



COURSE OUTLINE		
TERM: Summer 2024	COURSE NO: BADM 318	
INSTRUCTOR:	COURSE TITLE: Project Management	
OFFICE: LOCAL: E-MAIL: @capilanou.ca	SECTION NO(S):	CREDITS: 3.0
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lilwat7úl (Lil'wat), xʷməŋ ʔkʷəyəm (Musqueam), shíshálh (Sechelt), Skwxwú7mesh (Squamish), and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) people on whose territories our campuses are located.

#### **COURSE FORMAT:**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. May be offered online or in mixed mode format.

#### **COURSE PREREQUISITES/CO-REQUISITES**

45 credits of 100-level or higher coursework; OR one of the following as a pre or co-requisite: NABU 310 or CMNS 305 or NABU 320

#### **CALENDAR DESCRIPTION**

This course provides participants with the skills necessary for effective project management in local and international environments. The content includes concepts and solutions that support the planning, scheduling, budgeting, controlling, resource allocation and risk management required for successful completion of a project, in different business sectors. The students will have the opportunity to apply the learned theories in practice by using real case studies, projects and interacting with experienced project managers from various industries.

#### **COURSE NOTES**

BADM 318 is equivalent to NABU 318. Duplicate credit will not be granted for this course and NABU 318.

BADM 318 is an approved Experiential course for Cap Core requirements

#### **REQUIRED TEXTS AND/OR RESOURCES**

**Required Text:**

Kloppenborg, T. J. (2015). *Contemporary project management*. Fourth Edition, Stamford, CT: Cengage Learning. ISBN 978-1-285-43335-6 **OR** PMBOK® Guide – Seventh Edition (2020). A Guide to the Project Management Book of Knowledge (by the Project Management Institute) **OR** Similar

**Other Resources:**

1. We encourage Student Membership of PMI & the Canadian West Coast Chapter of the PMI.
2. Articles for class discussion will be posted on eLearn course site

**COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

1. Explain the PMI Code of Ethics and Professional Conduct, as well as the required skill set, education, certifications, and the types of career paths available for people with project management skills.
2. Differentiate between the different types of organizational structures, cultures and roles and determine the impact of each type on managing projects.
3. Elicit and define requirements for an applied project's scope, prioritize project steps, prepare a project plan and determine effective strategies that ensure a project fits within the overall organizational strategy and goals.
4. Explain and be able to effectively balance trade-offs between project management triple constraints of scope, schedule and budget, using project management tools, techniques and methods to achieve this balance, such as: Work Breakdown Structure (WBS), Critical Path Method (CPM), Project Gantt charts, as well as various macro and micro budget estimating approaches and techniques.
5. Develop and maintain effective relationships with the project team, project stakeholders, and navigate procurement processes with vendors/buyer.
6. Apply the necessary steps to effectively: manage, control and report on a project's life cycle, risks, performance, successes, lessons learned, as well as conduct project closure and final audit.

**Students who complete this Experiential course will be able to do the following:**

1. Critically reflect on their progress and development in the context of the course and assess the utility of the acquired knowledge, skills, and values in the learner's personal, academic, or professional trajectory.

2. Apply the skills and knowledge of a given discipline or professional context, including working collaboratively in both leadership and team roles.

## COURSE CONTENT

- Introduction to local and international Project Management and the PMI code of ethics and professional conduct
- The Project Management Body of Knowledge (PMBok), including industry tools & templates □  
Project Selection and Prioritization
- Organizational Capability: Structure, Culture, and Roles
- Project Management Process Groups and The Project Lifecycle Models
- Project Integration Management and the Project Charter
- Stakeholder Analysis, Human Resources and Communication Planning
- Project Scope Management
- Project Schedule Management
- Project Budget Management
- Project Quality Management
- Project Risk Management
- Project Procurement Management

## EVALUATION PROFILE

Assessment	% of Final Grade
Quizzes	10-20%
Midterm Exam(s)	15-30%
Assignments & Activities	20-30%
Team/Group Project	20-35%
<b>Total</b>	<b>100%</b>

## GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

**Incomplete Grades**

Grades of Incomplete "I" will not be assigned in this course.

**Late Assignments**

Due dates and times for all assessments are posted to eLearn. Late assignments are not accepted in this course.

**Missed Exams/Quizzes/Labs etc.**

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises.

\*\*\* Accommodations can be made to honour community needs and traditional practices.

**Attendance**

Students are expected to attend all classes and associated activities.

**English Usage**

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

**Electronic Devices**

*Classes:* Laptops should not be used within the class unless related to a specific activity as indicated by the instructor. Photos and recordings may not be taken within the classroom.

*Exams:* No personal electronic devices of any kind may be used during an examination or quiz.

**On-line Communication**

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or eLearn; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

**UNIVERSITY OPERATIONAL DETAILS****Tools for Success**

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <https://www.capilanou.ca/student-services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

**Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

**Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy and procedures S2017-05 Academic Integrity for more information:

<https://www.capilanou.ca/about-capu/governance/policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

**Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure (found on Policy page <https://www.capilanou.ca/about-capu/governance/policies/>)

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.