

# Project Management

## GBUS & MBA 865 Course Outline // Winter 2021

### Class Information

<b>Instructor</b>	Emily McNair MAdmin PMP CMC
<b>Email</b>	UR Courses
<b>Phone</b>	306-337-3209
<b>Office</b>	ED 614.5
<b>Office Hours</b>	Available upon request over phone or Zoom

<b>Class Dates &amp; Time</b>	February 15, 16, 17, 19 & 20 from 8:30 a.m. to 4:30 p.m. SK time
<b>Class Location</b>	UR Courses & Zoom

### Overview & Objectives

This course will introduce students to the many phases of a project's life cycle and how to address them through knowledge and understanding of Project Management principles and how to manage them effectively using Project Management techniques by monitoring and maintaining control of scope, time and costs within a project.

### Course Delivery

Unless otherwise communicated, this course will be delivered over Zoom during the regularly scheduled class time. Lectures will not be recorded, and all material covered in class will be considered testable material. This course will include a combination of lectures, guest speakers, group discussions, class projects and presentations.

*This is an intensive course with lectures taking place from 8:30 a.m. to 4:30 p.m. SK time each day of the course and assignments due throughout the week. It is strongly recommended that you make appropriate arrangements for the duration of the course to ensure you can be focused and committed to the requirements of the course.*

### Resources

**Textbook** Gray, C. & Larson, E. (2021). *Project Management: The Managerial Process*. (8<sup>th</sup> ed.). McGraw Hill.

Alternative versions of the textbook are available at lower cost (e.g. e-book, rentals, older editions, etc.). Please be mindful that other textbooks or used, old editions of this textbook may cover material differently.

**UR Courses** UR Courses will be used extensively for accessing online lectures, class announcements, lecture slides, supplementary materials, electronic submission of assignments and posting of grades. Please become familiar with the site and ensure you are checking UR Courses multiple times per week.

**Zoom** All online lectures will be streamed live through the Zoom videoconferencing platform. Links to each Zoom class will be posted on UR Courses. For those that are interested, Zoom accounts can be set up for free at <https://zoom.us>. It is **expected** that students participate in online lectures with their webcam on to enable better interaction with the class and to maintain academic integrity during the course. Zoom is also a great tool to use to facilitate group project work.

## Course Evaluation

The evaluation for this class will include the following:

Evaluation Criteria	Allocation
Literature Review #1	10%
Literature Review #2	10%
Lecture Contribution	05%
Team Project	45%
Take Home Final Exam	30%
<b>Total</b>	<b>100%</b>

All marks will be posted on UR Courses.

### Literature Reviews // 20%

**Due: January 29, 2021 by 4:30 p.m. SK Time & February 12, 2021 by 4:30 p.m. SK Time**

Prior to the class commencing, students will be required to complete two literature reviews. Of the academic literature posted on UR Courses (comprised of both online and textbook sources), students will be required to review, summarize and answer discussion questions in a written paper. The purpose of these literature reviews is to analyze theories and perspectives of project management prior to class beginning and demonstrate comprehension of course concepts and analytical thinking. All referencing must follow APA formatting. The first literature review is due by 4:30 p.m. SK Time on Friday, January 29, 2021 and the second literature review is due by 4:30 p.m. SK Time on Friday, February 12, 2021. Both reviews must be submitted through each corresponding link on UR Courses. Additional information about this assignment will be posted on UR Courses.

#### IMPORTANT NOTICE

Please ensure you include your full name and student ID number on the front page of each assignment. Late literature review assignments will receive a penalty of 10% per day, beginning immediately after the due date/time. Assignments will not be accepted after the class begins on February 15, 2021 at 8:30 a.m. SK Time.

## Lecture Contribution // 05%

February 15, 16, 17, 19 & 20, 2021

It is strongly encouraged that students be present with their video on and prepared for every class, as well as be cooperative in sharing your views in lecture discussion. The lecture contribution grade considers both the quantity and quality of your in-lecture contributions, and will consider questions asked, opinions and experiences shared and in-lecture presentations (independent from the team project). Voluntary contributions are important to our learning process.

Your instructor reserves the right to apply personal judgment when assigning final participation marks to consider unevenly weighted participation. If you would like feedback on your participation performance at any time throughout the term, please ask.

The following guideline will be used as a foundation for holistic grade allocation:

- 5 – Consistently active and highly insightful contributions
- 4 – A good combined level of engagement and/or insight
- 3 – Contributions demonstrate some moderate engagement and/or thoughtfulness
- 2 – Contributions are perfunctory and/or not terribly insightful
- 1 – Contributions are reasonably few and generally superficial
- 0 – Little to no contribution

## Team Project // 45%

Due: February 15, 17, 20 and 26, 2021

The team project provides an opportunity for students to apply the information learned in class to a real project. The team project is out of 100% and consists of the following deliverables:

