



Carleton
UNIVERSITY

SPROTT
SCHOOL OF BUSINESS

BUSI 3309 E F G
Introduction to Project Management
Winter 2021

Instructor Name / Contact Info: TA:	Ahmad Teymouri, Ph.D. Candidate, MBA, M.A.Sc., PMP, RMP Office: Virtual Office - Online ahmadteymouri@cunet.carleton.ca (for online communication) TAs Info: Name and Email TBD
Class Times:	Section E: Thursdays 14:35 - 17:25 Online through Zoom Classroom Section F: Wednesdays 14:35 - 17:25 Online through Zoom Classroom Section G: Thursdays 18:05 - 20:55 Online through Zoom Classroom
Office Hours:	Please send an email for appointment.
Modality:	Modality: *Online (13 hrs asynchronous and/or 26 hrs synchronous) <ul style="list-style-type: none"> ▪ Synchronous means that the professor and the student interact with each other in real time through live Zoom sessions. We will meet synchronously every according to the class schedule. ▪ Asynchronous delivery does not take place simultaneously. For this course, the material including recordings of the synchronous sessions, additional videos, PowerPoint slides, documents, spreadsheets and other material will be posted on cuLearn.
Course Objectives:	The course is offered entirely online through online Zoom classroom and online assessment. Upon completion of this course, students should be able to: <ul style="list-style-type: none"> ✓ Identify the significant role projects contribute to the strategic direction of the organization. ✓ Understand organizational and project considerations that should be considered in choosing an appropriate project management structure. ✓ Develop an understanding of the roles a project manager in order to effectively deliver project results, offer vision and direction to a team,



	<p>manage the expectations of multiple stakeholders, and motivate participants.</p> <ul style="list-style-type: none"> ✓ Demonstrate the importance of a work breakdown structure (WBS) and organization breakdown structure (OBS) to the management of projects and how it serves as a data base for planning and control. ✓ Understand estimating project times and costs as the foundation for project planning; and develop project schedule and budget ✓ Describe the project risk management process, understand how to identify project risks, assess the significance of different project risks, and describe the four different responses to managing risks. ✓ Evaluate project performance based on a balanced set of key performance indicators. ✓ Execute an effective project closure. 								
<p>Calendar Description and Prerequisites</p>	<p>Project Management Identification, selection, initiation, and organization of projects; risk assessment; project scheduling, performance monitoring and control, and termination. Emphases on foundations, principles and supporting techniques. Precludes additional credit for BUSI 4308. Prerequisite(s): third-year standing, BUSI 2301 and STAT 2606. Lecture three hours a week.</p>								
<p>Course Material</p>	<ul style="list-style-type: none"> – Project Management: A Managerial Approach, 8th Edition, Erik W. Larson, Clifford F. Gary, McGraw-Hill Education – A Guide to the Project Management Body of Knowledge (PMBOK),6th edition, Project Management Institute (2017) 								
<p>Course Evaluation</p>	<p><u>Grade Distribution</u></p> <table border="0"> <tr> <td>Individual Assignment</td> <td>10%</td> </tr> <tr> <td>Quiz (2 × 5%)</td> <td>10%</td> </tr> <tr> <td>Mid-Term</td> <td>35%</td> </tr> <tr> <td>Final Exam</td> <td>45%</td> </tr> </table>	Individual Assignment	10%	Quiz (2 × 5%)	10%	Mid-Term	35%	Final Exam	45%
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	<p><u>Individual Assignment</u></p> <p>This assignment is worth 10% of the final grade and students should work on and hand in this assignment individually. The assignment can be case study, problem, or written essays which cover the project management topics discussed in the course. Students will learn the topics gradually during the course and they are expected to complete their assignment on time. A written report is to be handed in by each student. Report organization, neatness, and professionalism are particularly important.</p> <p><u>Quizzes</u></p> <p>The objective of quizzes is to encourage studying the course material on a regular basis and practice for exams. There will be two quizzes (5% each) to be done individually online as indicated in the course schedule. Each quiz contains 20 - 30 multiple choice, short answer, and matching questions (theory and problems).</p> <p><u>Mid-Term and Final Exam</u></p> <p>Both mid-term and final exams will be online, and students can use their course material during the exam. The final exam will be comprehensive. Questions will be chosen from the textbook, in-class activities, lecture notes and may consist of multiple-choice, essay questions, mini-case analysis, or problems. A student who does not submit the mid-term for a legit reason can write a deferred exam or move the weight of the mid-term exam to the weight of the final exam. The date, time, and location of the final exam will be announced by the university. The Registrar's Office will determine the student's eligibility for a deferred final examination following the rules of the University.</p>
	<p><u>Class Attendance</u></p> <p>Class attendance is essential for engaging with the course material and interacting with the instructor and classmates, which creates the class experience.</p>
	<ul style="list-style-type: none"> ▪ Students should use their Cmail account and not any other email accounts to communicate with the instructor or the teaching assistant (TA).

Course Schedule:

Week	Date	Topic	Note
1	11 th – 15 th January	Chapter 1 – Modern Project Management Chapter 10 – Leadership: Being an Effective Project Manager	
2	18 th – 22 nd January	Chapter 2 – Organization Strategy & Project Selection Analytic Hierarchy Process (AHP) - SON 9.1, 9.3, 9.4	
3	25 th – 29 th January	Chapter 3 – Organization: Structure & Culture Chapter 4 – Defining the Project	
4	1 st – 5 th February	Chapter 5 – Estimating Project Times & Costs	Quiz 1 covers chapters 1, 2
5	8 th – 12 th February	Chapter 7 – Managing Risk Decision Tree - SON 10.5 to 10.8	
6	15 th – 19 th February	Winter Break – No classes	
7	22 nd – 26 th February	Midterm Exam Chapters 1,2,3,4,5,6, and Analytic Hierarchy Process (AHP)	
8	1 st – 5 th March	Chapter 6 – Developing a Project Schedule	
9	8 th – 12 th March	Chapter 8 – Scheduling Resources & Costs	
10	15 th – 19 th March	Chapter 9 – Reducing Project Duration Linear Programming - SON 2.1 to 2.9	
11	22 nd – 26 th March	Chapter 13 – Progress, Performance Measurement & Evaluation	
12	29 th – 2 nd April	Chapter 14 – Project Closure PMI PMBOK Overview	Quiz 2 covers chapters 7, 10
13	5 th – 9 th April	Course review	Individual Assignment Due Date

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, follower-ship 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.

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

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

Pregnancy 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

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. 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. 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 student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you are having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in* any weekday between 8:30am and 4:30pm. Our advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected with the resources you need to succeed! <http://sprott.carleton.ca/students/undergraduate/learning-support/>

** Note that the office is physically closed. However, e-drop in is available between 8:30-4:30 until social distancing requirements are updated by the Province.*

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 hard 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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