Course Outline

School:	Eng. Tech. & Applied Science
Department:	Information and Communication Engineering Technology (ICET)
Course Title:	IT Project Management
Course Code:	CNET 307
Course Hours/Credits:	42
Prerequisites:	CNET 229, COMM 170, COMM 171, COMP 225, ETEC 225, MATH 180
Co-requisites:	N/A
Eligible for Prior Learning, Assessment and Recognition:	Yes
Originated by:	Sam Mikhail, P Eng., PMP
Revised by:	BOB BROADBENT
Revision Date:	Fall 2015
Current Semester:	Fall 2015
Approved by:	*ppesikan c/o*

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Chairperson/Dean

Course Description

Students are taught the concepts and basic functions of Project Management, and the integration of these concepts and functions into a coherent project management system. Also, role of the project manager and the project management team in implementing and controlling projects. Further, the Project Management Body of Knowledge PMBOK® as defined by the Project Management Institute PMI and its application to Project Management.

Program Outcomes

Successful completion of this and other courses in the program culminates in the achievement of the Vocational Learning Outcomes (program outcomes) set by the Ministry of Training, Colleges and Universities in the Program Standard. The VLOs express the learning a student must reliably demonstrate before graduation. To ensure a meaningful learning experience and to better understand how this course and program prepare graduates for success, students are encouraged to review the Program Standard by visiting http://www.tcu.gov.on.ca/pepg/audiences/colleges/progstan/. For apprenticeship-based programs, visit http://www.collegeoftrades.ca/training-standards.

Course Learning Outcomes

The student will reliably demonstrate the ability to:

1. Identify the Project Management Profession, its ethics and environmental and social impact.
2. Apply decision analysis methodologies to justify the need for a project.
3. Conclude a feasibility study for the Project
4. Develop a project plan that defines the project's cost and schedule base lines.
5. Produce short- and long-term project's financial impact analysis
6. Identify and quantify the project's risks and develop a risk management plan.
7. Develop a project procurement plan.
8. Identify stakeholders' communication needs and develop a project communication plan.
9. Develop a project quality management plan.
10. Develop a project change control plan

Essential Employability Skills (EES)

The student will reliably demonstrate the ability to*:

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for diverse opinions, values belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

There are 11 Essential Employability Skills outcomes as per the Ministry Program Standard. Of these 11 outcomes, the following will be assessed in this course.

Global Citizenship and Equity (GC&E) Outcomes

The student will reliably demonstrate the ability to*:

1. Identify one's roles and responsibilities as a global citizen in personal and professional life.
2. Identify beliefs, values and behaviours that form individual and community identities and the basis for respectful relationships.
4. Analyze the use of the world's resources to achieve sustainability and equitable distribution at the personal, professional, and global level.

There are 6 institutional Global Citizenship & Equity outcomes. Of these 6 outcomes, the following will be assessed in this course.

Text and other Instructional/Learning Materials

Text Book(s):

Scwalbe, K. 201. Information Technology Project Management, 7th Edition. Thompson Learning.

ISBN 13: 978-1133526858

Online Resource(s):

The Course Project templates will be posted on eCentennial

Material(s) required for completing this course:

PMI. 2013. A Guide to the Project Management Body of Knowledge (PMBOK® Guide), 5th Edition.

Project Management Institute.

ISBN 13: 978-1935589679

Evaluation Scheme

⇨ Quizzes and Tests: Two Quizzes: 10%+10%.

Two Tests:15%+15%

⇨ Project's assignments: Ten weekly team assignments (25%)

⇨ Project hardcopy and presentation: Hardcopy and presentation (20%+5%=25%)

Evaluation Name	CLO(s)	EES Outcome(s)	GCE Outcome(s)	Weight/100
Quizzes and Tests	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 4, 5, 7, 11	1	50
Project's assignments	1, 2, 3, 4, 5, 6, 8, 9, 10	1, 2, 4, 5, 6, 7, 8, 9, 10, 11	1, 2, 4	25
Project hardcopy and presentation	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	1, 2, 4, 5, 6, 7, 8, 9, 10, 11	1, 2, 4	25
Total				100%

If students are unable to write a test they should immediately contact their professor or program Chair for advice. In exceptional and well documented circumstances (e.g. unforeseen family problems, serious illness, or death of a close family member), students may be able to write a make-up test.

