



**COURSE OUTLINE**

<b>COURSE NUMBER:</b>	<b>DPS 15187 PTSP1</b>
<b>COURSE NAME:</b>	<b>Project Management Fundamentals</b>
<b>METHOD OF DELIVERY:</b>	<b>ONLINE</b>
<b>INSTRUCTOR:</b>	<b>Kenneth Molloy</b>
<b>INSTRUCTOR CONTACT:</b>	<b>via Nexus</b>
<b>COURSE WEBSITE:</b>	<a href="https://nexus.uwinnipeg.ca/">https://nexus.uwinnipeg.ca/</a>
<b>SUPPLIES:</b>	<b>Computer and Internet Access</b>
<b>COURSE START DATE:</b>	<b>April 12, 2021</b>
<b>COURSE END DATE:</b>	<b>July 4, 2021</b>
<b>EXAMINATION DATE:</b>	<b>No final exam</b>

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**TECHNOLOGY REQUIREMENTS:** Laptop required

**TEXTBOOK:** Schwalbe, K. (2017). An introduction to project management: With a brief introduction to microsoft project 2016. (6th ed.). Minneapolis, MN : Schwalbe Publishing

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.

Important information regarding your UW student account can be found [here](#).

## **COURSE DESCRIPTION:**

Whether you are managing a project or enhancing your organizational processes, project management knowledge, tools and techniques are integral to success in today's cost and time-sensitive business environment. This course will provide students with the fundamental knowledge to effectively initiate, plan, execute, monitor and control, and close a project as a project manager or as a member of a project team. Participants will come to understand how their informal practices align with a PMI® based model that will provide a basis for working with internal or external stakeholders, producing a greater likelihood of project success and sponsor approval.

## **LEARNING OUTCOMES:**

On completion of this course, students should be able to:

- Use project management terminology and identify the process groups and knowledge areas within A Guide to the Project Management Body of Knowledge (PMBOK® Guide)
- Apply project management principles and tools to effectively manage projects across various industries and organizational systems
- Improve organizational performance by increasing efficiencies through the systematization of processes and prioritization of tasks
- Produce key elements of a comprehensive project plan including the scope statement, work breakdown structure, risk register, responsibility matrix, and resource plan
- Organize a project team and establish clear roles and responsibilities

## **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:**

<b>SCHEDULE DATES</b>	<b>LECTURE TOPICS</b>	<b>REQUIRED READINGS</b>
April 12 – May 2, 2021	Module 1: Pre Initiation & Project Selection	Chapters 1, 2, and 3 (up to page 65)
April 29, 2021 7 – 9 p.m.	Class meeting by Zoom* Agenda: check in on start of course, Discuss Business Case Assignment & questions	
May 3 – 9, 2021	Module 2: Initiation	Chapter 3 (from page 65)
May 10 – May 30, 2021	Module 3: Planning	Chapters 4, 5, 6
May 27, 2021 7 – 9 p.m.	Class meeting by Zoom* Agenda: Review Planning, Discuss Project Planning Assignment, Q & A	

May 31 – June 6, 2021	Module 4: Execution	Chapter 7
June 7 – June 20, 2021	Module 5: Monitoring & Controlling	Chapter 8
June 20 – June 26, 2021	Module 6: Closing	Chapter 9
June 24, 2021 7 – 9 p.m.	Class meeting by Zoom* Agenda: Course review, Check in on Project Planning Assignment, Q&A	
June 27 – July 4, 2021	Module 7: Course Wrap Up	Chapter 10 (optional)

\*-video classes are not mandatory but are recommended as an opportunity to ask questions live and connect with classmates

**Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.**

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

#### **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
10%	Participation through discussion boards, contribution to shared project documents, class interaction	Throughout course
25%	6 x Module quizzes	Due (the last) Sunday of the module at 11 p.m.
15%	Business Case Assignment	May 4, 2021 11 p.m.
15%	Project Initiation Assignment	May 11, 2021 at 11 p.m.
10%	Earned Value Management Exercise	June 22 at 11 p.m.
25%	Project Planning Assignment	July 4 at 11 p.m.

All applicable assignments **must be typed, as well as formatted and referenced according to the latest [APA Edition specifications](#)**. See the policy on the [UWINNIPEG PACE 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:**

<b>GRADE</b>	<b>CHARACTERISTICS / DESCRIPTION</b>
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](http://www.uwinnipeg.ca/respect).

## **OTHER EXPECTATIONS/GENERAL INFORMATION/GENERAL POLICIES:**

Students are responsible for any course-related announcements or information that may be posted to NEXUS.

Students are responsible for ensuring they meet the minimum technological requirements for full participation in all aspects of the course (<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/forms/Technical%20Requirements%20for%20Online%20Students.pdf>) **The failure of personal computers and/or internet connectivity is not a valid reason to miss assignment or quiz deadlines, excepting when such incidents are a direct result of outages of the university system used for this course (i.e. Nexus).** Students with less reliable internet access are encouraged to avoid writing quizzes at the last minute to minimize the possibility of missed deadlines.

Regular participation in online discussion is a key component of this course. Students are responsible for checking the NEXUS and the discussion boards twice a week at a minimum. You are expected to respond to group members in a timely manner (within 36 hours). During weeks in which group assignments are due more frequent contact may be required.

## **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](mailto: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.