



COURSE OUTLINE		
<b>TERM: Spring 2019</b>	<b>COURSE NO: NABU 318</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Project Management</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3.0</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE: moodle.capilanou.ca</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

#### **COURSE FORMAT**

4 Hours per week for 15 weeks. Mixed Mode with up to 50% of the course content delivered online. Fourth Hour activities may include company visits, guest speakers and conducting company reviews and analysis.

#### **COURSE PREREQUISITES/CO-REQUISITES**

None

#### **CALENDAR DESCRIPTION**

This course provides participants with the skills necessary for effective project management in local and international environments. The content includes concepts and solutions that support the planning, scheduling, controlling, resource allocation and risk management required for successful completion of a project in different business sectors.

The students will have the opportunity to apply the learned theories in practice by using real case studies and projects and interacting with experienced project managers from various industries.

#### **COURSE NOTE**

This course is equivalent to BADM 318. Duplicate credit will not be granted for this course and BADM 318.

#### **REQUIRED TEXTS AND/OR RESOURCES**

- Timothy J. Kloppenborg, Vital Anantatmula, Kathryn N. Wells, Contemporary Project Management, Fourth Edition, ISBN 978-1-337-40645-1
- North American and International Project Case– Available in book store
- Moodle – Course material, announcement and communications will be on course site. Link: <http://moodle.capilanou.ca/> For help: click on “Student Help”

It is the responsibility of the student to check the Moodle teaching website regularly.

**On successful completion of this course, students will be able to do the following:**

Course Learning Outcome	
1.	Explain the types of project management career paths available and the skill set, education and certifications desired by global employers.
2.	Explain and apply the steps required to effectively manage projects' life cycle with an emphasis on the initiation and planning phases in 10 knowledge areas.
3.	Prioritize projects, determine an effective project portfolio strategy and ensure projects fit with organizational strategy
4.	Explain and be able to balance the trade-offs between project management triple constraints; cost, scope and time effectively including use tools and methods such as WBS, CPM, Gantt charts and various budgeting techniques
5.	Schedule resources efficiently by using various techniques such as resource constrained, schedule constrained levelling, crashing techniques.
6.	Develop and maintain effective relationships with the project team and other project stakeholders including eliciting requirements and preparing a written project plan and an oral presentation to communicate.

**COURSE CONTENT**

Week	Topic	Pre-Class Readings
1	Introduction: Course objectives, process and expectations Develop: Group norms & Teams Part 1: Organizing Projects <ul style="list-style-type: none"> <li>• Chapter 1: Introduction to Project Management</li> </ul>	Course Outline Chapter 1
2	Individual and Team, Project and Learning Work	
3	<ul style="list-style-type: none"> <li>• Chapter 2: Project Selection and Prioritization</li> <li>• Chapter 4: Organizational Capability: Structure, Culture, and Roles</li> </ul>	Chapter 2 Chapter 4
	Final Project Groups Assigned	
4	Individual and Team, Project and Learning Work	
5	<ul style="list-style-type: none"> <li>• Chapter 3: Chartering Projects</li> </ul> Part 2: Planning Projects <ul style="list-style-type: none"> <li>• Chapter 6: Stakeholder Analysis and Communication Planning</li> <li>• Chapter 11: Project Risk Planning</li> </ul>	Chapter 3 Chapter 6 Chapter 11
6	Individual and Team, Project and Learning Work	
7	<ul style="list-style-type: none"> <li>• Chapter 7: Scope Planning</li> <li>• Chapter 8: Scheduling Projects</li> <li>• Chapter 10: Budgeting Project</li> </ul>	Chapter 7 Chapter 8 Chapter 10
8	Individual and Team, Project and Learning Work	
9	Midterm Exam - Location TBD	
10	Individual and Team, Project and Learning Work	
11	Part 3: Performing Projects <ul style="list-style-type: none"> <li>• Chapter 14: Determining Project Progress and Results</li> <li>• Chapter 15: Finishing the Project and Realizing the Benefits</li> <li>• Final Case Study</li> </ul>	Chapter 14 Chapter 15

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12	Individual and Team, Project and Learning Work	
13	Final Team Presentations Dress: Business Formal	
14-15	Final Exam Period	

### EVALUATION PROFILE

Assessment	% of Final Grade
Assignments	30%
Exam	25%
Case Study	20%
Term project	25%
<b>Total</b>	<b>100%</b>

### ASSIGNMENTS

The assignment structure for this course is determined by the instructor in accordance with the learning outcomes outlined above. This course will include a combination of in-class group/individual exercises, case studies and general assignments. Please refer to the course syllabus and Moodle site for a detailed breakdown.

### TERM PROJECT

The final term project will include group/individual written and presentation elements. Please refer to the course syllabus and Moodle site for a detailed breakdown.

### GRADING PROFILE

A+	90-100	B+	77-79	C+	67-69	D	50-59
A	85-89	B	73-76	C	63-66	F	0-49
A-	80-84	B-	70-72	C-	60-62		

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Homework assignments are due at the **start of class** on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

### Missed Exams/Quizzes/Labs etc.

Missed exams or quizzes will receive a grade of "0" unless PRIOR arrangements (wherever possible) are made with the instructor. Permission to make up an exam will only be given in extraordinary situations such as illness of the student or the death of a close family member. In the School of Business Policies section of this outline, see "Examination & Pivotal Presentation Exemption Policy". A doctor's certificate, or other proof supporting the reason for the absence, will be required.

### **Attendance**

Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

### **English Usage**

All assignments are marked for correct English usage, proofreading and formatting.

### **Electronic Devices**

Please note the use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

### **On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## **UNIVERSITY OPERATIONAL DETAILS**

### **Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-life/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### **Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### **Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information: <https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.

### FACULTY OF BUSINESS POLICIES

**Attendance:** Regular attendance and punctuality are both essential and expected due to the nature and format of the course materials.

**Cheating and Plagiarism:** Cheating is an act of deceit, fraud, distortion of the truth, or improper use of another person's effort to obtain an academic advantage. Cheating includes permitting another person to use one's work as their own. Plagiarism is the presentation of another person's work or ideas as if they were one's own. Plagiarism is both dishonest and a rejection of the principles of scholarship. Information about how to avoid plagiarism by proper documentation of sources is available in the Library, the Writing Centre and is published in the University Calendar.

**Penalties for Cheating and Plagiarism:** A grade of '0' for an examination, quiz or assignment or 'F' for the course may be assigned if cheating or plagiarism has taken place. First incidents deemed by the instructor to be particularly serious or second or subsequent incidents of cheating and plagiarism will be dealt with under the provisions of the University Policy on Cheating and Plagiarism (See the University Calendar). All students should familiarize themselves with the University Policy on Cheating and Plagiarism as such behaviour can result in suspension from the University.

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**Incomplete Grades:** Incomplete grades will not be given unless special arrangements have been made with the instructor prior to the date set by University Administration.

**Professional Behaviour:** Students must demonstrate a professional attitude and behaviour toward work, fellow students and their instructors. Each student should demonstrate reliability, respect for and co-operation with colleagues. A willingness to work calmly and courteously under difficult conditions as well as a determination to achieve first-class work while meeting deadlines is necessary in the Business Faculty. Students should have respect for equipment and systems. Students should display a constructive response to criticism.

**Copyright Policy:** Students are expected to familiarize themselves with and abide by the University's Copyright Policy. The University's Copyright Policy is published in the University Calendar.