



BUSI 3309A: Project Management

FALL 2025

Instructors	Linda Schweitzer (she/her) Angel Henchey (she/her)																														
Email Addresses	linda.schweitzer@carleton.ca angel.henchey@cmail.carleton.ca																														
	Lecture: Online/Asynchronous (before your tutorial section):																														
Class Times	<p>Tutorials by Section: In-Person</p> <table><tr><td>A02</td><td>Thurs</td><td>12:35 to 14:25</td></tr><tr><td>A03</td><td>Tues</td><td>8:35 to 10:25</td></tr><tr><td>A04</td><td>Thurs</td><td>8:35 to 10:25</td></tr><tr><td>A06</td><td>Wed</td><td>14:35 to 16:25</td></tr><tr><td>A08</td><td>Fri</td><td>15:35 to 17:25</td></tr><tr><td>A09</td><td>Mon</td><td>12:35 to 14:25</td></tr><tr><td>A10</td><td>Tues</td><td>11:35 to 13:25</td></tr><tr><td>A11</td><td>Tues</td><td>14:35 to 16:25</td></tr><tr><td>A13</td><td>Fri</td><td>11:35 to 13:25</td></tr><tr><td>A14</td><td>Wed</td><td>12:35 to 14:25</td></tr></table>	A02	Thurs	12:35 to 14:25	A03	Tues	8:35 to 10:25	A04	Thurs	8:35 to 10:25	A06	Wed	14:35 to 16:25	A08	Fri	15:35 to 17:25	A09	Mon	12:35 to 14:25	A10	Tues	11:35 to 13:25	A11	Tues	14:35 to 16:25	A13	Fri	11:35 to 13:25	A14	Wed	12:35 to 14:25
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Modality	<p>Hybrid: Online Scheduled Section with In-Person Assessments (Campus presence)</p> <ul style="list-style-type: none">• 1 hour (average) online asynchronous lectures per week• 2 hours of in-person synchronous tutorial per week• Note: The Final Exam is synchronous and in person scheduled during the formal exam period																														
Office Hours	Mondays 9:00am to 10:00am or By Appointment (email Angel Henchey for an appointment angel.henchey@cmail.carleton.ca)																														
Office Location	TBD																														
TA Name/Email	TBD																														

Pre-Requisites & Preclusions:

Prerequisites: Third year standing, STAT 2601 or STAT 2606. The School of Business enforces all prerequisites.

Preclusions: None

Course Description/Instructor's Statement

Carleton Calendar Description (Find at <https://calendar.carleton.ca/undergrad/courses/BUSI/>) Identification, selection, initiation, and organization of projects; risk assessment; project scheduling, performance monitoring and control, and termination. Emphases on foundations, principles and supporting techniques.

Instructor's Description:

This course focuses on the information, systems, tools and knowledge required to initiate, plan and implement any kind of project. Project Management has two major aspects: 1) the art - the management of people (team members, supervisors, clients, suppliers and other interested parties); and 2) the organizational science - which provides us with tools and standards to manage the timeline, costs, performance, etc., of a project. For any complicated project (most real projects), sophisticated software is used to do the basic but complex tasks. However, a Project Manager has to understand the fundamentals of the science as well as "Project Management thinking". In this course, we learn the basics by doing the work ourselves.

Course Learning Objectives:

1. Recognize the role of a project manager both as a team leader and as a member of a greater organization
2. Recognize the need to balance priorities
3. Develop "project-management thinking" through in-depth planning, scheduling, monitoring, managing risk and closing a project.
4. Recognize the importance of proactively communicating project information and managing stakeholders

Required Course Materials & Prices

Textbook: Larson & Gray (2024). *Project Management: A Sociotechnical Approach*. McGraw-Hill (International Students Edition).

- ISBN 9781266912481 or 9781264470686 for rental
- **\$98.00 Textbook Rental (From McGraw Hill Website) / \$196.99 Loose-Leaf / \$67.75 eBook 180 day rental / \$106.02 Extended Access**
- Available through the bookstore (approx. \$140 print; \$100 ebook; \$70 ebook rental)
 - Note: A copy is also on reserve at the library
- The previous edition (2021 International Students Edition) will suffice – note that the chapters may not be in the same order – it is your responsibility to ensure you are covering the correct material.

