

COURSE CODE: BUAD 331

COURSE TITLE: Project Management

Calendar Description

This course is an introduction to project management. Theory and practice are blended into a term project which culminates in a project kick-off meeting. Project management software and templates will be used for the planning process. Topics include project management knowledge areas, process groups and industry best practices.

Prerequisite(s): STAT 128 and minimum third-year standing

Co-requisite(s): None

Prerequisite For: None

Substitutable Courses: None

Graduation Requirement: BBA, Management Specialty - Elective

Transfer Credit: CIB

Special Notes: None

Credits: 3

Hours per Week: 3

Originally Developed: August 2007

EDCO Approval: March 2014

CHAIR'S APPROVAL:



Learning Outcomes

- Outcome Upon completion of this course students will be able to:
- 1 **Explain** the genesis of project management and its importance to improving the success of projects.
 - 2 **Describe** current project management methodologies.
 - 3 **Demonstrate** analytic skills in assessing alternatives, financial implications, and the level of risk in decisions.
 - 4 **Evaluate** project management strategies of companies and have an opinion as to their effectiveness.
 - 5 **Implement** key project management concepts by planning a major group project.
 - 6 **Report and communicate** project milestones using appropriate structure and format.

Course Objectives

- Objectives This course will cover the following content
See weekly Course schedule

Professors

Name	Phone Number	Office	Email
Scott Overland (Course Captain)	ext 3241	PE-08	soverland@okanagan.bc.ca

Evaluation Procedure

Quizzes and Labs	25 %
Term Project	50 %
Final Exam	25 %
Total	100 %

Generative AI tools are permitted with specific restrictions

- Students are permitted to use AI tools for formative work such as gathering information or brainstorming but may not use them for any assessed work or final submission. Whenever generative AI tools are used, they must be appropriately cited. (See [How to cite ChatGPT \(apa.org\)](#))
- Please see Assignment Details for specific instructions.

Required Materials

Kathy Schwalbe

An Introduction to Project Management, Seventh Edition-Predictive, Agile and Hybrid Approaches

ISBN-13 9798695713459

ISBN-10 8695713459

Access to Microsoft Project & Office Productivity Software Applications in Application Format.

Notes

Assignments are posted in the presentation slides, and made available on Moodle the day of the relevant lecture or sooner.

All assignments must be handed in to the professor on or before the prescribed due date.

Please note that the exams in this class are Internet-based (via Moodle). In the event of Internet or computer system failures, make-up exams may be scheduled, or the instructor may proportionately re-allocate the related marks to the other categories.

Please Note all quizzes are due at the end of the calendar week of the outline at 23:59.

Course Schedule

(Subject to change at the discretion of the professor)

Date		Topic	Textbook
2025 Week of:		Monday, January 6 th , First day of class Friday, January 17 th , Last day to register for Winter 2025 Friday, January 17 th , Last day to withdraw from class without academic penalty Monday, February 17 th , Statutory Holiday (no classes) Tuesday, February 18 th – Friday, February 21 st , Mid-semester break (no classes) Friday, April 11 th , Last day of classes Friday, April 18 th and Monday, April 21 st – Statutory Holidays (no classes) Tuesday, April 15 th – Tuesday, April 29 th – Final Exam Period	Chapter(s):
Jan 5-11	1	Introduction to the Course <ul style="list-style-type: none"> • Expectations • AI Usage • Assignments and Deliverables An Introduction to Project, Program, and Portfolio Management <ul style="list-style-type: none"> • Agile, Predictive and Hybrid • PMBOK Sixth Edition/Seventh Edition • Suggested Skills for Project Management Professional • CAPM Certification with PMI 	Chapter 1
Jan 12-18	2	Project, Program and Portfolio Selection <ul style="list-style-type: none"> • Aligning Projects with Business Strategy • Methods for Selecting Projects <ul style="list-style-type: none"> ○ NPV, ROI, Payback, Scoring Model ○ Balanced Scorecard 	Chapter 2
Jan 19-25	3	Development Approaches and Project Life Cycles <ul style="list-style-type: none"> • Project Management Process Groups • Pre-Initiating and Initiating Predictive, Agile and Hybrid Projects • Project Kick-Off Meeting. 	Chapter 3
Jan 26-Feb 1	4	Planning Projects Part 1 <ul style="list-style-type: none"> • Scope Management • Work Breakdown Structure 	Chapter 4
Feb 2-8	5	Planning Projects Part 2 <ul style="list-style-type: none"> • Schedule Management • Tasks/Activities/Precedence • Critical Path • MS Office Project Introduction 	Chapter 5
Feb 9-15	6	Planning Projects Part 2 <ul style="list-style-type: none"> • Project Cost Management • Cost Estimating Tools and Techniques 	Chapter 5
Feb 16-22	7	Reading Week No Classes	
Feb 23-Mar 1	8	Planning Projects Part 3 <ul style="list-style-type: none"> • Project Quality Management • Project Resource Management • Project Stakeholder Management 	Chapter 6
Mar 2-8	9	Planning Projects Part 3 <ul style="list-style-type: none"> • Project Risk Management • Project Procurement Management 	Chapter 6
Mar 9-15	10	Executing Projects <ul style="list-style-type: none"> • Project Integration Management • Managing Quality • Project Resource Management 	Chapter ;7
Mar 16-22	12	Monitoring and Controlling Projects <ul style="list-style-type: none"> • Monitoring and Controlling Processes and Outputs 	Chapter 8

