Business Administration

Course Number:	**BUAD 331**
Course Title:	**PROJECT MANAGEMENT**
Credits:	3
Calendar Description:	This course is an introduction to project management. Theory and practice are blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include project management knowledge areas, process groups and industry best practices.
Semester and Year:	**FALL 2020**
Prerequisite(s):	BUAD 128 and third-year standing
Corequisite(s):	No
Prerequisite to:	No
Final Exam:	Yes
Hours per week:	3
Graduation Requirement:	BBA, Management Specialty - Elective
Substitutable Courses:	No
Transfer Credit:	
Special Notes:	
Originally Developed:	August 2007
EDCO Approval:	March 2014
Chair's Approval:	

Professors

Name	Phone	Office	Email
Patrick Schryburt *Course Captain*	*Email contact only*		**pschryburt@okanagan.bc.ca**
Aidan Cole	*Email contact only*		**acole@okanagan.bc.ca**

Learning Outcomes

Upon completion of this course students will be able to

- explain the genesis of project management and its importance to improving the success of projects.
- describe current project management methodologies.
- demonstrate analytic skills in assessing alternatives, financial implications, and the level of risk in decisions.
- evaluate project management strategies of companies and have an opinion as to their effectiveness.
- implement key project management concepts by planning a major group project.
- report and communicate project milestones using appropriate structure and format.

Course Objectives

This course will cover the following content:

See Course Schedule

Evaluation Procedure

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

Notes

Assignments are posted in the presentation slides, and made available on Moodle the day of the relevant lecture or sooner.
All assignments must be handed in to the professor on or before the prescribed due date.
Please note that the exams in this class are Internet-based (via Moodle). In the event of Internet or computer system failures, make-up exams may be scheduled, or the instructor may proportionately re-allocate the related marks to the other categories.

Required Texts/Resources

Revised An Introduction to Project Management, Sixth Edition, Kathy Schwalbe, Schwalbe Publishing, 2016, ISBN: 978-1533000781
Access to Microsoft Project & Office Productivity Software Applications

BUAD 331   Project Management   **FALL 2020**

Course Schedule *(Subject to Change)*

Date		Topic	Textbook	Assignment
2020 Week of:		Wednesday, September 9 – First Day of Classes Monday, October 12 – Statutory Holiday Wednesday, November 11 – Statutory Holiday		
Sep.	6	Course introduction		
	13	Introduction to Project Management	Ch. 1	Task List Lab
	20	Project, Program, and Portfolio Selection	Ch. 2	Selection Lab
	27	Initiating Projects	Ch. 3	Triple Constraint Exercise
Oct.	4	Project Integration Management Project Scope Management	Ch. 4, 7 (Integration & Scope)	Start Microsoft Project Tutorial
	11	Project Time Management Project Cost Management	Ch. 5 (Time & Cost)	Continue Microsoft Project Tutorial
	18	Project Human Resource Management Project Communications Management	Ch. 6, 7 (HR, Comm., & Stakeholder)	Complete Microsoft Project Tutorial
	25	Mid-term Exam		No Lab
Nov.	1	Project Quality Management	Ch. 6, 7 (Quality)	Website Dev. Project Planning Lab
	8	Project Risk Management Procurement Management	Ch. 6, 7 (Risk & Procurement)	Procurement Lab
	15	Monitoring and Controlling Projects	Ch. 8	Term Project
	22	Closing Projects	Ch. 9	Term Project
	29	Term Project Presentations		
Dec.		FINAL EXAM PERIOD (Dec. 9-19)		

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, 7^h edition (2019). 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.