Deliverable	Contribution to Grade	Due Date	Submission Method
Team Selection	0%	Mon Feb 15 by 12:30 p.m. SK Time	UR Courses Link
Project Selection	0%	Mon Feb 15 by 8:00 p.m. SK Time	UR Courses Link
Team Charter	10%	Mon Feb 15 by 8:00 p.m. SK Time	UR Courses Link
Project Charter	20%	Web Feb 17 by 8:30 a.m. SK Time	UR Courses Link
Project Management Plan	50%	Sat Feb 20 by 12:30 p.m. SK Time	UR Courses Link
Presentation	10%	Sat Feb 20 by 12:30 p.m. SK Time	In Class, Link
Independent Peer Evaluation	10%	Fri Feb 26 by 8:00 p.m. SK Time	UR Courses Link
<b>Total</b>	<b>100%</b>		

### Team Selection

The team project will be completed in teams of your choice consisting of four to five members each, and all students are expected to contribute substantially to all group work. If you'd prefer the instructor place you in a group, she'll be happy to do so. Teams must be selected and submitted through the submission link on UR Courses by 12:30 p.m. SK Time on Monday February 15, 2021.

## Project Selection

All deliverables assigned to the team project will be based off a project of the team's choice, based on parameters provided by the instructor on the first day of class. Project selection information is due to be submitted to the instructor through the UR Courses link no later than 8:00 p.m. SK Time on Monday, February 15, 2021. There are no marks associated with this submission; however, teams will need to receive approval to proceed by the instructor prior to continuing on with the rest of the deliverables. Additional information about this assignment will be discussed in class and posted on UR Courses.

## Team Charter

On Monday, February 15, teams will work together in class to create a Team Charter. The Team Charter will lay the foundation of roles and expectations for the team to abide by throughout the project and hopefully proactively mitigate any challenges that might be faced by team members. The Team Charter must be completed, signed-off on (electronically) and submitted through the link in UR Courses no later than 8:00 p.m. SK Time on Monday, February 15, 2021. The Team Charter will be graded based on completeness, viability, thoughtfulness and detail provided. Additional information about this assignment will be discussed in class and posted on UR Courses.

## Project Charter

In project management, one of the first things that project teams work on (led by the project manager) is the creation of a project charter. As such, after project selection approval has been obtained, teams will work to complete a project charter for their selected project. The project charter is due by 8:30 a.m. SK Time on Wednesday, February 17, 2021. Additional information about this assignment will be discussed in class and posted on UR Courses.

## Project Management Plan

The main component of the team project is the development of a comprehensive project management plan using the tools and concepts covered in this class. The project management plan is based off the team's approved project and is due by 12:30 p.m. SK Time on Saturday, February 20, 2021. Additional information about this assignment will be discussed in class and posted on UR Courses.

## Presentation

On the last day of class, teams will present an overview of their project management plan to the rest of the class over Zoom. Presentations will be a maximum of 15 minutes followed by 5 minutes of Q&A from the class and instructor. The presentation materials must be submitted through the link on UR Courses no later than 12:30 p.m. SK Time on Saturday, February 20, 2021. Additional information about this assignment will be discussed in class and posted on UR Courses.

## Independent Peer Evaluation

All students will independently complete and submit a Peer Evaluation Form through UR Courses by Friday, February 26, 2021 at 8:00 p.m. SK Time. This evaluation is intended to assess the individual performance of each group member (including themselves), and members that do not make appropriate and comparable contributions may have their individual team project mark

adjusted as a result. This assessment is completely independent, anonymous and confidential. Additional information about this assignment will be discussed in class and posted on UR Courses.

**IMPORTANT NOTICE**

Please ensure you include the full names and student ID numbers of each team member, as well as the assigned group number, on the front page of each deliverable. Late team project assignments will not be accepted and will be assigned a score of zero.

## Take-Home Final Exam // 30%

**Due: February 26, 2021 by 8:00 p.m. SK Time**

The semester will conclude with a take-home final exam. The final exam will be released at 8:30 a.m. on Sunday, February 21, 2021 and is due by 8:00 p.m. SK Time on Friday, February 26, 2021. The final exam will be submitted at the link on UR Courses. Additional information about the exam will be discussed in class.

**IMPORTANT NOTICE**

A missed exam will be assigned a grade of zero unless proof is provided for an extraordinary circumstance that is beyond your control. You must do your best to inform your instructor immediately if you expect the exam will be missed. Any allowance to write a make-up exam or reassign the value to another component of the course is at the instructor's discretion and/or the Associate Dean.

