



**COURSE OUTLINE**

|                                 |   |
|---------------------------------|---|
| <b>COURSE NUMBER:</b>           | <b>DPS 31001 PTW01</b>  |
| <b>COURSE NAME:</b>             | <b>Project Initiation and Planning</b>  |
| <b>METHOD OF DELIVERY:</b>      | <b>ONLINE</b>   |
| <b>COURSE PRE-REQUISITE(S):</b> | <b>Project Management Fundamentals</b>  |
| <b>INSTRUCTOR:</b>              | <b>Leanne Edwards</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>January 11, 2021</b>   |
| <b>COURSE END DATE:</b>         | <b>April 4, 2021</b>  |
| <b>EXAMINATION DATE:</b>        | <b>Final Exam (Online via Nexus)<br/>April 5, 2021<br/>Check Nexus for exam details</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:

Inadequate planning is a leading cause of project failure. This course will cover the initial stages of the project lifecycle where planning and drafting the scope of the project is essential for its success. Topics will include the critical path, the performance requirements, the output targets; cost estimates and budgeting; Work Breakdown Structure; Organizational Breakdown Structure; and risk assessment and quality assurance.

### 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                 | Module | Topics   | Duration      |
|--------------------------|--------|--|---------------|
| January 11, 2021         | 1      | Project Management Overview                                  | 1 Week        |
| January 18, 2021         | 2      | Initiating a Project<br>Quiz #1                              | 2 Weeks       |
| January 20, 2021         | 2      | Live Check-In Meeting – 7pm                                  | Up to 2 hours |
| <b>January 29, 2021</b>  | -      | <b>Assignment #1 Due</b>                                     |               |
| February 1, 2021         | 3      | Project Management Plan<br>Plan Scope Management             | 2 Weeks       |
| February 3, 2021         | 3      | Live Check-In Meeting – 7pm                                  | Up to 2 hours |
| <b>February 12, 2021</b> | -      | <b>Assignment #2 Due</b>                                     |               |
| February 15, 2021        | 4      | Plan Schedule Management<br>Quiz #2                          | 2 Weeks       |
| February 17, 2021        | 3 to 7 | Live Check-In Meeting – 7pm                                  | Up to 2 hours |
| March 1, 2021            | 5      | Plan Cost Management<br>Quiz #3                              | 1 Week        |
| March 8, 2021            | 6      | Plan Quality<br>Plan Risk Management                         | 1 Week        |
| March 10, 2021           | 3 to 7 | Live Check-In Meeting – 7pm                                  | Up to 2 hours |
| March 15, 2021           | 7      | Plan Resource Management<br>Plan Procurement Management      | 1 Week        |
| March 22, 2021           | 8      | Plan Communication<br>Plan Stakeholder Management<br>Quiz #4 | 1 Week        |

| Schedule              | Module        | Topics   | Duration         |
|-----------------------|---------------|--|------------------|
| <b>March 26, 2021</b> | -             | <b>Assignment #3 Due</b>                               |                  |
| March 29, 2021        | 1 to 8        | Review for final exam and course wrap up               | 1 Week           |
| <b>April 5, 2021</b>  | <b>1 to 7</b> | <b>Online via Nexus – Check Nexus for exam details</b> | <b>See Nexus</b> |

**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                  | DETAILS                        | DUE DATE          |
|-------|-------------------------------|--------------------------------|-------------------|
| 10%   | Assignment #1                 | Details on Nexus               | January 29, 2021  |
| 10%   | Assignment #2                 | Details on Nexus               | February 12, 2021 |
| 20%   | Group Assignment              | Details on Nexus               | March 26, 2021    |
| 20%   | Four (4) Assessment Quizzes   | Details on Nexus               | Listed on Nexus   |
| 25%   | Final Exam – Online via Nexus | Multiple Choice & Short Answer | April 5, 2021     |
| 15%   | Discussion Forum              | Details on Nexus               | Listed on Nexus   |

**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.

## **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.