All submitted work may be reviewed for authenticity and originality utilizing Turnitin®. Students who do not wish to have their work submitted to Turnitin® must, by the end of the second week of class, communicate this in writing to the instructor and make mutually agreeable alternate arrangements.

When writing tests, students must be able to produce official College photo identification or they may be refused the right to take the test or test results will be void.

Student Accommodation

It is College Policy to provide accommodation based on grounds defined in the Ontario Human Rights Code. Accommodation may include modifications to standard practices. Students with disabilities who require academic accommodations must register with the Centre for Students with Disabilities. Students requiring accommodation based on other human rights grounds should talk with their professors as early as possible. Please see the Student Accommodation Policy.

Use of Dictionaries

- Any dictionary (hard copy or electronic) may be used in regular class work.
- Only English Language Learner dictionaries are permitted in class work (English words, idioms, and pronunciations are explained).
- Dictionary use is not permitted in test or examination settings.
- Any dictionary (hard copy or electronic) may be used in regular class work.
- English-Additional Language (e.g. English-Chinese) or Additional Language-English (e.g. Russian-English) dictionaries may be used in regular class work.
- Dictionary use is not permitted in test or examination settings.

Program or School Policies

N/A

Course Policies

N/A

College Policies

Students should familiarize themselves with all College Policies that cover academic matters and student conduct.

All students and employees have the right to study and work in an environment that is free from discrimination and harassment and promotes respect and equity. Centennial policies ensure all incidents of harassment, discrimination, bullying and violence will be addressed and responded to accordingly.

Academic honesty is integral to the learning process and a necessary ingredient of academic integrity. Academic dishonesty includes cheating, plagiarism, and impersonation. All of these occur when the work of others is presented by a student as their own and/or without citing sources of information. Breaches of academic honesty may result in a failing grade on the assignment/course, suspension or expulsion from the college.

For more information on these and other policies, please visit www.centennialcollege.ca/about-centennial/college-overview/college-policies.

Students enrolled in a joint or collaborative program are subject to the partner institution's academic policies.

PLAR Process

This course is eligible for Prior Learning Assessment and Recognition (PLAR). PLAR is a process by which course credit may be granted for past learning acquired through work or other life experiences. The PLAR process involves completing an assessment (portfolio, test, assignment, etc.) that reliably demonstrates achievement of the course learning outcomes. Contact the academic school to obtain information on the PLAR process and the required assessment.

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Topical Outline (subject to change):

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name	Evaluation Date
1	Introduction to Project Management • What is Project? • What is Project Management? • Program and Portfolio Management • Role of Project Manager • Project Management Profession • Environmental and Social Ethics and Responsibility	Schwalbe: Chapter 1, PMBOK: Chapter 1	Describe Basic project management terminology and explain the purpose of project management	Instructor –led presentation group work group discussion	Students form project teams consisting of 4-5 students per team. Topics discussion in teams	current week
2	Project Management and Information Technology Context: •Systems View of Project Management •Understanding Organizations and Stakeholders' Management •Project Phases and Project Life Cycle •Project Context	Schwalbe: Chapter 2, PMBOK: Chapter 2	Characterize Project management in organizational context; specifics of projects	Instructor –led presentation group work group discussion	topics discussion in teams	current week
3	Project Management Process Groups: •Mapping Process Groups to Knowledge Areas •Project Management Methodology	Schwalbe:Chapter 3, PMBOK: Chapter 3	Characterize Project management processes, process groups and knowledge areas, and their relationships	Instructor –led presentation and group work	Team assignment #1	current week
4	Project Integration Management: •What is Project Integration Management? •Strategic Planning and Project Selection	Schwalbe: Chapter 4, PMBOK: Chapter 4	Identify Purpose and function of project integration management	Instructor –led presentation and group work prof. feedback	Team assignment #2 Quiz #1	current week