## GBUS & MBA 865 Class Schedule

Time All time is SK Time	Monday Feb 15, 2021	Tuesday Feb 16, 2021	Wednesday Feb 17, 2021	Friday Feb 19, 2021	Saturday Feb 20, 2021
Read Before Class	Ch 1, 4	Ch 5, 6, 8	Ch 7, 10, 11	Ch 9, 13, 14	Ch 15
8:30 a.m. to 9:45 a.m.	Course Overview & Class Introductions	Project Planning Activities Definition & Sequencing	Project Charter Due Project Planning Risk Management	Project Execution Conflict Resolution	Guest Speaker #2 TBC
9:45 a.m. to 10:00 a.m.	Break	Break	Break	Break	Break
10:00 a.m. to 11:15 a.m.	Project Mgmt. Overview Project Mgmt. Plan Overview	Project Planning Activities Resources & Duration	Project Planning Scheduling	Project Execution Reducing Project Duration	Guest Speaker #3 Agile Project Management
11:15 a.m. to 12:30 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch
12:30 p.m. to 1:45 p.m.	Team Selection Due	Project Planning Estimating Costs & Budget	Project Execution Effective Project Management	Project Monitoring & Controlling Progress, Performance Measurement & Eval.	Project Mgmt. Plan & Presentation Due
	Team Dynamics Team Charter Overview				Team Presentations
1:45 p.m. to 2:00 p.m.	Break	Break	Break	Break	Break
2:00 p.m. to 3:15 p.m.	Project Initiation Project Charter Overview	Guest Speaker #1 TBC	Project Execution Managing Project Teams	Project Closing	Team Presentations
3:15 p.m. to 3:30 p.m.	Break	Break	Break	Break	Break
3:30 p.m. to 4:30 p.m.	Group Work	Group Work	Group Work	Group Work	Team Presentations
8:00 p.m.	Project Selection Due Team Charter Due	-	-	-	-

*This schedule is subject to change. Students will receive as much advance notice as possible. Please refer to UR Courses for the most up-to-date schedule.*

### Other Important Dates

Fri Jan 29 by 4:30 p.m. SK Time	Literature Review #1 Due
Fri Feb 12 by 4:30 p.m. SK Time	Literature Review #2 Due
Fri Feb 26 by 8:00 p.m. SK Time	Independent Peer Evaluation Due
Fri Feb 26 by 8:00 p.m. SK Time	Take-Home Final Exam Due

## Helpful Information

The following information should be helpful to you in this class:

- The textbook will be a helpful resource throughout the course, especially as the class is being delivered online. You will benefit significantly from reading the assigned chapters before class.
- If you miss a class, it will be up to you to get caught up from one of your classmates. Recordings of lectures will not be made available.
- All assignments must be submitted through UR Courses by the identified deadline. The assignment submission window will close on UR Courses automatically at the time specified and will not be reopened. Please be punctual with assignment submission.

## Support Resources

All students are assigned a faculty academic program advisor. Your advisor is a great resource if you have any academic issues or questions. Other services provided through the University include:

- The **Student Success Centre** provides personalized guidance and support to students in achieving their university, professional development and life goals. The Centre also offers online resources and tutoring on writing skills. Additional information can be found at <https://www.uregina.ca/ssc>.
- **UR International** provides free academic and non-academic assistance (e.g., English language services, transition and adjustment to a new learning environment) to international students.
- If you are experiencing personal problems that may be affecting your studies, please consider counselling with **UofR Counselling Services**. More information can be found at <https://www.uregina.ca/student/counselling/services/index.html>.

Additional links to support services and resources have been posted on UR Courses.

## Accessibility

If a special accommodation is required, please contact the Centre for Student Accessibility prior to the start of the course at 306-585-4631 or [accessibility@uregina.ca](mailto:accessibility@uregina.ca). The Centre will advise how you proceed and the required communication with your instructor.

## Harassment Policy

The University of Regina promotes an environment that is free of all forms of harassment and discrimination. The University will neither tolerate nor condone any inappropriate or irresponsible conduct or behaviour that creates an intimidating, hostile or offensive environment for work or study through the harassment of an individual or group on the basis of: (1) race and all race-related

grounds such as ancestry, place of origin, color, ethnic origin, citizenship or creed or (2) sex, gender or sexual orientation. Please refer to the University's Calendar for more information.

## Academic Misconduct & Plagiarism

While you are encouraged to interact with, and learn from, other students in this class, you are required to do your own work. Plagiarism is a serious issue. Students plagiarizing others' work will face misconduct penalties. Please avoid actions that constitute academic misconduct that could include sharing answers during exams, talking during exams, signing other classmates in for attendance purposes, etc. Additional information can be found in the Calendar, and you may ask your instructor in advance if you have questions about plagiarism or other forms of misconduct.

Plagiarism includes missing references, in-text citations and quotation marks. If you are using someone's words or sharing their ideas, you must give them credit through proper citation, or it can be considered plagiarism. Students who plagiarize unintentionally most often do so by failing to include all necessary in-text citations. In-text citations must be included for any and all information located through research. This includes anything that was not from your own previous knowledge or your own personal analysis of the research, even if the information is paraphrased, a direct quotation, a fact, a number, a statistic, someone else's opinion or was found through multiple sources. Remember, cite the ideas, not just the words.

For the purposes of this class, APA is the preferred referencing and in-text citation style.

### IMPORTANT REMINDER

The Associate Dean requires that any level of plagiarism in the form of any missing in-text citations and/or references must be referred for investigation of academic misconduct. An offence, whether intentional or not, could carry a penalty of a notation in their student file and a 0% on the assignment. To avoid such penalties, it is critical that you provide complete referencing and in-text citations.