

The University of Western Ontario

Project Management

Eng Sci 9703 Section 650 Faculty of Graduate Studies

Course Outline – Winter 2019 and semesters moving forward

Instructor: Kevin McGuire, M. Eng., P. Eng., PMP

Description:

This graduate level course is an introduction to the most widely accepted project management practices in the workforce today. It is based upon the guide published by the Project Management Institute known as “The Project Management Body of Knowledge” – or PMBOK. Project Management lends itself to being taught properly in either one of two ways. It can either be analyzed sequentially across the five phases of a project (initiating, planning, executing, monitoring and controlling, and closing) or it can be decomposed into its 12 areas of necessary expertise for the professional practitioner and then imparted. We choose this second approach. We do so for several reasons, not least of which is that this is in keeping generally with the order in which most scholarly works tackle the subject. The course content is developed in the software package “Rise” by Articulate Ltd. It is delivered through Owl Sakai. The student will note numerous enhancements to the course curriculum in part to offset the lack of weekly instruction. Most significant among these are gamification throughout as well as well as guest lecturing from well-known campus leaders throughout. Lecture summary quizzes will be the only evaluated assessments. The course is instructorless and is administered by the Faculty of Graduate Studies administration. Response times in this regard will vary but in general students should not have to wait more than 48 hours for any enquiries. This is consistent with the in-class version of the course. The course is to be delivered in partial synchronicity. Students will be allowed to proceed through the course at their own pace lecture wise, but all assessments are completed to a consistent group timing. There is no final exam. The course will be 12 weeks in duration, but if a student sets their mind to it, the materials and assessments can be completed in as little as 2 weeks comfortably.



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Technical Requirements: Students require a modern and an updated browser if accessing the course via a laptop, tablet, or PC. Hand-held phones, both android and Apple varieties, are also suitable hardware platforms for studying the course materials and completing assessments. The course supports Firefox, Google, Chrome, and Safari. We recommend using Google Chrome. Students require an updated operating system. Students require a reliable high speed internet connection. Students require access to Youtube.com from their remote location if studying out of country. Students require access to Vimeo.com if studying out of country. Both of these web sites may not be available at all times in the Republic of China, various countries in the Middle East, and possibly other locations. Students should investigate this prior to registering. Students require access to Owl Sakai through uwo.ca if studying outside the country. Exclusive access to the course through a hand-held device is a viable remote set up. We recommend laptop or workstation access as the primary access if the student does have the choice of that or hand-held, simply due to the available screen output size. The course does support access from tablets, but again we do not recommend at this time that they be used as the primary method of course access. All sources of access mentioned should format correctly for all elements of the course. Avoid disappointment and follow the advisory regarding what to use as a primary method of access.

Course Goals: The course is intended to reveal and develop project management best practices. The student will learn the industrially accepted techniques associated with the management of time, cost, and scope in order to achieve total project stakeholder satisfaction. In absence of formal project management training, professionals in the workplace can and do successfully run projects. The goal in this course is to expose the class to the most efficient, and widely recognized, project management practices and in so doing greatly increase their likelihood of managing successful projects during their careers. The expected outcome will be to develop workforce ready minds that easily integrate into any corporate culture. It is intended that the acquisition of skills developed in this course will prepare the student for pursuing the designation Project Management Professional, or at the very least, prepare the student to more effectively contribute to project type work.

Course Objectives: At the completion of this course, the students will be able to:

- Apply themselves and foster in others an appreciation for project management best practices in the carrying out of academic scientific research.
- Clearly communicate the difference between a process and a project and thereby know when to apply project management practices.
- Attain familiarity and confidence with the management of integration, cost, time, scope, quality, human resources, risk, and communication on projects.
- Understand and practice the commonly accepted professional standards of project management.
- Articulate a knowledge of, and understand what activities are required during project initiating, planning, executing, controlling, and closing.
- Apply themselves and foster in others an appreciation for project management best practices in the workplace.
- Understand what is expected of them from a professional project manager.
- Understand the roles and responsibilities of a professional project manager.



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Course Content:

- 1) Introduction
- 2) Project Organization Models
- 3) Project Selection and Delivery Methods
- 4) Project Integration Management
- 5) Project Scope Management
- 6) Project Time Management
- 7) Project Cost Management
- 8) Special Topics in Project Management – LEED Construction Projects
- 9) Project Human Resources Management
- 10) Special Topics in Project Management – Agile Projects
- 11) Project Risk Management
- 12) Project Communication Management

Notably, as compared to undergraduate course CEE3348, and Graduate course ES 9510, ES 9703 has a reduced deliverable content to ensure an efficient completion of the learning outcomes. Specifically, Procurement Management has been dropped entirely, and both Integration and Communication Management have been cut back significantly. Gamification has been reduced, and only the strongest video elements from ES 9510 have been included. LEED and Agile receive more focused attention, each receiving their own full lecture.



