# Business Administration

| | |
|---|---|
| Course Number: | **BUAD 231** |
| Course Title: | **PROJECT MANAGEMENT (in an Info Tech Environment)** |
| Credits: | 3 |
| Calendar Description: | This course is an introduction to project management in an information technology context. Theory and practice will be blended into a term project and managed through the use of project management software. |
| Semester and Year: | **Winter 2018** |
| Prerequisite(s): | Admission to the Network and Telecommunications Engineering Technology NTEN or Computer Information Systems CIS (diploma or degree) programs. |
| Corequisite(s): | No |
| Prerequisite to: | BUAD 232 |
| Final Exam: | Yes |
| Hours per week: | 4 |
| Graduation Requirement: | Elective |
| Substitutable Courses: | No |
| Transfer Credit: | |
| Special Notes: | |
| Originally Developed: | November 2012 |
| EDCO Approval: | November 2013 |
| Chair's Approval: | |

**Professors**

| Name | Phone number | Office | Email |
|------|-------------|--------|-------|
| **Devin Rubadeau** *Course Captain* | **762-5445  x4621** | **Kelowna: E224** | **DRubadeau@okanagan.bc.ca** |

**Learning Outcomes**

Upon completion of this course students will be able to

- describe the genesis of project management and its importance to improving the success of projects.
- demonstrate knowledge of project management terms and techniques such as:
    - o The triple constraint of project management
    - o The project management knowledge areas and process groups
    - o The project life cycle
    - o Tools and techniques of project management such as:
        - Project selection methods
        - Project charters
        - Work breakdown structures
        - Network diagrams, and critical path analyses
        - Cost estimates
        - Earned value management
        - Motivation theory and team building
        - Addressing project issues
    - o Best practices in project management
- demonstrate how to use project management software to help plan and manage projects.
- identify examples of good and bad project management.
- apply project management concepts by planning a group project.

**Course Objectives**

This course will cover the following content:

- Participation in lectures and labs using Project Management software
- Complete a term project using Microsoft Project
- Participate in the review of Project Management case studies

**Evaluation Procedure**

| Quizzes, Assignments & Participation | 15% |
|---|---|
| Term Project | 20% |
| Mid-term Exam | 30% |
| Final Exam | 35% |
| Total | 100% |

**Notes**

| |
|---|
| Assignment Policy:<br>• All assignments are posted in Moodle.<br>• All assignments must be handed in electronically in the applicable assignment drop box by the due date. |
| Lectures & Labs:<br>• Theoretical (lecture) and practical (lab) components of the course will be integrated wherever possible.<br>• All quizzes, assignments, and projects will be introduced and discussed in class. |

**Required Texts/Resources**

| |
|---|
| Revised an Introduction to Project Management, 5th Edition, Schwalbe, K., Schwalbe Publishing, 2016.<br>ISBN: 978-1533000781 |
| Access to Internet, Project Management Software, Office Productivity Software Applications |

**Course Schedule**

| Date | | Topic | Textbook | Assignment |
|---|---|---|---|---|
| | Week of: | Wednesday Jan 3 Classes Begin<br>Monday Feb 12 Family Day – *no classes*<br>Tuesday Feb 13 to Feb 16 Mid-semester Study Break – *no classes*<br>Friday Mar 30 to Monday April 2 Easter – *no classes*<br>Thursday Apr 12 Last Day of Regularly-scheduled Classes | | |
| Jan | 1-5 | No class | | |
| | 8-12 | Introduction to Project Management | Ch 1 | Task List Lab |
| | 15-19 | Project, Program, and Portfolio Selection | Ch 2 | Selection Lab |
| | 22-26 | Initiating Projects | Ch 3 | Triple Constraint Exercise |
| Jan-Feb | 29-2 | Project Integration Management<br>Project Scope Management | Ch 4,7 (Integration & Scope) | Start Microsoft Project Tutorial |
| | 5-9 | Project Time Management<br>Project Cost Management | Ch 5 (Time & Cost) | Continue Microsoft Project Tutorial |
| | 12-16 | READING BREAK *(Feb 8 to 12 – no classes)* | | |
| | 19-23 | Project Human Resource Management<br>Project Communications Management | Ch 6,7 (HR, Comm., & Stakeholder) | Complete Microsoft Project Tutorial |
| Feb-Mar | 26-2 | Mid-term Exam | | No Lab |
| | 5-9 | Project Quality Management | Ch 6, 7 (Quality) | Website Dev. Project Planning Lab |
| | 12-16 | Project Risk Management<br>Procurement Management | Ch 6,7 (Risk & Procurement) | Procurement Lab |
| | 19-23 | Monitoring and Controlling Projects | Ch 8 | Term Project |
| | 26-30 | Closing Projects<br>Term Project | Ch 8 | |
| Apr | 2-6 | No class | | |
| | 9-13 | Term Project Presentations | | |
| | 16-26 | FINAL EXAM PERIOD | | |

**SKILLS ACROSS THE BUSINESS CURRICULUM**

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**

**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. 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, 6th edition (2009). 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 from OC.