Please purchase the textbook(s) from the campus bookstore in Nideyinàn (formerly the University Centre) or through the bookstore website: <https://carleton.ca/campus-services/the-bookstore/>.

Project Management Simulation: Austin (2021). *Project Management Simulation: Scope, Resources, Schedule V3*. Harvard Business Publishing.

- Available at HBR: <https://hbsp.harvard.edu/import/1307546> (\$17 USD)
- Note: you will have to create a student account on Harvard Business Education using your email account (simulations using non-email accounts will not be graded)

Case Studies:

- For Team Case Study Project:
 - Available on Brightspace (no cost)
- For Tutorial Activities:
 - Nicol Building Project. Nsakanda, Teymouri & Mirbahaeddin (2022).
 - Available on Brightspace (no cost)

Additional Resources (optional):

Project Management Institute, A guide to the Project Management Body of Knowledge - PMBOK® Guide, 7th edition. <https://www.pmi.org/pmbok-guide-standards/foundational/pmbok>

Grading Scheme

2 Assignments (12.5% each)	25%
Team Case Study and Presentation	15%
• includes mandatory submission of draft AND	
• mandatory peer review	
Tutorial Participation/Engagement	10%
Simulation Results	5%
Final Reflection	20%
Final Exam – in person (see note on e-Proctoring below)	25%
TOTAL	100%

Important Dates to Note

Check the detailed course schedule below for a **full** list of topics, dates and deadlines

- Assignment 1 September 19
- Assignment 2 November 7
- Team Case Study November 16 (names due September 26; Draft due October 3; Peer Review due December 5)
- Case Study Presentations Weeks of November 17 & 24 (throughout the 2 weeks)
- Final Reflection December 5
- Tutorial contribution and participation Weekly
- Simulations September 19, October 3, October 17, October 31, November 7

University Academic Calendar: <https://calendar.carleton.ca/academicyear/>

Policies & Accommodations

<https://students.carleton.ca/course-outline/>

<https://carleton.ca/pmc/current-students/academic-accommodations/>



Stay updated with important notifications and announcements from Carleton University, by downloading the Carleton University App!

Course Approach

This course takes a “flipped classroom” approach. Recorded online lectures, the project management simulation and other material will be asynchronous and provided through Brightspace. Tutorial time will be in the form of workshops - reserved for synchronous activities, exercises and discussions.

Final Exam: It will be scheduled in the regular examination period. The duration of the exam will be 3 hours. The final examination will cover the whole course.

The final exam will be written in-person online in Brightspace and e-proctored using CoMas (see below). You need to bring your own laptop. 2-factor authentication may be required to log into Brightspace.

If you must defer the Final Exam, you must reach out to the registrar’s office with the proper documentation prior to the deadline. For more information refer to:
<https://carleton.ca/registrar/deferral/>.

e-Proctoring: CoMaS is a remote proctoring service provided by Scheduling and Examination Services. You can find more information at <https://carleton.ca/ses/e-proctoring/>. The minimum computing requirements for this service are as follows:

- Hardware: Laptop
- OS: Windows 10, Mac OS 10.14 or Linux Ubuntu 18.04
- Internet Browser: Google Chrome, Mozilla Firefox, Apple Safari, or Microsoft Edge
- Internet Connection (High-Speed Internet Connection Recommended)
- Webcam (HD resolution recommended)
- Note: Tablets, Chromebooks and Smartphones are not supported at this time. Windows-based tablets are not supported at this time.

Late Deliverables/Assignments: Email the instructor ASAP in the event of an emergency that prevents you from completing your Assignments or Reflection on time - extensions or new deadlines may be granted on a case-by-case basis at the instructors’ discretion.

- Otherwise, late work will be penalized 10% per day.
- No late submissions will be accepted 7 days (or more) after the deadline.
- If you are requesting an extension within 48 hours of the due date/time of an assignment, case study or reflection, you must *first* upload a draft version of your work to date (this will not be graded - unless you do not submit another version).

