

***MGT2235***  
***Project Management***

***Small and Medium Enterprise Management***

Course Number: MGT2235	Contribution to Program: Core	Educators: Martin Taller, <a href="mailto:tallerm@algonquincollege.com">tallerm@algonquincollege.com</a>  Derrick McLenachan <a href="mailto:mclenad@algonquincollege.com">mclenad@algonquincollege.com</a>
Applicable Programs:	AAL:	Approval Date: August 16, 2007
Course Hours: Delivered: 45 Normative: 45	Prerequisites:	Approved By: Maryann Sullivan
	Corequisites:	Title: Chair  Approved for Academic Year: 2007-2008
<p><b>Your Academic Advisor is: Phil Jones (jonesp@algonquincollege.com)</b></p> <p><b>Room # B444c    Phone # 613.727.4723 ext. 5433</b></p> <p>School of Business Web Site:    <a href="http://www.algonquincollege.com/business/">http://www.algonquincollege.com/business/</a></p>		

***COURSE DESCRIPTION***

*This course provides the student with a high level overview of the field of Project Management. The focus of the course for SME's is to create hands on experience in using MS Project Software. Students will learn how to administer projects using the MS Project Tool. The text book provided helps to support students learning in the area of PM with applications in MS Project which supports critical thinking and problem solving.*

***RELATIONSHIP TO PROGRAM LEARNING OUTCOMES***

<p>This is a vocational course that supports the following vocational program standards:</p>	<p>This course contributes to your program by helping you to achieve the following provincial EES skills standards:</p>
<ol style="list-style-type: none"> <li>1. Students examine the PMI's Project Management Process Groups.</li> <li>2. Develop, and control, plans and schedules, using MS Project.</li> <li>3. Participate effectively in the planning, implementing, managing, and evaluating of projects.</li> <li>4. Utilize MS Project as an information technology to support project management functions.</li> <li>5. Apply problem-solving and critical- thinking skills to cases studies and exercises as required in project management.</li> <li>6. Apply time management skills to prepare, and plan a project.</li> </ol>	<p>#1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.</p> <p>#2. Respond to written, spoken, or visual messages in a manner that ensures effective communication</p> <p>#4. Apply a systematic approach to solve problems.</p> <p>#5. Use a variety of thinking skills to anticipate and solve problems.</p> <p>#6. Locate, select, organize, and document information using appropriate technology and information systems.</p>

**COURSE CURRICULUM**

**1. Course Learning Requirements/Embedded Knowledge and Skills**

<i>Course Learning Requirements</i>	<i>Knowledge and Skills</i>
<i>To earn credit for this course, you must reliably demonstrate your ability to:</i>	
Demonstrate an understanding of the PMI's Project Management Process Groups.	Document the responsibilities of the Project Management Process Groups, using MS Project.
Demonstrate an understanding of the methodology and practices within PM	Develop project resources using PM methodology and practices
Demonstrate an understanding of the tools and techniques used in the delivery of a Project	Demonstrate the use of MS Project as a tool

**2. Learning Resources**

***Introductory Microsoft Project 2003, New Perspectives, Thomson Course Technology, ISBN: 0619 2137 95***



Rachel Biheller Bunin  
ISBN: 0-619-21379-5 © 2005  
[ISBN-13](#): 978-0-619-21379-4  
Publish date: August 30, 2004

**3. Teaching/Learning Methods**

*Presentation, Lecture, Labs and applied learning exercises*

**4. Learning Activities and Assessment**

*Presentation, Lecture, Labs and applied learning exercises*

**5. Evaluation/Earning Credit**

Assignments 5 at 5%	25%
Quizzes 5 at 5%	25%
Project	20%
Participation	10%
Final Exam	20%
<b>Total</b>	<b>100%</b>

A numeric evaluation will be assigned for all course work. However, please be aware that from time to time, a number of required in-class tasks and activities must be completed and will not necessarily receive a numeric mark or letter grade. These assignments are viewed as an important and integral piece of the learning puzzle and required to successfully complete this course.

### Weekly Planner

Week	Theory - Class 1 (2hours)	Lab - Class 2 (2hours)	Deliverables
1	Introductions & Review Course Outline	Presentation on Introduction to PM	None
2	Introduction to Module 1	Module 1 Lab	
3	Assignment 1	Quiz 1 (5%)	Assignment 1 (5%) due start of lab class
4	Introduction to Module 2	Module 2 Lab	
5	Assignment 2	Quiz 2 (5%)	Assignment 2 (5%) due start of lab class
6	Introduction to Module 3	Module 3 Lab	
7	Assignment 3	Quiz 3 (5%)	Assignment 3 (5%) due start of lab class
8	Project Development Day	Project Development Day	Project Charter Due
9	Introduction to Module 4	Module 4 Lab	
10	Assignment 4	Quiz 4 (5%)	Assignment 4 (5%) due start of lab class
11	Introduction to Module 5	Module 5 Lab	
12	Assignment 5	Quiz 5 (5%)	Assignment 5 (5%) due start of lab class
13	Introduction to Module 6 - Partial	Module 6 Lab	
14	Review	Final Exam (20%)	
	Participation (10%) Project (20%) 1. Charter (5%) 2. Implementation Schedule (5%) and Resource Tables 3. Final Submission (10%)		

*Class participation requires the student to attend class, actively contribute to in-class discussions, oral question periods, and in-class presentations, and completion of in-class tasks and assignments.*

The final evaluation is communicated to you in a letter grade format by the Registrar's Office.

***Plagiarism will not be tolerated.***

Plagiarism will be dealt with firmly, starting with a mark of zero for the assignment and proceeding to the full disciplinary actions as outlined in Algonquin College policies. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive E16).

**6. *Prior Learning Assessment***

Exam required

## RELATED INFORMATION

### **Students With Disabilities:**

If you are a student with a disability, please identify your needs to the professor and/or the Centre for Students with Disabilities (CSD) so that support services can be arranged for you. You can do this by making an appointment at the CSD, Room C142, Ext. 7683 or arranging a personal interview with the professor to discuss your needs.

### **Harassment/Discrimination/Violence Policy:**

Harassment, discrimination and violence will not be tolerated. Any form of harassment (sexual, racial, gender- or disability-related), discrimination (direct or indirect), or violence, whether towards a professor or amongst students, will not be tolerated on the college premises. Action taken will start with a formal warning and proceed to the full disciplinary actions as outlined in Algonquin College policy. For further information, refer to the Student Instaguide or get a copy of the official policy statements from the Student Association (Directive A8).

### **Software Copyright:**

In the past few years the Copyright Act has been updated to cover computer software. If the police lay charges against someone infringing copyright, the maximum penalties for a summary conviction are "a fine not exceeding twenty five thousand dollars or to imprisonment for a term not exceeding six months or to both". The maximum penalties for an indictable conviction are "a fine not exceeding one million dollars or to imprisonment for a term not exceeding five years or to both".

Making a copy of a software package for your own use other than a backup copy of a package that you have purchased allowed in your licence agreement would make you liable for the above penalties.

### **Course Assessment:**

It is Algonquin College's policy to give students the opportunity to complete a course assessment survey in each course that they take which solicits their views regarding the curriculum, the professor and the facilities.

*Students, it is your responsibility to retain course outlines for possible future use to support applications for transfer of credit to other educational institutions.*