

## DEPARTMENT OF BUSINESS AND OFFICE ADMINISTRATION

### COURSE OUTLINE – Fall 2022

#### **BA2090 (A2): Project Management – 3 (3-1-0) UT 60 hours for 15 weeks**

Northwestern Polytechnic acknowledges that our campuses are located on Treaty 8 territory, the ancestral and present-day home to many diverse First Nations, Metis, and Inuit people. We are grateful to work, live and learn on the traditional territory of Duncan's First Nation, Horse Lake First Nation and Sturgeon Lake Cree Nation, who are the original caretakers of this land.

We acknowledge the history of this land and we are thankful for the opportunity to walk together in friendship, where we will encourage and promote positive change for present and future generations.

**INSTRUCTOR:** Carolyn Vasileiou      **PHONE:** 780-539-2221  
**OFFICE:** C 201      **E-MAIL:** [cvasileiou@nwpolytech.ca](mailto:cvasileiou@nwpolytech.ca)  
**OFFICE HOURS:** Wednesday 2:30-4:00PM, Thursday 10:00-11:30AM, or by appointment

#### **CALENDAR DESCRIPTION:**

This course provides a practical approach to project management. It explores terminology, technique, method, communication, and skill of effective and efficient actions. Emphasis to define the scope, plan the project, and design execution contribute to practical learning. An ongoing term project will apply the principles and knowledge integral to the successful administration of a project. Students navigate complexity, risk, challenges, and disruption to manage resources and time constraints to reach project milestones.

**PREREQUISITE(S):** BA1010, BA1090, BA1110, BA1150, and BA1380

#### **REQUIRED TEXT/RESOURCE MATERIALS:**

Larson, E., and Gray, C. (2021), *Project Management: The Managerial Process*, 8th Edition, McGraw-Hill Ryerson Limited w/Connect & Smartbook.

This text includes *Connect with Smartbook Online Access*. The text will be used extensively. *All students must purchase the McGraw Hill Connect with Smartbook Online Access*. Students will need the Connect Access Code to gain access to online resources, quizzes, tests and exams. It is the student's choice if they purchase a new textbook with a connect access code, or an e-book with a

connect access code. If you have purchased a used textbook, you will have to purchase a connect access code separately.

For device, software, and network requirements, please visit the following link:

<https://www.nwpolytech.ca/doc.php?d=TECHREQ>

**DELIVERY MODE(S):** BA2090 consists of three hours of lecture per week and one hour of lab time, which varies according to your group. Attend On-Campus, In-Person.

### **COURSE OBJECTIVES:**

- To experience the planning process and operational process in a marketing environment.
- To experience the implementation, control processes and procedures in project planning.
- To develop effective team skills.
- To examine the stages of strategic planning in marketing and project management.
- To examine the nature of operational planning as it relates to marketing and to understand how these stages relate to strategic planning.

### **LEARNING OUTCOMES:**

Upon successful completion of the course, students will be able to:

1. Identify the context and process of project management
2. Define project risk.
3. Identify the context and processes of cost estimation and budgeting.
4. Prepare a project schedule and analyze resource requirements
5. Discuss project evaluation and control methods
6. Manage the termination of a project

### **TRANSFERABILITY:**

Please consult the Alberta Transfer Guide for more information. You may check to ensure the transferability of this course at the Alberta Transfer Guide main page <http://www.transferralberta.ca>.

**\*\* Grade of D or D+ may not be acceptable for transfer to other post-secondary institutions. Students are cautioned that it is their responsibility to contact the receiving institutions to ensure transferability**

## EVALUATIONS:

SmartBook (SB) Exercises	5%
Quizzes	15%
Term tests (2 @ 15% each)	30%
Term Project	50%
Total	100

You are strongly encouraged to complete all assignments, quizzes, and exams. A grade of zero (0) will be assigned for any of these that are missed. Late assignments will have a 10% reduction per day.

Turnitin plagiarism detecting software will be used in this course.

## ASSIGNMENTS, QUIZZES, AND EXAMS:

- **Quizzes** will be conducted online on Connect during a specific time frame. It will be important to complete the quizzes within this time frame, or it will result in a grade of zero. There will be no makeups on these.
- **SmartBook** exercises need to be completed within the established due dates. No extensions on these.
- **Term Project** is a group project, done in a small group with various due dates to progress you through the process of completing a project.
- **Term Tests** –The two term tests that will be taken in class.
- There is no Final Exam in the course; instead, you will work with your group to complete your project and accompanying assignments and documents.

## GRADING CRITERIA:

Please note that most universities will not accept your course for transfer credit **IF** your grade is **less than C-**.

Alpha Grade	4-point Equivalent	Percentage Guidelines	Alpha Grade	4-point Equivalent	Percentage Guidelines
A+	4.0	90-100	C+	2.3	67-69
A	4.0	85-89	C	2.0	63-66
A-	3.7	80-84	C-	1.7	60-62
B+	3.3	77-79	D+	1.3	55-59
B	3.0	73-76	D	1.0	50-54
B-	2.7	70-72	F	0.0	00-49

**COURSE SCHEDULE/TENTATIVE TIMELINE:**

Course Schedule is approximate and may vary slightly at the discretion of the instructor. A detailed course schedule will be available in MyClass.

<b><u>Week</u></b>	<b><u>Topic</u></b>
Week 1	Introduction to course, projects, strategic overview of project
Week 2	Confirm groups; conduct meetings; group name and charter
Weeks 3 & 4	Creating the Marketing Plan and assignment of tasks
Weeks 5 - 11	Budgets; Planning and execution
Weeks 12 - 13	Execution of Project
Weeks 14 - 15	Debriefing; Evaluations and closing
Final Exam period	During Dec 14 -22

**STUDENT RESPONSIBILITIES:**

The expectation for this course is that students will read the chapter material and work through the SmartBook exercises. In addition, you are expected to diligently and responsibly work with your group members to complete your project. The group project is worth 50% of the mark in this course. At the end of your project, team members will complete a peer evaluation on each member. Your contribution to your team will play a major part in determining your mark on the project.

Adopting and adhering to effective learning habits in this course will likely take up a great deal of time. You should plan to spend a considerable amount of time on this course.

**Email**

Students may contact the instructor by email, which will be answered within two business days. Emails should be professionally formatted with correct spelling and grammar; and include a reference to course material and/or textbook pages.

## **STATEMENT ON PLAGIARISM AND CHEATING:**

Cheating and plagiarism will not be tolerated and there will be penalties. For a more precise definition of plagiarism and its consequences, refer to the Student Conduct section of the Northwestern Polytechnic Calendar at <https://www.nwpolytech.ca/programs/calendar/> or the Student Rights and Responsibilities policy, which can be found at <https://www.nwpolytech.ca/about/administration/policies/index.html>

\*\*Note: all Academic and Administrative policies are available on the same page.