ORIGINAL COURSE IMPLEMENTATION DATE: September 2007
REVISED COURSE IMPLEMENTATION DATE: September 2018
COURSE TO BE REVIEWED: (six years after UEC approval) December 2023
Course outline form version: 09/15/14

OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

Note: The University reserves the right to amend course outlines as needed without notice.

Course Code and Number: BUS 457	**Number of Credits:** 3 Course credit policy (105)

Course Full Title: Project Management

Course Short Title (if title exceeds 30 characters):

Faculty: Faculty of Professional Studies	**Department (or program if no department):** School of Business

Calendar Description:

Managing projects is essential in any organization. This course examines project management in theory and practice and the roles and responsibilities of the project manager. It offers a practical approach to managing projects, focusing on initiating, planning, and executing projects as well as industry-standard software to support these tasks.

Prerequisites (or NONE):	STAT 106 or (45 university-level credits including BUS 100). Note: As of January 2019, prerequisites will change to: 45 university-level credits including BUS 100.
Corequisites (if applicable, or NONE):	None
Pre/corequisites (if applicable, or NONE):	None

Equivalent Courses (cannot be taken for additional credit)

Former course code/number:

Cross-listed with:

Equivalent course(s):

Note: Equivalent course(s) should be included in the calendar description by way of a note that students with credit for the equivalent course(s) cannot take this course for further credit.

Transfer Credit

Transfer credit already exists: ☒ Yes ☐ No

Transfer credit requested (OReg to submit to BCCAT):
☐ Yes ☒ No (if yes, fill in transfer credit form)

Resubmit revised outline for articulation: ☐ Yes ☒ No

To find out how this course transfers, see **bctransferguide.ca**.

Total Hours: 45

Typical structure of instructional hours:

Lecture hours	
Seminars/tutorials/workshops	30
Laboratory hours	15
Field experience hours	
Experiential (practicum, internship, etc.)	
Online learning activities	
Other contact hours:	
Total	**45**

Special Topics

Will the course be offered with different topics?
☐ Yes ☒ No

If yes, different lettered courses may be taken for credit:
☐ No ☐ Yes, repeat(s) ☐ Yes, no limit

Note: The specific topic will be recorded when offered.

Maximum enrolment (for information only): 25

Expected frequency of course offerings (every semester, annually, every other year, etc.): Annually

Department / Program Head or Director: Dr. Frank Ulbrich	**Date approved:**	October 2017
Faculty Council approval	**Date approved:**	November 3, 2017
Campus-Wide Consultation (CWC)	**Date of posting:**	December 8, 2017
Dean/Associate VP: Dr. Tracy Ryder Glass	**Date approved:**	November 3, 2017
Undergraduate Education Committee (UEC) approval	**Date of meeting:**	December 15, 2017

Learning Outcomes

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

LO 1.   Explain the relationship between project, operations, and strategic management;
LO 2.   Assess risks in projects;
LO 3.   Plan projects;
LO 4.   Execute projects;
LO 5.   Recommend the termination of projects;
LO 6.   Use industry-standard software to manage projects.

Prior Learning Assessment and Recognition (PLAR)

☒ Yes   ☐ No, PLAR cannot be awarded for this course because

Typical Instructional Methods (guest lecturers, presentations, online instruction, field trips, etc.; may vary at department's discretion)

Lectures, seminars, and labs. For seminars, a case-based teaching method will be applied. Students are required to actively participate in case preparations, and in-class discussions.

Grading system: Letter Grades: ☒   Credit/No Credit: ☐   Labs to be scheduled independent of lecture hours: Yes ☒   No ☐

NOTE: The following sections may vary by instructor. Please see course syllabus available from the instructor.

Typical Text(s) and Resource Materials (if more space is required, download Supplemental Texts and Resource Materials form)

	Author (surname, initials)	Title (article, book, journal, etc.)	Current ed.	Publisher	Year
1.	Meredith, J. R., Mantel, S. J., & Shafer, S. M.	Project Management: A Managerial Approach	☒	Wiley	
2.	Project Management Institute	A Guide to the Project Management Body of Knowledge (PMBOK® Guide)	☒	Project Management Institute	
3.	Chatfield, C., & Johnson, T.	Microsoft Project 2016 Step by Step	☒	Microsoft Press	

Required Additional Supplies and Materials (software, hardware, tools, specialized clothing, etc.)

Students need access to a PC compatible computer, and Microsoft Project.

Typical Evaluation Methods and Weighting

Final exam:	20%	Assignments:	-	Midterm exam:	30%	Practicum:	-
Quizzes/tests:	-	Lab work:	-	Field experience:	-	Shop work:	-
Class participation:	-	Term project:	30%	Case studies:	20%	Total:	100%

Details (if necessary):

Typical Course Content and Topics

Module One: Project initiation
- Strategic management and project selection
- Managing projects
- The project in the organizational structure
    - Assessment: Midterm exam, Case studies (LO 1)

Module Two: Project planning
- Project activity and risk planning, including work breakdown structure
- Budgeting
- Scheduling, including network techniques such as PERT and CPM
- Resource allocation
    - Assessment: Case studies (LO 2–3)

Midterm exam (LO 1–3)

Module Three: Project execution
- Monitoring projects
- Project control
- Project auditing
- Project termination
    - Assessment: Case studies (LO 4–5)

Module Four: Managing projects with Microsoft Project
- Task lists
- Assigning resources to tasks
- Tracking progress
- Reporting project status
    - Assessment: Case studies (LO 6)