		<ul style="list-style-type: none"> • Forecasting and Earned Value Management • Performance Reporting 	
Mar 23-29	13	Closing Projects <ul style="list-style-type: none"> • Summary of Closing Outputs • Project Integration Management • Advice on Closing Projects 	Chapter 9
Mar 30-April 5	14	CAPM Prep Exam	Chapters 1-9
April 6-12	15	Kick-Off Presentations <ul style="list-style-type: none"> • Virtual Presentations • Viewing and Discussion Forum. 	
April 15-29	16	Final Exam Period	

Skills Across the Business Curriculum

The Okanagan School of Business promotes core skills across the curriculum. These skills include reading, written and oral communications, computers, small business, and academic standards of ethics, honesty and integrity.

Student Conduct and Academic Honesty

What is the Disruption of Instructional Activities?

At Okanagan College (OC), disruption of instructional activities includes student “conduct which interferes with examinations, lectures, seminars, tutorials, group meetings, other related activities, and with students using the study facilities of OC”, as well as conduct that leads to property damage, assault, discrimination, harassment and fraud. Penalties for disruption of instructional activities include a range of sanctions from a warning and/or a failing grade on an assignment, examination or course to suspension from OC.

What is Cheating?

“Cheating includes but is not limited to dishonest or attempted dishonest conduct during tests or examinations in which the use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.”

Students must submit independently written work. Students may not write joint or collaborative assignments with other students unless the instructor approves it in advance as a group/team project. Students who share their work with other students are equally involved in cheating.

What is Plagiarism?

Plagiarism is defined as “the presentation of another person’s work or ideas without proper or complete acknowledgement.” It is the serious academic offence of reproducing someone else’s work, including words, ideas and media, without permission for course credit towards a certificate, diploma, degree and/or professional designation. The defining characteristic is that the work is not yours.

“Intentional plagiarism is the deliberate presentation of another’s work or ideas as one’s own.” Intentional plagiarism can be a copy of material from a journal article, a book chapter, data from the Internet, another student, work submitted for credit in another course or from other sources.

“Unintentional plagiarism is the inadvertent presentation of another’s work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.”

What are the Students’ Responsibilities to Avoid Plagiarism?

Students have a responsibility to read the OC Plagiarism Policy and Procedures outlined in the OC calendar, which is available in online format www.okanagan.bc.ca. Students must acknowledge the sources of information used on all their assignments. This usually involves putting the authors’ name and the year of publication in parentheses after the sentence in which you used the material, then at the end of your paper, writing out the complete references in a Reference section.

“Students are responsible for learning and applying the proper scholarly practices for acknowledging the work and ideas of others. Students who are unsure of what constitutes plagiarism should refer to the UBC publication “*Plagiarism Avoided; Taking Responsibility for your Work*”. This guide is available in OC bookstores and libraries.

Students are expected to understand research and writing techniques and documentation styles. The Okanagan School of Business requires the use of the APA or MLA style but suggests that students cite references using the APA guidelines (see Publication Manual of the American Psychological Association, 6th edition (2009)). A copy of the APA manual is available in the reference section and available for circulation from OC libraries. The library website has access to these two major citing styles.

What are the Penalties for Plagiarism and Cheating?

The Okanagan School of Business does not tolerate plagiarism or cheating. All professors actively check for plagiarism and cheating, and the Okanagan School of Business subscribes to an electronic plagiarism detection service. All incidents of plagiarism or cheating are reported and result in a formal letter of reprimand outlining the nature of the infraction, the evidence and the penalty. The Dean of the Okanagan School of Business and the Registrar record and monitor all instances of plagiarism and cheating. Penalties for plagiarism and cheating reflect the seriousness and circumstances of the offence and the range of penalties includes suspension from OC.