THE UNIVERSITY OF WINNIPEG | Professional, Applied and Continuing Education

COURSE OUTLINE

COURSE NUMBER:	**DPS 51043 1803 ONLINE**
COURSE NAME:	**Effective Project Reporting and Communication**
COURSE PRE-REQUISITE(S):	Project Management Fundamentals
INSTRUCTOR:	**Chrystal Robert-Macey**
INSTRUCTOR CONTACT:	chrystalrobert@shaw.ca
DATES AND TIME:	**April 9 – July 1, 2018** **12 Weeks**

Authorized equipment for all exams will be pens, pencils, and eraser. Unauthorized equipment or material will include all electronic devices, including cell phones and written course material. Your instructors may authorize additional material or equipment for this course.

Photo ID will be required for all PACE exams.

TECHNOLOGY REQUIREMENTS:	**Laptop required**
REQUIRED READINGS:	1. Pritchard, C. (2014). *The project management communications toolkit*. (2nd ed.). Artech House, 2. Badiru, A.B. (2008). *Triple c model of project management: Communication, cooperation, and coordination.* Boca Raton, FL: CRC Press. **Consult the bookstore website link for the most recent textbook edition**
PRE-COURSE READING:	**see lecture schedule**
NEXUS:	Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus; if not, materials, if applicable, are available in class.

COURSE DESCRIPTION:
This course provides a comprehensive approach to project management communication and provides participants with a wide range of project reporting templates.

LEARNING OUTCOMES:
On completion of this course, students will:

- Apply communications strategies to meet objectives and motivate their audience;
- Identify project stakeholders;
- Analyze stakeholder needs and prepare appropriate communications strategy;
- Prepare a project communications plan;
- Manage project sponsor relationships;
- Describe the criteria for using a project steering committee;
- Establish scope management priorities;
- Manage project issues, changes and decisions;
- Prepare project progress, status, review and closure reports;
- Describe the relationships among projects, programs and portfolios;
- Prepare program coordination and portfolio investment reports;
- Make effective project presentations;
- Describe the differences between leaders and managers;
- Exert influence on project stakeholders;
- Apply principled negotiation techniques to acquire project resources.

DISCLAIMER:
Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

LECTURE SCHEDULE:

SCHEDULE DATES	LECTURE TOPICS	REQUIRED READINGS
Module 1 April 9-22, 2018 *Two Week Module	Project Communication and Technology • The Nature of Project Communications • The Triple C Model • Team Charters	Chapters 1, 2, and 8 (Pritchard) Chapters 1, 2 and 3 (Badiru)
Module 2 April 23-May 6, 2018 *Two Week Module	Communications Protocol • Communicating Project Objectives • Communication Formats & Tools • Building a Communications Plan	Chapters 1, 2, and 8 (Pritchard) Chapters 1, 2 and 3 (Badiru)
Module 3 May 7-13, 2018 *One Week Module	Building Project Cooperation & Coordination • Project Launch & Kick Off • Agendas that Work • Meeting Management	Chapters 3-6 (Pritchard) Chapter 4 (Badiru)

SCHEDULE DATES	LECTURE TOPICS	REQUIRED READINGS
Module 4 May 14-20, 2018 *One Week Module	Effective Stakeholder Communication • Responsibility Matrices • Stakeholder & Team Relationships • Milestones • Progress & Status Reporting	Chapters 3-6 (Pritchard) Chapter 5 (Badiru)
Module 5 May 21-June 3, 2018 *Two Week Module	Issue & Change Management • Scope Management • Change Requests • Change Control Plans	Chapters 3-6 (Pritchard)
Module 6 June 4-17, 2018 *Two Week Module	Risk Models & Mitigation • Managing Risk • Risk Register & Mitigation • Risk Response Planning	Chapters 3-6 (Pritchard)
Module 7 June 18-24, 2018 *One Week Module	Managing Through Crisis • Communication & Crisis Management • Leading during Crisis • Crisis Communications • From Crisis to Control	Chapters 3-6 (Pritchard)
Module 8 June 24-Jul 1, 2018 *One Week Module	Project Closeout & Final Reporting • Lessons Learned • Final Reporting • Project Presentations • Project Closeouts	Chapters 3-7 (Pritchard) Posted Slides

VOLUNTARY WITHDRAWAL:

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

METHOD OF EVALUATION:

VALUE	ITEM OF WORK	DUE DATE
35%	Project Communications Plan	May 13, 2018
25%	Change Control Plan	June 3, 2018
30%	Risk Management & Response Plan	June 24, 2018
10%	Participation through Discussion Forums and Question of the Week	On-going throughout

All applicable assignments must be typed, as well as formatted and referenced according to APA 6th Edition specifications. See the policy on the UWINNIPEG Academic Writing Standards.

MINIMUM GRADE:
Students must receive a minimum grade of "C", or better, in all courses within the program requirements to graduate.

PARTICIPATION:
Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

PARTICIPATION GRADE RUBRIC:

GRADE	CHARACTERISTICS / DESCRIPTION
0-2%	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3-5%	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent, or late, for the start of the class or returning to class after break
6-8%	Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.
9-10%	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

RESEARCH POLICY:

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

POLICY FOR LATE ASSIGNMENTS:

- All assignments will be given a due date.
- Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.
- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:

Refer to the **Student Handbook** for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.

ACADEMIC MISCONDUCT:

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- Academic Misconduct Policy
- Procedures: Academic Misconduct Policy

UWINNIPEG RESPECTFUL LEARNING POLICY:

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at www.uwinnipeg.ca/respect.

ACADEMIC ACCOMMODATIONS:

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or accessibilityservices@uwinnipeg.ca to discuss appropriate options. All information about a student's disability or medical condition remains confidential. http://www.uwinnipeg.ca/accessibility.

UWPACE GRADING SYSTEM:

Letter-Graded

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

Pass/Fail

P	Pass
F	Failure

Non-Graded (Audit)

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

DISCLAIMER:

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.