

## OFFICIAL UNDERGRADUATE COURSE OUTLINE FORM

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

<b>Course Code and Number:</b> CMNS 430		<b>Number of Credits:</b> 3 <a href="#">Course credit policy (105)</a>																	
<b>Course Full Title:</b> Communication for Project Management <b>Course Short Title (if title exceeds 30 characters):</b> Communication for Project Mgmt																			
<b>Faculty:</b> Faculty of Humanities		<b>Department (or program if no department):</b> Communications																	
<b>Calendar Description:</b> This course prepares students to communicate as collaborative, effective, and efficient project team leaders and participants. Students will be introduced to a variety of project management documents and team roles, and will learn written, oral, and interpersonal communication strategies that enhance project success and team experience.																			
<b>Prerequisites (or NONE):</b>		60 university-level credits including CMNS 251.																	
<b>Corequisites (if applicable, or NONE):</b>		None																	
<b>Pre/corequisites (if applicable, or NONE):</b>		None																	
<b>Equivalent Courses (cannot be taken for additional credit)</b> Former course code/number: Cross-listed with: Equivalent course(s): <i>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.</i>		<b>Transfer Credit</b> Transfer credit already exists: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Transfer credit requested (OReg to submit to BCCAT): <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (if yes, fill in transfer credit form) Resubmit revised outline for articulation: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No To find out how this course transfers, see <a href="http://bctransferguide.ca">bctransferguide.ca</a> .																	
<b>Total Hours: 45</b> <b>Typical structure of instructional hours:</b> <table border="1"> <tr> <td>Lecture hours</td> <td>25</td> </tr> <tr> <td>Seminars/tutorials/workshops</td> <td>20</td> </tr> <tr> <td>Laboratory hours</td> <td></td> </tr> <tr> <td>Field experience hours</td> <td></td> </tr> <tr> <td>Experiential (practicum, internship, etc.)</td> <td></td> </tr> <tr> <td>Online learning activities</td> <td></td> </tr> <tr> <td>Other contact hours:</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>45</b></td> </tr> </table>		Lecture hours	25	Seminars/tutorials/workshops	20	Laboratory hours		Field experience hours		Experiential (practicum, internship, etc.)		Online learning activities		Other contact hours:		<b>Total</b>	<b>45</b>	<b>Special Topics</b> Will the course be offered with different topics? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, different lettered courses may be taken for credit: <input type="checkbox"/> No <input type="checkbox"/> Yes, repeat(s) <input type="checkbox"/> Yes, no limit <i>Note: The specific topic will be recorded when offered.</i>	
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<b>Total</b>	<b>45</b>																		
		<b>Maximum enrolment (for information only):</b> 36 <b>Expected frequency of course offerings (every semester, annually, every other year, etc.):</b> Every other year																	
<b>Department / Program Head or Director:</b> Lynn Kirkland Harvey		<b>Date approved:</b> March 3, 2017																	
<b>Faculty Council approval</b>		<b>Date approved:</b> June 2, 2017																	
<b>Campus-Wide Consultation (CWC)</b>		<b>Date of posting:</b> n/a																	
<b>Dean/Associate VP:</b> Jacqueline Nolte		<b>Date approved:</b> June 2, 2017																	
<b>Undergraduate Education Committee (UEC) approval</b>		<b>Date of meeting:</b> August 31, 2017																	

**Learning Outcomes**

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

- Analyze the roles and responsibilities of project team members
- Critically evaluate the communication style of the “ideal” project manager
- Analyze communication strategies used in various project management models
- Match “ideal” project management communication strategies to context specific projects
- Facilitate project team meetings
- Resolve project dilemmas
- Write a project scope proposal
- Write a project charter
- Produce a detailed work plan
- Design a project team communication plan
- Design a project progress reporting system
- Write a project close report

**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)**

Lecture

Role play

Case study

Writing labs

Student-led projects

In-class and online learning activities.

(This is a hybrid course with a blended instructional style that uses both face-to-face class time and online learning time. Each week there will be online activities and/or readings. In addition, portions of this course will be conducted as face-to-face classes. It is as important to attend online as it is to attend the face-to-face classes. The course schedule will outline when the face-to-face classes are held.)

**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. Greer, M.	<i>The project manager's partner: A step-by-step guide to project management.</i>	<input checked="" type="checkbox"/>	HRD Press Inc.	2002
2. Horine, G.M.	<i>Project management: Absolute beginner's guide, no experience necessary.</i>	<input checked="" type="checkbox"/>	Que Publishing	2013
3.		<input type="checkbox"/>		
4.		<input type="checkbox"/>		
5.		<input type="checkbox"/>		

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

Use this section for supplies and materials for all sections of this course.

**Typical Evaluation Methods and Weighting**

Final exam:	%	Assignments:	90%	Midterm exam:	%	Practicum:	%
Quizzes/tests:	10%	Lab work:	%	Field experience:	%	Shop work:	%
Other:	%	Other:	%	Other:	%	Total:	100%

**Details (if necessary):**

Case study student-led seminar	15%
Mid Term Quiz	10%
Project Start-up Documents	25%
Project Team Facilitation	10%
Project Management Process Reporting	25%
Self-Direction, Leadership, & Collaboration	10%
Transfer of Learning Plan	5%

**Typical Course Content and Topics**

This course builds on skills learned in other writing and oral communication courses to help students develop the key communication skills needed to participate in or lead a workplace project through from start to finish.

**A) Overview of Project Management Models, Documents, & Processes**

1. Project management terminology
2. Roles and responsibilities of the project team members
3. Working with project planning documents
4. Project manager communication styles
5. Writing project management reports
6. Project management resources

**B) Communication Plan Life Cycle**

1. Articulating the deliverables
2. Documenting the project scope
3. Writing a project charter
4. Creating a project work plan
5. Selecting a project team – Building a relationship

**C) The Living Project: Communication Strategies**

1. Initiating the project
2. Executing the project
3. Facilitating a project team
4. Reporting project progress
5. Controlling the project
6. Resolving project challenges
7. Communicating project problems
8. Evaluating when to "kill" a project

**D) Communicating the Project Close**

1. Writing project status reports (for both successful and failed projects)
2. Communicating with stakeholders
3. Acknowledging project team contributions
4. Networking for future projects
5. Writing the project close report