Issues
  - Best practices in project management
3. Apply project management concepts by planning a group project
4. Learn how to use Microsoft Project to help plan and manage projects
5. Appreciate the importance of good project management
  - Critique examples of good and bad project management
  - Use knowledge and skills developed in this class in other settings

**REQUIRED TEXTS AND MATERIALS:**

Revised Introduction to Project Management, 3<sup>rd</sup> Edition, Schwalbe, K., Course Technology, 2010.

Access to Internet, Microsoft Project, & Office Productivity Software Applications

**EVALUATION PROCEDURE:**

Quizzes, Assignments & Participation .....	15%
Term Project .....	20%
Mid-Term Exam .....	30%
Final Exam .....	<u>35%</u>
Total .....	100%

Please note that the exams in this class are Internet-based (via Blackboard). In the event of Internet or computer system failure, make-up exams may be scheduled, or the instructor may proportionately re-allocate the related marks to the other categories.

**Assignment Policy:**

- Assignments are posted in the presentation slides, and made available on Blackboard the day of the relevant lecture or sooner.
- All assignments must be handed in to the instructor on or before the prescribed due date.

**COURSE SCHEDULE (Subject to Change)**

Typically, lectures will be on the first class session (or first part of class) during the week, and lab (practical) sessions will be on the second class day (or second part of class). Assignments and updates will be given in class.

<u>Week of:</u>		TOPIC	READING	ASSIGNMENT
		Wed. Sept 7 Classes Begin Mon. Oct 10 Thanksgiving Day (no classes) Fri. Nov 11 Remembrance Day (no classes) Mon. Dec 5 Last Day of Regularly Scheduled Classes		
Sep	8	Introduction to Project Management	Chapter 1	Task List Lab
	15	Project, Program, and Portfolio Selection	Chapter 2	Selection Lab
	22	Initiating Projects	Chapter 3	Triple constraint exercise
	29	Project Integration Management Project Scope Management Use Cases	Chapter 4 (Scope)	Start Microsoft Project tutorial
Oct	6	Project Time Management Project Cost Management	Chapter 4 (Time & Cost)	Continue Microsoft Project tutorial
	13	Project Human Resource Management Project Communications Management	Chapter 5,6 (HR &Comm.)	Complete Microsoft Project tutorial
	<b>20</b>	<b>Mid-term Exam</b>		No Lab
	27	Project Quality Management	Chapter 5, 6 &7 (Quality)	Term Project
Nov	3	Project Risk Management Procurement Management	Chapter 5,6 (Risk & Proc.)	Procurement Lab
	10	Monitoring & Controlling Projects	Chapter 7,8	Draft Scenario, Use Case (or Scope and Charter) Presentations
	17	Closing Projects	n/a	Term Project
	24	Term Project		Term Project
Dec	1	Term Project Presentations	n/a	Term Project Presentations
Dec	<b>7 - 17</b>	<b>Final Exam Period</b>	n/a	n/a

## **SKILLS ACROSS THE BUSINESS CURRICULUM**

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The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

## **STUDENT CONDUCT AND ACADEMIC HONESTY**

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### **What is the Disruption of Instructional Activities?**

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

### **What is Cheating?**

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

### **What is Plagiarism?**

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

### **What are the Students’ Responsibilities to Avoid Plagiarism?**

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar), which is available in online format [www.okanagan.bc.ca](http://www.okanagan.bc.ca). Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style, but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 5<sup>th</sup> edition (2001). A copy of the APA manual is available in the reference section and also available for circulation from OC libraries. The library website has access to these two major citing styles.

### **What are the Penalties for Plagiarism and Cheating?**

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension or expulsion from OC.