IBS603 - Fundamentals of Project Management

School of International Business & Management, Fall - 2019

Subject Title

Fundamentals of Project Management

Subject Description

Project Management is an essential disciplline used across all business environments and ensures the success of key deliverables such as new products and services and marketing initiatives, along with accompanying technical infrastructure. Topics to be covered include integration, scope, time, cost, quality, human resources, communication, risk and procurement management. This course is compliant with the Project Management Institute "*Project Management Body of Knowledge (PMBOK)*" 5th edition.

Credit Status

One credit.

Learning Outcomes

Upon successful completion of this subject the student will be able to:

1. Detail and explain the steps required to initiate a project.
2. Define and validate the project goals.
3. Create a work breakdown structure based on the defined workload.
4. Create a project schedule which respects specified deadlines.
5. Estimate resources requirements and create a budget.
6. Produce a project plan that includes milestones, indicates the critical path, and is realistic in terms of defined available time, resources, and budget.
7. Identify potential project risk and for each identified risk, analyze the potential of the risk occurring, the impact of the risk and develop a mitigation strategy.
8. Specify quality of product and service delivery.
9. List the steps taken to monitor and control project performance and what steps would be taken should project performance be below expectations, including a description of factors that may affect project performance.
10. Research, synthesize and write status and review reports.
11. Describe how costs and schedule will be managed on a project including the actions taken in response to cost and/or schedule issues.
12. Explain the processes and activities required to manage project teams and stakeholders.
13. Describe how client expectations and satisfaction will be handled and measured on a project including actions taken in response to client satisfaction issues.

Essential Employability Skills

Communicate clearly, concisely and correctly in the written, spoken and visual form that fulfils the purpose and meets the needs of the audience.
Respond to written, spoken, or visual messages in a manner that ensures effective communication.
Apply a systematic approach to solve problems.

Use a variety of thinking skills to anticipate and solve problems.

Locate, select, organize, and document information using appropriate technology and information systems.

Analyze, evaluate, and apply relevant information from a variety of sources.

Show respect for diverse opinions, values, belief systems, and contributions of others.

Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.

Manage the use of time and other resources to complete projects.

Take responsibility for one's own actions, decisions, and consequences.

Academic Integrity

Seneca upholds a learning community that values academic integrity, honesty, fairness, trust, respect, responsibility and courage. These values enhance Seneca's commitment to deliver high-quality education and teaching excellence, while supporting a positive learning environment. Ensure that you are aware of Seneca's Academic Integrity Policy which can be found at: http://www.senecacollege.ca/about/policies/academic-integrity-policy.html Review section 2 of the policy for details regarding approaches to supporting integrity. Section 2.3 and Appendix B of the policy describe various sanctions that can be applied, if there is suspected academic misconduct (e.g., contract cheating, cheating, falsification, impersonation or plagiarism).

Please visit the Academic Integrity website http://open2.senecac.on.ca/sites/academic-integrity/for-students to understand and learn more about how to prepare and submit work so that it supports academic integrity, and to avoid academic misconduct.

Discrimination/Harassment

All students and employees have the right to study and work in an environment that is free from discrimination and/or harassment. Language or activities that defeat this objective violate the College Policy on Discrimination/Harassment and shall not be tolerated. Information and assistance are available from the Student Conduct Office at student.conduct@senecacollege.ca.

Accommodation for Students with Disabilities

The College will provide reasonable accommodation to students with disabilities in order to promote academic success. If you require accommodation, contact the Counselling and Accessibility Services Office at ext. 22900 to initiate the process for documenting, assessing and implementing your individual accommodation needs.

Prerequisite(s)

The course pre-requisite follows the IBS program admission requirements.

Topic Outline

- Overview of PM world, PMI, trends. Definition of projects, tools and skills required. Intro to Projects, Programs and Portfolio Management
- PMI processes and knowledge areas. Project selection. Intro to Microsoft Project application
- Initiating Projects. MS Project set up
- Planning Projects - Time and cost management
- Planning Projects - Earned Value Management and quality management
- Planning Projects - HR and communications management. MS Project
- Planning Projects - Stakeholders, risk and procurement management
- Executing, Monitoring and Controlling. MS Project
- Monitoring and Controlling. MS Project

Mode of Instruction

There are three hours of class per week. A variety of instructional methods may be used including lectures, independent learning, case analysis, class discussion, team and independent projects and assignments.

Prescribed Texts

Schwalbe, Kathy. *An Introduction to Project Management. 4th ed.* Kathy Schwalbe. ISBN: 978-144-860753-2.

Reference Material

MLA Citation Guide http://seneca.libguides.com/mla

For information on how to research and write a report as well as how to prevent plagiarism refer to http://library.senecacollege.ca/

Required Supplies

N/A

Student Progression and Promotion Policy

http://www.senecacollege.ca/about/policies/student-progression-and-promotion-policy.html

Grading Policyhttp://www.senecacollege.ca/about/policies/grading-policy.html

A+	90% to 100%
A	80% to 89%
B+	75% to 79%
B	70% to 74%
C+	65% to 69%
C	60% to 64%
D+	55% to 59%
D	50% to 54%
F	0% to 49% (Not a Pass)
OR	
EXC	Excellent
SAT	Satisfactory
UNSAT	Unsatisfactory

For further information, see a copy of the Academic Policy, available online (http://www.senecacollege.ca/about/policies/academics-and-student-services.html) or at Seneca's Registrar's Offices. (https://www.senecacollege.ca/registrar.html.

Modes of Evaluation

Case Studies/Quiz/Assignments	50%
Test	20%
Group Project	30%
TOTAL	**100%**

Missed Test, Presentations and Late Assignments

Students are required to complete all tests, in-class assignments, and presentations on the scheduled dates and times. Missed tests, in-class assignments, and presentations will result in a grade of zero unless a valid, unavoidable reason has occurred and the student has notified the professor. Supporting documentation may be required.

Late assignments may be subject to penalty and is at the discretion of the professor. If there are valid reasons for the late assignment, the students **must notify the professor, upon which alternative arrangements may be considered and/or arranged.**

Note: It is recommended that students use their Seneca email account to send a message to the professor. Using any other account may result in the message being deleted by the college's spam filter. Always keep a copy of the email message in case verification is required.

Effective Business Communication and English Competency

The ability to communicate effectively is essential for success in business. Therefore, students must:

- Demonstrate English competency in this subject in both oral and written work;
- Strive to be clear and concise;
- Ensure all written work is consistent with the rules of English grammar, especially in sentence structure, spelling, and punctuation; and
- Always spell check, edit, and proofread submitted work.

PLEASE KEEP THIS DOCUMENT FOR FUTURE REFERENCE. IT WILL BE REQUIRED IF YOU APPLY TO ANOTHER EDUCATIONAL INSTITUTION AND SEEK ADVANCED STANDING!

Approved by: Shahrzad Farzinpak
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