Note: Simulations will not be accepted/graded after the deadline and Case Studies will not be accepted after the presentations have begun.

Deliverable/assignment weights cannot be shifted/reallocated.

Preparation and Participation: Weekly lectures, readings and the project management simulation can be completed online any time *before* the scheduled tutorial. Weekly tutorials are

in-person and mandatory - you are expected to attend - but to get a good grade, you must arrive prepared, be engaged, work on the activities, and contribute positively to *each* session.

Peer Review: Up to 10% of the case study grade may be based on the team case study peer review and observations/complaints. This is mandatory – you will receive a grade of zero for the case study unless this is submitted.

AI use in this course:

Students may use AI tools for limited purposes: sharing ideas, clarifying challenging concepts, or getting started on projects. Some acceptable uses include:

- Brainstorming ideas (e.g., generating essay topics with ChatGPT, using Microsoft Word's Smart Lookup to find inspiration and related topics).
- Creating outlines (e.g., using AI to structure an essay or presentation flow, using Microsoft Word's Outline View with AI suggestions).

Documenting use of AI: It is required to document your use of AI in this course, using the following guidelines:

- Clearly attribute any AI-generated ideas, options, concepts, examples, etc. using in-text citations
- Clearly identify and use in-text citations AI-generated text. Please consult resources on the [Library website](#).
- Carefully review, edit, and ensure the accuracy, relevance, and originality of final submissions.

This policy supports the use of AI as a supplementary tool, helping students develop ideas and structure their work while emphasizing the importance of transparency and personal engagement with the content. AI can be used for inspiration and foundational support, and can encourage students to critically assess and adapt AI-generated material.

TENTATIVE DETAILED SCHEDULE

Week (Starting)	Topics: Management (Art)	Topics: Management (Science)	Textbook Chapters	Tutorial Topics	Deliverables (Note: Tutorial prep due EACH tutorial)
1 (Sept 2)	<ul style="list-style-type: none"> Project Management Strategy Organizing & Structure 		1, 2.1 to 2.4 & 3	Note: NO TUTORIALS	<ul style="list-style-type: none"> Intro Quiz (mandatory but not for marks)
2 (Sept 8)	<ul style="list-style-type: none"> Communicating Presenting Teams 		11	<ul style="list-style-type: none"> Priorities Communicating Teams Nicol Building Case Study (intro) 	
3 (Sept 15)	<ul style="list-style-type: none"> Planning 	<ul style="list-style-type: none"> Project Selection Decision Making 	2.5 to 2.8 & 4	<ul style="list-style-type: none"> Selection Decision-making 	<ul style="list-style-type: none"> Simulation A (due Sept 19)
4 (Sept 22)		<ul style="list-style-type: none"> Estimating Scheduling 	5 & 6	<ul style="list-style-type: none"> Planning Estimating Scheduling Simulation A 	<ul style="list-style-type: none"> Case Study team names (due Sept 26)
5 (Sept 29)		<ul style="list-style-type: none"> Scheduling with resources 	8	<ul style="list-style-type: none"> Resourcing Smoothing Resource-constrained scheduling 	<ul style="list-style-type: none"> Assignment 1 (due Oct 3) Simulation B (due Oct 3)
6 (Oct 6)		<ul style="list-style-type: none"> Scheduling when time is constrained 	9	<ul style="list-style-type: none"> Time-constrained scheduling Simulation B 	
7 (Oct 13)	<ul style="list-style-type: none"> Agile projects International projects 		15 & 16	Note: NO TUTORIALS	<ul style="list-style-type: none"> Simulation C (due Oct 17)
Oct 20	Reading Week				
8 (Oct 27)	<ul style="list-style-type: none"> Project Performance 		13	<ul style="list-style-type: none"> Monitoring performance Simulation C 	<ul style="list-style-type: none"> Case Study Draft WBS & Network Diagram Due (Oct 31) Simulation D (due Oct 31)
9 (Nov 3)	<ul style="list-style-type: none"> Project Leadership Stakeholders 		10	<ul style="list-style-type: none"> Stakeholders - Nicol Building Case Study Stakeholders Simulation D 	<ul style="list-style-type: none"> Assignment 2 (due Nov 7) Simulation G (due Nov 7)
10 (Nov 10)	<ul style="list-style-type: none"> Risk 		7	<ul style="list-style-type: none"> Risk - Nicol Building Case Study Risk Simulation G Work on Case Study 	<ul style="list-style-type: none"> ALL slides and Executive Summaries (due SUNDAY Nov 16)
11 (Nov 17)	<ul style="list-style-type: none"> Closing a project 		14	<ul style="list-style-type: none"> Case Presentations 	<ul style="list-style-type: none"> Team Case Study Presentations
12 (Nov 24)				<ul style="list-style-type: none"> Case Presentations 	<ul style="list-style-type: none"> Team Case Study Presentations
13 (Dec 1)				Note: NO TUTORIALS	<ul style="list-style-type: none"> Peer Review (due Dec 5) Final Reflection (due Dec 5)
TBD	FINAL EXAM				

