GBUS 865 and MBA 865
PROJECT MANAGEMENT

Instructor: Dave Button, MSc., PEng., PMP
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Office in the AdHum 5th Floor (President’s Office)
Phone: 585-4386  e-mail: Dave.Button@uregina.ca

Schedule:
8:30 a.m. 4:30 p.m., Thursday 5 July, Friday 6 July, Saturday 7 July,
Monday 8 July and Tuesday 9 July

Final Group Presentation three weeks later on Saturday 28 July.

There will likely be group work required in the evenings most days.

Location: Education Building, Room tbc

Textbook:

COURSE OBJECTIVES

1. The purpose of this class is to introduce students to the many phases in a Project’s Life Cycle and how to address challenges through an effective Project Management System.

2. Students will broaden their knowledge and understanding of Project Management Principles. (Since Project Management is both an art and science it will take many years of practice and education to become fully proficient.) From this course, students will be able to recognize critical project control points and realize the importance of addressing them appropriately in their future project work.

3. Students will learn how to monitor and maintain control of scope, time and costs within a project.

4. Students will broaden their understanding and recognize the importance of teamwork and become aware of the need for strong Human Resource Management in the development and access of projects.

5. Students will develop skills in creative and critical thinking as they question, discuss, research, and present throughout the duration of the course and in particular in the preparation and presentation of the Course Project.

6. Students will learn a variety of effective Project Management techniques that ease the role of a Project Manager and ensure successful projects.
SEMINAR TOPICS
PROJECT MANAGEMENT

Definitions
- project and project management
- owner, users, and stakeholders
- life cycle of a project

Establishing the Requirement
- project initiation
- goals and objectives
- identifying and managing users and stakeholders
- managing scope changes

Establishing the Project Team
- selecting project managers
- picking the project team members
- choosing an organizational structure

Clarifying the Requirement
- consultation
- investigating alternatives
- selecting options
- preparing a conceptual plan

Human Dimension of Project Management
- communication
- leadership versus management
- motivating team members
- managing conflict
- power and influence
- managing expectations

Project Design
- architect and engineer service contracts
- managing a design team
- drawings and specifications
- value engineering

Scope and Time Control
- work breakdown structure (WBS)
- planning and scheduling
- CPM/PERT/PRECEDENCE networks
- classes and accuracy of estimates

Project Implementation
- procurement management
- construction management alternatives
- handling and hierarchy of contract documents
- fast tracking and hyper tracking

Risk Management
- risk identification
- risk control/mitigation
- insurance
- bonding

Project Termination
- commissioning
- quality management
- project hand-over
GBUS 865 and MBA 865 - COURSE PROJECT

RATIONALE

Unlike many courses where a final exam is a measure of the student’s mastery of topics, GBUS 865/MBA 865, Project Management uses an independent project (a project of the student’s own development and related to his/her area of work) as the basis in part for determining both final grade and mastery of key project practices. Like the role of Project Manager, this project requires the interaction of a group of experts with a common goal.

The course project is developed so the student can track, in practice, what the course presents in concepts and application.

GUIDELINES

1. To simulate the real life formation of a Project Team, students can form their own groups. Groups should ideally be four to five in size. Efforts should be made to get a well-balanced group in all aspects (work experience, skills, abilities, group work styles, academic background, etc.). The instructor has final approval of the appropriateness of the group size, structure, and membership.

2. Each group must submit their proposal for the project to be developed by them.

3. Four deliverables will be required, culminating in a final Project Presentation. Subject to modification the following deliverables are required:

   1. Project Team Composition and Proposed Project (not marked)
   2. Statement of Requirement
   3. Conflict Recognition Assignment
   4. Final Project Presentation

4. The group can choose an organizational structure most appropriate to their project. The group can assume that they are working as an in-house project team, external consultants, or a combination of either of these. Similarly, the project can be developed as a private corporation’s undertaking or a public project (city, provincial, federal, crown etc.).

5. Groups may draw upon a project concept or \textit{non-executed} project related to their work experience, providing these conditions are met:

   a. The project has not been implemented to-date, nor is the project readied for implementation. Use of an implemented project would constitute an unethical practice, i.e. plagiarism. Studies related to an implemented project may be drawn upon. If so, document such use.
b. The choice of the project does not involve disclosure of proprietary information or other such data of a proprietary nature peculiar to the organization; such information or data must be disguised or altered, if used at all. Alternately, permission to use the material by the organization must be obtained.

6. The project must be significantly complex to challenge the principles covered in the course. As such, the definition of a project developed in class will be used (i.e. the project must be unique, temporary, well defined, and complex).