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SAMPLE Class Schedule ES 9703 Section 650 - Online

Date (Recommended)	Time (Suggested)	Hours (nominal)
Thursday January 10, 20xx	9:00 am – 11:00 am	2
Thursday January 17, 20xx	9:00 am – 11:00 am	2
Thursday January 24, 20xx	9:00 am – 11:00 am	2
Thursday January 31, 20xx	9:00 am – 11:00 am	2
Thursday February 7, 20xx	9:00 am – 11:00 am	2
Thursday February 14, 20xx	9:00 am – 11:00 am	2
Thursday February 21, 20xx	9:00 am – 11:00 am	2
Thursday February 28, 20xx	9:00 am – 11:00 am	2
Thursday March 7, 20xx	9:00 am – 11:00 am	2
Thursday March 14, 20xx	9:00 am – 11:00 am	2
Thursday March 21, 20xx	9:00 am – 11:00 am	2
Thursday March 28, 20xx	9:00 am – 11:00 am	2
Total Estimated Commitment Hours		24

The course is fully asynchronous once the student is registered. Times for studying are merely recommendations, and should the student follow this timing, it might reflect on the best possible opportunity to get a quick response from the course administrator in the event of any technical problems in the course. A student might plan to finish the full set of requirements to complete by as early as January 24, 20xx. We do not recommend accelerating any more than this. The student must finish by the last day of lectures for the term the course is offered in.

Texts & References:

Project Management - Gray and Larson 6th Edition
Project Management Body of Knowledge (PMBOK) 6th edition

Evaluation:

Summary Quizzes (12):	100%
Gamified Enrichment quizzes (3)	0%
Interactive in lecture reflective questions to the student (5+)	0%
Total	100%



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In order to proceed forward from one lecture to the next, the student must complete the summary quiz at the end of the previous lecture. The course requires that students score perfect marks on each of these quizzes to proceed. As such, the only possible marks in this course would be “100%” or “Incomplete”. We do not give out 100% grades, and therefore the only grade the student will receive is either “Successfully completed” or “Incomplete”. This course does not impact the student’s grade point average.

Grading:

Complete	100%	Required to receive acknowledgement on your transcript.
Incomplete	<100%	Given to students who choose to not complete the course.

Policy on Cheating and Academic Misconduct:

Academic honesty is a cornerstone of conduct at The University of Western Ontario. We cannot have freedom of expression without integrity. Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences; please refer to the section on “Scholastic Offences” in the current University Academic Calendar, or on the web at <http://www.westerncalendar.uwo.ca>. Such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course any academic work for which credit has previously been obtained or is being sought in another course in this University or elsewhere (without the knowledge and approval of the instructor to whom the work is submitted). If you are caught cheating, there will be no second warning. Academic penalties will be applied up to and possibly including expulsion from the program. Please note. As additional safeguards to ensure academic integrity this course contains two features all students should be aware of. All assessments are constructed of variable value assessments. If you cheat, you will be using the wrong values. Your question is different from the question your classmate has.

How often will the instructor communicate with me?

The course is instructorless. The only point of contact for the student is the Graduate Studies Grade Administrator. That individual can be contacted by clicking on the “help” button located within each lecture. Alternatively, the grade administrator can communicate with all enrolled via the “Announcements” tab located in the Owl Sakai homepage for ES9703

How do I hand in assignments?

This course has no laboratories and no home assignments. The only assessments are quizzes, and these are all completed online within the course lecture materials.



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The Use of English

In accordance with senate and faculty policy, students may be penalized up to 10% of the marks on all assignments, tests, and examinations, for the improper use of English. In addition, poor written work, with the exception of final examinations may be returned without grading. If resubmission of the work is permitted, it may be graded with marks deducted for poor English and late submission.

The only application of this boiler plate clause in this syllabus would be related to any communications from students taking the course remotely. Understand that any contextual information you provide to solve a technical problem must be in the English language.

Attendance

Any student, who in the opinion of the instructor, is absent too frequently from class or laboratory periods in any course, will be reported to the Dean (after due warning has been given). On the recommendation of the department concerned, and with the permission of the Dean, the student will be debarred from receiving a grade of "Successfully Completed" in this course. The instructor of the course will monitor access to the lecture materials to ensure a minimum expected time is observed in accessing course materials, most notably the Rise lectures. Instructors have this data access through the Statistics tab in Owl. This tab will not be available to students, so please simply understand we know if you are participating.

Conduct

Students participating in any communications with course leadership are to be respectful at all times of both the course developer as well as grade administrators, and fellow students. Incidents of technical disruption are possible, and students are to cope with any associated frustrations in a professional manner. No cyber bullying will be tolerated or overlooked.

Sickness and Other Problems

Students should immediately consult with the instructor or Department Chair if they have any problems that could affect their performance in the course. Where appropriate, the problems should be documented. The student should seek advice from the instructor or Department Chair immediately regarding how best to deal with the problem. Failure to notify the instructor or Department Chair immediately (or as soon as possible thereafter) will have a negative affect on any appeal.

Owl Sakai Help - Who to contact

1) Application Problems

If you have problems with an application on this system please call the Help Desk at **(519) 661-2111 extension 83800**.

2) ITS Help Page: [Owl Help and Support](#)



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Confidentiality and University Indemnification

The University of Western Ontario, Kevin McGuire (your course developer), and your classmates take no responsibility for the confidentiality of information that you present in any educational context, such as online, in-class or in your submissions or postings.

It is up to you, the student, to ensure that you are not breaching any confidentiality situations with any information you present including those which might pertain to ongoing research of which you are a part of or have been a part of in the past.



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