*Every effort has been made to make the schedule as complete as possible, but there may be occasions where changes are required.

Contribution to Learning Goals of the Program ([BCom](#), [BIB](#)):

Program Learning Goal	Competencies Not Covered	Competencies Introduced (only)	Competencies Taught But Not Assessed	Competencies Taught and Assessed
BC1 Knowledge <i>Graduates will be skilled in applying foundational business knowledge to appropriate business contexts.</i>				X
BC2 Collaboration <i>Graduates will be collaborative and effective contributors in team environments that respect the experience, expertise and interest of all members.</i>				X
BC3 Critical Thinking <i>Graduates will be discerning critical thinkers, able to discuss different viewpoints, challenge biases and assumptions, and draw conclusions based on analysis and evaluation.</i>		X		
BC4 Communication <i>Graduates will be effective and persuasive in their communications.</i>				X
BI5 Global Awareness (BIB ONLY) <i>Graduates will be globally-minded.</i>			X	

ADDITIONAL INFORMATION

Course Sharing Websites

Materials created for this course (including presentations and posted notes, labs, case studies, assignments, and exams) remain the intellectual property of the author(s). They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).

Required calculator in BUSI course examinations.

If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII

Group work

The Sprott School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, followership, and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.

Grading

In accordance with the Carleton University Undergraduate Calendar (p 34), the letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar:

WDN = Withdrawn from the course

DEF = Deferred

Academic Regulations

University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website, here:

<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>

Requests for Academic Accommodation

Carleton is committed to providing academic accessibility for all individuals. You may need special arrangements to meet your academic obligations during the term. The accommodation request processes, including information about the *Academic Consideration Policy for Students in Medical and Other Extenuating Circumstances*, are outlined on the Academic Accommodations website (students.carleton.ca/course-outline).

You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy Accommodation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and its survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated.

Process: If an alleged violation occurs, all relevant documentation will be forwarded to the Dean. If the allegation proves true, the penalties may include; a grade of Failure on the submitted work and/or course; academic probation; a refusal of permission to continue or to register in a specific degree program; suspension from full-time studies; suspension from all studies at Carleton; expulsion from Carleton, amongst others. **For a first offence, at a minimum, the penalty assigned will normally be a zero on the submitted work and at least a minimum full grade reduction of the final course grade. For a second offence, at a minimum, the penalty assigned will normally lead to a suspension from studies.**

Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy which is available, along with resources for compliance at: <https://carleton.ca/registrar/academic-integrity/>.

Sprott Student Services

The Sprott Undergraduate Student Services Office offers program advising and overall student success support. Our team is available to discuss your academic goals and your program progression plans. We can also work with you to develop strategies for success, including study skills for Business. If you experience any difficulty this term or if you would like to access support, please contact our team at bcom@sprott.carleton.ca or at bib@sprott.carleton.ca.

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Important Information:

- Students must always retain a copy of all work that is submitted.
 - All final grades are subject to the Dean’s approval.
 - For us to respond to your emails, we need to see your full name, CU ID, and the email must be written from your valid CARLETON address. Therefore, in order to respond to your inquiries, please send all email from your Carleton CMail account. If you do not have or have yet to activate this account, you may wish to do so by visiting <https://carleton.ca/its/get-started/new-students-2/>
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