EXAMPLES OF POSSIBLE PROJECTS

Addition to the Legislature  Construct Garbage Transfer Station
Paddle Boat operation Wascana Lake  Sewer system upgrade in City
Open a New Restaurant in town  New barracks at RCMP Depot
New Highway around Regina  New Winter Sports Facility on campus
New Road into the University  New underground parkade
Hospital Fundraiser  New Golf Course in Regina
New research building on campus  New subdivision in town
Nuclear Power for Saskatchewan  Dam on Wascana Creek
Additional runway at airport  Oil well on campus
New landfill site  Geothermal research well on campus
School Closures for Regina  Amalgamation of Corporate Office
Major Corporate Re-organization  Business Merger
Installation of a New Computer System  Implementing New Property Tax
Implementing New Classification System  Implementing New Job Descriptions
Relocation of Corporate Offices  Marketing a New Football League
New Domed Stadium  New Heritage Fund Creation

ASSIGNMENTS 2 and 3

7. Assignments 2 and 3 will each be worth 10% of the overall Course Project mark. All Project Team members will receive the same mark for this portion. Specific details regarding these assignments will be provided during the appropriate class lecture. Assignment 1, the selection of a team and project title is required by the end of the first day of classes.
PROJECT PRESENTATION

8. The group will have 20 minutes to present the group project. The focus of the presentation will be on selling both the project “need or opportunity” as well as the capabilities of the project team. In this regard, the team can assume that this “need or opportunity” and the team are one of many presentations to the “Board”, each competing for limited funds and “Board” approval. The remainder of the class and instructor will assume the role of the Owner’s Board of Director’s who will be deciding whether the project is sufficiently developed to proceed to implementation.

We will determine a date for the group presentations during class. We will find a time on an evening, weekend, or during the day that works for the entire class. This will be decided by consensus and will be approximately three weeks after the termination of the lecture portion of the class on 25 February 2017.

9. The presentation will be judged for both its content and the professionalism of its presentation. **The presentation shall be structured to ensure the participation of all Project Team members.**

10. There will be 10 minutes for questions from the class members, instructor or special guests. Special guests from either within the University or externally may be invited

11. The presentation will form 30% of the overall Course Project Mark. All Project Team members will receive the same mark for this portion of the course.

SUMMARY OF COURSE PROJECT MARKING

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Assignment 2</td>
<td>10%</td>
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<tr>
<td>Assignment 3</td>
<td>10%</td>
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<tr>
<td>Presentation</td>
<td>30%</td>
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SUMMARY OF OVERALL COURSE EVALUATION

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Class participation</td>
<td>10%</td>
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<tr>
<td>Research Paper</td>
<td>40%</td>
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<tr>
<td>Course Project (Assignments 2,3,4)</td>
<td>50%</td>
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GBUS 865 and MBA 865
COURSE EVALUATION

1. CLASS PARTICIPATION 10%

Participation in class discussion throughout the course is expected of each student. An important part of the scope of the course deals with working as a group and team. An illustration of the student’s ability to work as a team member is established through their positive participation in class as well as their participation on the Course Project. This mark will be based on the student’s contribution in class, as a team member, and during the Project Presentation.

2. RESEARCH PAPER 40%

A 2000 word paper reviewing a “real world”, completed project, describing the challenges experienced by the Project Manager in balancing scope, time and cost throughout the project. More details are provided separately. The Research Paper is to be submitted on 30 July 2007 (the date scheduled for class project presentations).

3. COURSE PROJECT 50%

Details pertaining to the Course Project will be handed out as a separate guideline. The breakdown of marks for the course project specified in the guideline include 30% for the final presentation and 10% each for group assignments 2 and 3.
RESEARCH PAPER

RATIONALE

Written and oral communications are essential tools of a Project Manager. The two major assignments in this course focus on these communication skills. The Course Project and Presentation require significant group work and oral discussion along with a final formal oral presentation. The individual assignments test written skills. The Research Paper also enables the student to practice written communication skills.

The Research Project is developed so that the student can review and report on a completed "real world" project, highlighting its successes and/or failures. The Research Paper will be due on the last day of classes (or a date to be determined by the class).

GUIDELINES

The paper will be a minimum of 2000 words and no more than 2500 words. The main focus of the paper will be to identify and describe the challenges of the project in terms of the three primary objectives of Project Management (Scope, Time and Cost). It should discuss the interrelationship of these elements and how the Project Manager successfully or unsuccessfully managed them, trading off one versus the other within an environment of competition and conflict over limited resources. The paper does not have to discuss all phases or aspects of the project, but should identify sufficient components to illustrate the student's understanding of the challenges and importance of good project management.

