Course ID:	Course Title:	Fall 2021	
BUS 470	Project Management	Prerequisite:	
		Credits: 3	

Class Information		Instructor Information		Important Dates	
Delivery:	Online	Instructor:	Frank Ezinga, MBA	First Day of Classes:	September 8
Days:	Monday	Email:	frank.ezinga@ambrose.edu	Last Day to Add/Drop:	September 19
Time:	9:00 AM – 12:00 PM	Phone:	n/a	Last Day to Request Revised Exam	November 1
Room:	n/a	Office:	n/a	Last Day to Withdraw:	November 22
Lab/ Tutorial:	n/a	Office Hours:	By appointment	Last Day to Apply for Extension:	November 23
Final Exam:	Office of the Registrar will publish Final Exam Schedule			Last Day of Classes:	December 13

Important Dates and Information:

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Academic Calendar at https://ambrose.edu/academic-calendar .

Course Description:

This course aims to provide a comprehensive, multi- industry overview of project management, familiarizing the student with the concepts and basic functions of project management. Topics addressed will include scope, risk, resource allocation, team management and leadership, time and scheduling, cost and budgeting, and evaluation and control. Leveraging the latest project management software, the course provides a balance of hands-on practice, contemporary real-world examples and cases, and the latest theory.

Program Outcomes:

- Develop increased understanding of project management terminology, concepts, principles and issues from a social-technical perspective.
- Develop skills in applying project management concepts and principles.
- Develop an understanding of project management terminology concept, principles and issues.
- Refine existing personal skills within the context of project management utilizing problem based learning and self-directed study.

Expected Learning Outcomes:

- demonstrate in-depth knowledge of project management
- demonstrate ability to apply knowledge and discipline specific methodology to solve unique problems
- give evidence of integrating knowledge and applying the knowledge across disciplinary boundaries
- demonstrate academic and personal integrity
- consider and practice creative engagement and interdisciplinary thinking
- demonstrate the ability to analyse, appraise and evaluate their discipline in a social context
- demonstrate high level innovative expertise, collaborative knowledge and the capacity to inspire others and achieve results
- demonstrate integrity and humility in all matters

Textbook:

Project Management – A Managerial Approach, 10th Edition, Jack R. Meredith, Samuel J. Mantel Jr., and Scott M. Shafer, Wiley 2017, ISBN: 978-1-119-36911-0

Student companion site: https://bcs.wiley.com/he-bcs/Books?action=index&itemId=1119369118&bcsId=11047

Course Schedule:

Tentative schedule

Week	Date	Topic
1	9/13/2021	Chapter 1
2	9/20/2021	Chapter 2
3	9/27/2021	Chapter 3
4	10/4/2021	Chapter 4
	10/11/2021	Thanksgiving
5	10/18/2021	Chapter 5
6	10/25/2021	Chapter 6
7	11/1/2021	Chapter 7
	11/8/2021	Reading week
8	11/15/2021	Chapter 8
9	11/22/2021	Chapter 9
10	11/29/2021	Chapter 10
11	12/6/2021	Chapter 11
12	12/13/2021	Chapter 12
		Final Exam

Requirements:

QUIZZES (10 classes x 2%= 20%)
Students take a quiz relating to the materials of the previous class. In preparation, students will review the study tools at the student companion website. Each quiz will have ten questions. Students complete each quiz at the beginning of the class. Quizzes are to be completed within a specific time period. Students late for class will not have the opportunity to take the quiz at a later time.

LEARNING SUMMARY (10 classes x 2% = 20%)
Students write a 1-2 page application summary of what they learned from the chapter and corresponding class time. The summary includes 1) the key points of the chapter and lecture, 2) personal observations/conclusions/application.
Submission requirements:
- Include a cover page, with your name, last name and the assignment name.
- Maximum of 2 pages, double-spaced, typed using Times Roman and a 12- points font, and 1-inch page margins.
- References provided as Endnotes.
- Title page, Table of context, Appendices, Exhibits and References do not count towards the page maximum.
- The submission has no grammatical errors.

GROUP PRESENTATION (Presentation: 10%, Written Report 10%)
Students will be assigned into three groups to complete a project analysis. The results are to be presented during the last class using PowerPoint and submitted in a written report. Detailed evaluation criteria will be listed on Moodle. Each member of a team received the same grade.

INDIVIDUAL ASSIGNMENT (20%)
There are four individual assignments that are due on the last day of class.
- RACI matrix for the mini case: Agile Project to Create Website Following Earthquake **(5%)**
- Risk matrix for the mini case: Risk Analysis vs. Budget/Schedule Requirements in Australia **(10%)**
- Budget for the Incidents for Discussion: Preferred Sensor Company **(10%)**
- WBS Chart for the mini case: Hosting the Annual Project Management Institute Symposium **(5%)**
Submission requirements:
- Include a cover page, with your name, last name and the assignment name.
- Maximum of 2 pages, double-spaced, typed using Times Roman and a 12-points font, and 1-inch page margins.
- References provided as Endnotes.
- Title page, Table of context, Appendices, Exhibits and References do not count towards the page maximum.
- The submission has no grammatical errors.

FINAL EXAM (20%)
The 3-hour final exam covers all class materials and content.

Submissions are only accepted through Moodle. Deadlines for submissions are on Moodle.

Attendance:

Students are attending this class online, real-time. Classes will not be recorded.

Grade Summary:

The available letters for course grades are as follows:

Percentage	Grade	Interpretation	Grade Points
95-100%	A+	Excellent	4.00
90-94%	A		4.00
85-89%	A-		3.70
80-84%	B+	Good	3.30
75-79%	B		3.00
70-74%	B-		2.70
65-69%	C+	Satisfactory	2.30
60-64%	C		2.00
57-59%	C-		1.70
54-56%	D+	Poor	1.30
50-53%	D		1.0
0-49%	F	Failure	0.00
	P	Pass	No Grade Points

Other:

Quizzes can only be taken during the scheduled time period. The availability and reliability of the Internet connection is the responsibility of the student.

Ambrose University Important Information:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a Revised Examination Request form to the Registrar's Office by the deadline date; please consult the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; 2) the student has three final exams within three consecutive exam time blocks; 3) the scheduled final exam slot conflicts with an exam at another institution; 4) extenuating circumstances. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at https://ambrose.edu/content/academic-calendar-2

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and are normally granted for 30 days beyond the last day of the term.

Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course.

A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a

postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Ambrose Writing Services
Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit https://ambrose.edu/writingcentre

Ambrose Tutoring Services
Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit https://ambrose.edu/tutoring.

Mental Health Support
All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:
- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See ambrose.edu/crisissupport for a list of staff members.

Off Campus:
- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support
All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:
- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888

Note: Students are strongly advised to retain this syllabus for their records.