

APPLIED ARTS DIVISION
School of Health, Education and Human Services
PROJ 100, Credit Course
Winter, 2020



PROJ 100

INTRODUCTION TO PROJECT MANAGEMENT & EVENT PLANNING

45 HOURS
3 CREDITS

PREPARED BY: John Reid, Instructor

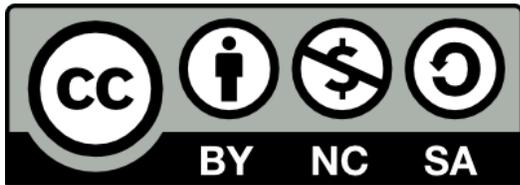
DATE: October 2019

APPROVED BY: Dr. Andrew Richardson, Dean

DATE: March 2019

APPROVED BY ACADEMIC COUNCIL

DATE: March 20, 2019



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INTRODUCTION TO PROJECT MANAGEMENT & EVENT PLANNING

INSTRUCTOR: John Reid, M.A. in Learning and Technology

OFFICE HOURS: Contact as needed. Availability will vary.

OFFICE LOCATION: Office located in Mayo, YT **CLASSROOM:**

E-MAIL: jreid@yukoncollege.yk.ca **TIME:** Wednesdays & Thursdays 10:00am- noon

TELEPHONE: (867) 456-8664 **DATES:** January 8 - April 8, 2020

COURSE DESCRIPTION

This course is designed to help students build the interpersonal and technical skills needed to successfully manage small to medium-scale projects and plan events in communities. Students will gain knowledge, skills and practical experience initiating, planning, implementing and closing projects. Special consideration will be given to the project/event context, including cultural protocols and practices. Students will have an opportunity to apply a project management framework and techniques to the design of a relevant education and/or employment support project.

PREREQUISITES

None

RELATED COURSE REQUIREMENTS

This course is delivered online through a blend of web-conferencing and online course work; therefore, students will require access to a computer with internet and video capabilities. Students will need basic computer skills in order to undertake this course.

EQUIVALENCY OR TRANSFERABILITY

This course is newly developed, and its transferability is still being evaluated. Receiving institutions always determine course transferability. Further information and assistance with transfers may be available from the School of Health, Education and Human Services.

LEARNING OUTCOMES

Upon successful completion of the course, students will be able to:

- Describe the role of a project manager and identify the required skill set
- Describe the five phases in the project management life cycle and explain how they support project success
- Relate project management phases and key components to the development of a project plan for a relevant education and/or employment support project and adapt language and tools to reflect the context
- Identify and incorporate relevant cultural protocols and considerations into the development of a project plan
- Demonstrate problem-solving, leadership, communication, and time-management skills essential to successful project management and event planning
- Reflect on personal strengths related to a project manager's skill set and create a plan for further developing skills in at least one area.

COURSE FORMAT

The course is a combination of online coursework with regularly scheduled web-conferenced meetings. It will include a combination of lectures, guest speakers, discussions, case studies, and participatory exercises with your fellow students. This course also includes a series of required 'Dialogue' classes which count towards a student's cumulative grade.

ASSESSMENTS

Assignments (20%)

There are three assignments, collectively worth 20% of the course grade. These are:

1. Project Manager Job Description
2. Cultural Considerations Guide for Project and Event Planning
3. Professional Development Plan

Term Project Plan (50%)

Students will complete a series of project plan components, ultimately culminating in a complete Project Plan. The Project Plan, in combination with a reflection piece, is worth a total of 60% of the course grade.

1. Stakeholder Analysis
2. Project Charter
3. Work Breakdown Structure
4. Project Schedule
5. Project Budget
6. Funding Proposal
7. Communications Plan
8. Risk Register
9. Close Out Report
10. Reflection

Class Discussion and Collaborative Activities (30%)

This course includes a weekly synchronous meeting via video conference in which students will review key concepts, participate in group discussions, and give and receive peer feedback. Throughout the course students will also engage in discussions and activities in the online forum that will include various critical thinking questions, reflection, and analysis of authentic scenarios.

EVALUATION

Assignments	20%
Term Project Plan	50%
Class Discussion and Collaborative Activities	30%
Total	100%

REQUIRED TEXTBOOKS AND MATERIALS

All materials will be provided by the instructor or are available through the Moodle course page.

ACADEMIC AND STUDENT CONDUCT

Information on academic standing and student rights and responsibilities can be found in the current Academic Regulations that are posted on the Student Services/ Admissions & Registration web page.

PLAGIARISM

Plagiarism is a serious academic offence. Plagiarism occurs when a student submits work for credit that includes the words, ideas, or data of others, without citing the source from which the material is taken. Plagiarism can be the deliberate use of a whole piece of work, but more frequently it occurs when students fail to acknowledge and document sources from which they have taken material according to an accepted manuscript style (e.g., APA, CSE, MLA, etc.). Students may use sources which are public domain or licensed under Creative Commons; however, academic documentation standards must still be followed. Except with explicit permission of the instructor, resubmitting work which has previously received credit is also considered plagiarism. Students who plagiarize material for assignments will receive a mark of zero (F) on the assignment and may fail the course. Plagiarism may also result in dismissal from a program of study or the College.

YUKON FIRST NATIONS CORE COMPETENCY

Yukon College recognizes that a greater understanding and awareness of Yukon First Nations history, culture and journey towards self-determination will help to build positive relationships among all Yukon citizens. As a result, to graduate from ANY Yukon College program, you will be required to achieve core competency in knowledge of Yukon First Nations. For details, please see www.yukoncollege.yk.ca/yfnccr.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon College Academic Regulations (available on the Yukon College website). It is the student's responsibility to seek these accommodations. If a student requires an academic accommodation, he/she should contact the Learning Assistance Centre (LAC): lac@yukoncollege.yk.ca.

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Syllabus	Date	Topic
Week 1	Class 1	Distance Learning: The Machine and the Method
	Class 2	Our Approach
Week 2	Class 3	Defining Project Management
	Class 4	<i>Dialogue</i>
Week 3	Class 5	Context of PM
	Class 6	<i>Dialogue</i>
Week 4	Class 7	Defining Needs
	Class 8	<i>Dialogue</i>
Week 5	Class 9	Scope Statements
	Class 10	<i>Dialogue</i>
Week 6	Class 11	Schedules
	Class 12	<i>Dialogue</i>
Week 7	Class 13	Financials
	Class 14	Financials
Week 8	Class 15	Reading Week: No Class
	Class 16	Reading Week: No Class
Week 9	Class 17	Promotions
	Class 18	<i>Dialogue</i>
Week 10	Class 19	Risk Management
	Class 20	<i>Dialogue</i>
Week 11	Class 21	Execution
	Class 22	<i>Dialogue</i>
Week 12	Class 23	Supplies and Vendors
	Class 24	<i>Dialogue</i>
Week 13	Class 25	Closing Projects
	Class 26	<i>Dialogue</i>
Week 14	Class 27	Sharing Lessons
	Class 28	Reflections