EXAMPLES OF POSSIBLE RESEARCH TOPICS

Montreal's Olympic Stadium
Grey Cup '95 or '03 or '13
Canada's Museum of Civilization
Avro Arrow
Summer Games Bid or Preparations
Titanic
Saskatchewan Centre of the Arts
Canary Wharf (London)
Chunnel Project
Computer Installation Project

Expo 86 (Vancouver)
Scott Tournament of Hearts '98
Wascana Lake Deepening
Montreal or Calgary Olympics
Confederation Bridge
Introduction of GST
Upgrader / Tar Sands Projects
Hospital Amalgamation
Company Reorganization
Introduction of a new product

Any major initiative that meets the definition of a project.

RESEARCH PAPER MARKING

Content and argument 80%
Presentation (grammar etc.) 20%
<table>
<thead>
<tr>
<th>LESSON #</th>
<th>DATE</th>
<th>SUBJECT</th>
<th>HANDOUTS</th>
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<tbody>
<tr>
<td>1</td>
<td>5 July</td>
<td>Introduction&lt;br&gt;- to Instructor&lt;br&gt;- to class members&lt;br&gt;Overview of Course&lt;br&gt;Course Objectives, Methodology&lt;br&gt;Text to be used&lt;br&gt;Evaluation Techniques&lt;br&gt;Why Project management?</td>
<td>Course Planner&lt;br&gt;Course Objectives&lt;br&gt;Evaluation Techniques</td>
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<td>8:30 – 10:00</td>
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<td>10:15 – 11:15</td>
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<td>3</td>
<td>5 July</td>
<td>Group Work and Lunch&lt;br&gt;This time should be used to establish groups for the group project and begin research on a topic for the overall group project</td>
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<td>11:15 – 1:00</td>
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<td>4</td>
<td>5 July</td>
<td>A Walking Case Study of the University Centre Project, U of R&lt;br&gt;This time should be used to establish groups for the group project and continue research and clarification of the overall group project</td>
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<td>2:15 – 4:00</td>
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<td>5</td>
<td>6 July</td>
<td>Assignment #1 Due – Identification of Teams and Group Project Selection&lt;br&gt;This time should be used to establish groups for the group project and continue research and clarification of the overall group project</td>
<td>Statement of Requirement (SOR) Preparation Guidelines&lt;br&gt;“Pre-Design Planning”&lt;br&gt;“Project Managers Are From Mars and Senior Management is From Venus”&lt;br&gt;“Expanding the Role of the Project Director as the CIO in the Information Technology”</td>
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<td>8:30 – 10:00</td>
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<td>Date</td>
<td>Time</td>
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<td>Notes</td>
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<td>6</td>
<td>10:15 – 11:00</td>
<td>Group Work – Statement of Requirements</td>
<td>This time should be used to establish groups for the group project and continue begin research on a topic for the individual research paper and for the overall group project. Work begins on the Statement of Requirements.</td>
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<tr>
<td>6</td>
<td>11:00 – 12:00</td>
<td>Organizational Structures</td>
<td>- “A Guide to the Project Management Body of Knowledge, pages 17-22”</td>
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<tr>
<td>6</td>
<td>12:00 – 1:00</td>
<td>Lunch</td>
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<td>8</td>
<td>1:00 – 1:45</td>
<td>Human Resources Management</td>
<td>Situational Leadership Handout by Leadership Studies Inc.</td>
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<td>Selecting Project Team Members</td>
<td>- “How to Get Breakthrough Performance With Teamwork”</td>
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<td>Team Building</td>
<td>- “Project Teams: What Have We Learned?”</td>
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<td>Situational Leadership</td>
<td>- “Cultural Project Management - Why the Japanese are First to Market With High-Tech Products”</td>
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<td>9</td>
<td>1:45 – 3:30</td>
<td>Case Study “Planning Project Situation” a test of Teamwork</td>
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<td>7</td>
<td>3:45 – 4:30</td>
<td>Project Planning</td>
<td>Evolution of Scope</td>
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<td>Project Set-up</td>
<td>Stakeholders Requirements, Sample Checklist</td>
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<td>Consultation - Owner, Stakeholders, Users</td>
<td>University Centre Complex, Program Requirement Study (sample)</td>
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<td>Scope Control, Managing Stakeholders</td>
<td>- “Fencing in Project Scope”</td>
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<td>7</td>
<td>8:30</td>
<td>Assignment #2 Due – Statement of Requirements for the Group Project</td>
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<td>10</td>
<td>8:30 – 9:30</td>
<td>Conflict Management</td>
<td>- “Openness: The Gateway to Top Performance”</td>
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<td>Seven Sources of Conflict</td>
<td>- “Virtually International - Managing Globalized Project Teams”</td>