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name	Evaluation Date
	•Preliminary Scope Statement •Project Management Plan •Project Execution •Project Monitoring and Control •Integrated Change Control •Project Closure					
5	Project Scope Management: •What is Project Scope Management? •Scope Planning and Scope Management Plan •Scope Definition and Project Scope Statement •Creating Work Breakdown Structure •Scope Verification and Control	Schwalbe: Chapter 5, PMBOK: Chapter 5	Explain purpose and function of project scope management	Instructor –led presentation and group work prof. feedback	Team assignment #3	current week
6	Project Time Management: •What is Project Time Management? •Importance of Project Schedule •Activity Definition and Sequencing •Activity Resource and Duration Estimation •Schedule Development and Control	Schwalbe: Chapter 6, PMBOK: Chapter 6	Identify purpose and function of project time management	Instructor –led presentation group work prof. feedback	Team assignment #4	current week
7	Project Cost Management: •What is Project Cost Management? •Importance of Project Budget	Schwalbe: Chapter 7, PMBOK: Chapter 7	Discuss purpose and function of project cost management	Instructor –led presentation group work prof. feedback	Team assignment #5 Test #1 (Midterm)	current week

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name	Evaluation Date
	•Basic Principles of Cost Management •Project Cost Performance, Financial Success Criteria •Earned Value Methodology, Project Financial Analysis •Cost Estimating, Budgeting and Control					
8	Project Quality Management: •What is Project Quality Management? •Importance of Project Quality •Quality Planning, Assurance and Control •Quality Control Tools and Techniques •Improving Project Quality	Schwalbe: Chapter 8, PMBOK: Chapter 8	Analyze purpose and function of project quality management	Instructor –led presentation group work prof. feedback	Team assignment #6	current week
9	Project Human Resource Management: •What is Human Resource Management? •Importance of Human Resources •Human Resource Planning •Acquiring, Developing and Managing Project Team	Schwalbe: Chapter 9, PMBOK: Chapter 9	Analyze purpose and function of project risk management	Instructor –led presentation group work prof. feedback	Team assignment #7	current week
10	Project Communication Management: •What is Project Communication	Schwalbe: Chapter 10, PMBOK: Chapter 10	Characterize purpose and function of project communication management	Instructor –led presentation group work group discussion prof. feedback	Team assignment #8 Quiz #2	current week

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name	Evaluation Date
	Management? •Importance of Project Communication •Communication Planning •Information Distribution •Performance Reporting •Stakeholders and Knowledge Management •Improving Project Communication					
11	Project Risk Management: •What is Project Risk Management? •Importance of Understanding Project Risks •Risk Management Planning •Common Sources of Risk on Projects •Risk Identification & Prioritization •Qualitative and Quantitative Risk Analyses •Risk Response Planning •Risk Monitoring and Control	Schwalbe: Chapter 11, PMBOK: Chapter 11	Analyze purpose and function of project risk management, qualitative and quantitative methods for risk impacts forecasting	Instructor –led presentation group work cases study group discussion prof. feedback	Team assignment #9	current week
12	Project Procurement Management: •What is Project Procurement Management? •Importance of Procurement •Planning Purchases and Acquisitions	Schwalbe: Chapter 12, PMBOK: Chapter 12	Characterize purpose and function of project procurement management	Instructor–led presentation group work cases study prof. feedback	Team assignment #10	current week

Week	Topics	Readings/Materials	Weekly Learning Outcome(s)	Instructional Strategies	Evaluation Name	Evaluation Date
	•Planning Outsourcing and Contracting •Requesting Provider Responses •Selecting Providers •Types of Contracts •Awarding, Administering and Closing Contracts					
13	Course Review: •Project Management Processes •Project Management Process Groups •Project Management Knowledge Areas •Project Phases and Project Life Cycle •Project, Program and Portfolio Management Project Presentations	Schwalbe: Chapters 1, 2, 3 PMBOK: Chapters 1, 2, 3, Section III Introduction	Characterize: •life cycle of projects, •relationship of different processes and process groups to knowledge areas, •synchronization and dependencies of different project activities, and •their supporting and resulting documents	Instructor–led and teams presentation group discussion prof. feedback	Project Hard-copy Project Presentation	current week
14	Project Presentations Test #2 (Final)	Handouts, Schwalbe Chapters1-12, and additionally PMBOK when needed	Explain all necessary sections of Project Management methodology and discuss the most important portable issues and strategies	Project Hard-copy Project Presentation prof. feedback	Project Presentation Test #2 (Final)	current week