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<td>Five Ways of Settling Conflict</td>
<td>“Getting to YES - Negotiating Agreement Without Giving In” by Roger Fisher and William Ury</td>
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<td>“Principled” Negotiation</td>
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<td>Power</td>
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<td>Influence</td>
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<td>Communication Management</td>
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<td>11</td>
<td>9:45 – 11:00</td>
<td>Negotiation Case Study (The Great Granny Smith)</td>
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<tr>
<td>7</td>
<td>11:00 – 12:00</td>
<td>Group Work – Conflict Assignment and Group Project</td>
<td>This time should be used to establish groups for the group project and continue begin research on a topic for the individual research paper and for the overall group project. Work</td>
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<td></td>
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<td>Time</td>
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| 12 | 7    | 1:00 – 2:30  | Project Design Phase
       | Service Contracts
       | Scope of Services
       | Fee Arrangements
       | Value Management
       | Work Breakdown Structure (WBS)
       | Relating Organizational Structure and WBS | - “Choosing an Architect” (Harvard Business Review)
       | - UofR Residence Project; Architect Assessment Form
       | - Sask Association of Architects Fee Guideline
       | - “The Value in Value Management: A Dialogue”
       | - “On Today’s Menu: ‘The Italian Dinner Project’ ”
       | - “Work Breakdown Structure for the Real Estate and Loan Escrow Operation Project, In-Depth Study” |
| 13 | 7    | 2:45-4:00    | **The Wedding Planner. In class Case Study, WBS for a Wedding**       |       |
|    | 7    | 4:00 – 4:30  | Group Work –                                                         |       |
|    | 9    | 8:30         | **Assignment #3 Due – Conflict Assignment Due (Group Project)**       |       |
| 16 | 9    | 8:30 – 10:00 | Project Scheduling
       | Gantt Charts
       | Program Evaluation and Preview Techniques (PERT)
       | Critical Path Method (CPM)
       | Constructing Network Diagrams
       | Determining Critical Path and Slack
       | Computer Scheduling Software
       | The Importance of Milestones | Practice sheets for logic diagrams and Critical Path Calculations for Free Float and Total Float
       | - “CPM Scheduling and Its Use In Today’s Construction Industry” |
| 17 | 9    | 10:15 – 11:00| **Case Study “Critical Path Method” in-class project**                |       |
| 18 | 9    | 11:00 – 12:00| Project Cost Management
       | Estimating
       | Estimating Tools
       | Classes of Estimate
       | Accuracy of Estimates at each Phase
       | Budgeting
       | Life Cycle Costing |       |
|    | 9    | 12:00 – 4:30 | Lunch and Group Work period                                          |       |
|    | 10   | 8:30         | **Individual Research Paper Topics**
<pre><code>   | **Should be Determined and finalized nothing is required to be handed in at this time, but a topic should be well established.** |   |
</code></pre>
<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Activity and Details</th>
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</table>
| 19   | 10 July 08:30 – 10:00 | Project Implementation  
Project Management Relationships  
Project Fast Tracking and Hyper Tracking  
Types of Construction Contracts  
Procurement Management  
 Tendering Policies  
 Advertising  
 Proposals  
 Bid Opening  
 Contract Award |
|      |      | - U of R Tendering Policy  
- Architectural Services Delivery Options  
- “Project Contracts – A Decision Matrix Approach”  
- “Hyper-track - It’s Faster Than Anything You’ve Seen Before”  
- “A Matrix for Project Delivery”  
- “Design-Build: Is It For You?”  
- “Mediation: Make buildings, Not War” |
| 20   | 10 July 10:15 – 11:15 | Risk Management  
Risk Identification  
Risk Control/Mitigation  
Risk Avoidance/Reduction  
Risk Deflection  
Bonding/Insurance  
Contingency Planning |
|      |      | - “Risk Assessment Groups: Key Component of Project Offices  
- “PMI, Project and Program RISK MANAGEMENT - A Guide to Managing Project Risks and Opportunities, Appendix A” |
| 21   | 10 July 11:15- 12:00 | Project Termination  
Commissioning  
User Acceptance  
Project Hand-over  
Quality Management  
Warranties and Guaranties |
|      |      | - “Uh-Oh. It’s a Computer Systems Project…..”  
- “A ’30-60-90 Day’ Approach to Planning IT Projects” |
|      | 10 July 12:00 – 4:30 | Lunch and Group Work period |
|      |      | Research time and group work period for the major group project. |
| ☺ 28 July | time to be discussed in class | FINAL PRESENTATIONS  
A date approximately three weeks after the final class will be selected (through class consensus) to do the final group presentations. Unless agreed by the group otherwise, the time will be 1:00-4:00 28 July. Depending on the size of the class and number of groups, approximately 3 hours will be required. An evening, weekend or workday period will be chosen depending on the availability and preference of the class. |
|      |      | * Individual Research Papers also due on the day of the presentations. |