

Course Title: Project Management for Planners

Course Manager: Tom Harper
harper@ucalgary.ca

Instructor: John Popoff RPP, MCIP, PMP
JPopoff@chestermere.ca

Guests: Robin Levesque, MA, PMP
Matt Luik, PEng, PMP

Time: Thursdays, 18:00 – 20:50

Location: PF 2165

TA: tba

Available: tba

Course Calendar Description

Principles, techniques and tools of project management. Development, administration, monitoring and evaluation of implementation plans, including financial aspects are discussed. Project risk analysis and management are also addressed.
(This course may not be repeated for credit.)

Course Objectives

1. A working knowledge of the theory and practice of project management.
2. The ability to apply project mgmt. tools to urban planning problems.
3. The ability to build and lead a successful project team.
4. The ability to communicate with other professionals using project management.

Introduction

The course provides an introduction to the theory and practice of project management for urban planners. Project management provides a standard and repeatable methodology within a comprehensive framework. Its specialized vocabulary is increasing used for cross-disciplinary communication.

The course will begin by considering the science and the art of project management. Subsequent discussions will consider: stages in a project, determinants of a successful project issues of leadership, stakeholders, organizational structure and culture in developing a successful plan. Specific attention will focus on the qualities of an effective leader in building teams and creating systems for producing successful outcomes. In particular, the course will consider why some projects fail and others succeed. Finally, techniques will be presented for minimizing risk and avoiding project failure.

A goal of this course on project management will be to introduce tools useful in

managing any project. Budgeting and cost estimation are both critical components of project planning. In this course, specific attention will focus on tools and techniques used for cost estimation and budgeting. Students will also be introduced to tools used by project managers in scheduling and allocating resources. In addition, consideration will be given to financial analysis and other evaluation tools.

Format

lectures, labs, student presentations.

Textbooks

(recommended for purchase)

Project Management Institute 2012. *A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Fifth Edition*

R. Mulcahy 2006. *PM Crash Course*. RM Publications.

Additional Reference

H.R. Kerzner. 2013. 11th ed., *Project Management: A Systems Approach to Planning, Scheduling and Controlling*. Wiley.

J.K. Pinto. 2010. 2nd ed. *Project Management*. Pentice Hall. or

J.K. Pinto. 2013. 3rd ed., *Project Management: Achieving Competitive Advantage*, (same book)

Suggested Readings

Available on course site &/or Dropbox

Schedule (Tentative)

DATE	TOPIC	INSTRUCTOR
11-Sep	Science Overview	Popoff
18-Sep	Art Overview	Popoff
25-Sep	Integration and Assignment	Popoff
02-Oct	Scope Management	Liuk
09-Oct	Time Management	Liuk
16-Oct	Block Week	
23-Oct	Mid-Term	Popoff
30-Oct	Human Resource Management Cost Management and Microsoft Project	Levesque
06-Nov	Communications Management	Liuk
13-Nov	Risk and Procurement	Levesque
20-Nov	Leadership, Innovation, Quality	Levesque
27-Nov	Recapitulation of Semester	Popoff
04-Dec	Group Presentations	Popoff
11-Dec		

Software:

(1) EXCEL

Students should have a basic understanding of EXCEL for this course.

(2) Unless you are familiar with, and have access to, MSProject, you should download (free) OpenProj software at <http://sourceforge.net/projects/openproj/>

user guide can be downloaded for ~\$10 at <http://www.openprojuserguide.com/default.aspx>

Evaluation:

- 1) Midterm Exam 20%
- 2) Team Project 40%
- 3) Final Exam 40%

Note: A satisfactory grade is required on each course component to receive a passing grade in the course.

Grading Scale

Final grades will be reported as letter grades, with the final grade calculated according to the 4-point range. Components evaluated by percentage grades will be converted to letter grade equivalents as shown below.

Grade	Grade Point Value	4-Point Range	Percent	Description
A+	4.00	4.00	92.5-100	Outstanding - evaluated by instructor
A	4.00	3.85-4.00	85-92.49	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	3.70	3.50-3.84	80-84.99	Very good performance
B+	3.30	3.15-3.49	76-79.99	Good performance
B	3.00	2.85-3.14	73-75.99	Satisfactory performance
B-	2.70	2.50-2.84	70-72.99	Minimum pass for students in the Faculty of Graduate Studies
C+	2.30	2.15-2.49	66-69.99	All final grades below B- are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements.
C	2.00	1.85-2.14	63-65.99	
C-	1.70	1.50-1.84	60-62.99	
D+	1.30	1.15-1.49	56-59.99	
D	1.00	0.50-1.14	50-55.99	
F	0.00	0-0.49	0-49.99	

Notes:

- A student who receives a "C+" or lower in any one course will be required to withdraw regardless of their grade point average (GPA) unless the program recommends otherwise. If the program permits the student to retake a failed course, the second grade will replace the initial grade in the calculation of the GPA, and both grades will appear on the transcript.

NOTES: Other Relevant Course Related Policies and Procedures

Written work, term assignments and other course related work may be submitted to the course dropbox on Blackboard. Such submissions will be considered to have met deadlines. In addition, please submit hard copies on the next working day.

It is the student's responsibility to request academic accommodations. If you are a student with a documented disability who may require academic accommodation and have not registered with the Disability Resource Centre, please contact their office at 220-8237. (<http://www.ucalgary.ca/drc/node/46>) Students who have not registered with the Disability Resource Centre are not eligible for formal academic accommodation. You are also required to discuss your needs with your instructor no later than fourteen (14) days after the start of this course.

Plagiarism - Plagiarism involves submitting or presenting work in a course as if it were the student's own work done expressly for that particular course when, in fact, it is not. Most commonly plagiarism exists when:(a) the work submitted or presented was done, in whole or in part, by an individual other than the one submitting or presenting the work (this includes having another impersonate the student or otherwise substituting the work of another for one's own in an examination or test),(b) parts of the work are taken from another source without reference to the original author,(c) the whole work (e.g., an essay) is copied from another source, and/or,(d) a student submits or presents work in one course which has also been submitted in another course(although it may be completely original with that student) without the knowledge of or prior agreement of the instructor involved. While it is recognized that scholarly work often involves reference to the ideas, data and conclusions of other scholars, intellectual honesty requires that such references be explicitly and clearly noted. Plagiarism is an extremely serious academic offence. It is recognized that clause (d) does not prevent a graduate student incorporating work previously done by him or her in a thesis. Any suspicion of plagiarism will be reported to the Dean, and dealt with as per the regulations in the University of Calgary Graduate Calendar.

Information regarding the Freedom of Information and Protection of Privacy Act (<http://www.ucalgary.ca/secretariat/privacy>) and how this impacts the receipt and delivery of course material

Emergency Evacuation/Assembly Points
(<http://www.ucalgary.ca/emergencyplan/assemblypoints>)

Safewalk information (<http://www.ucalgary.ca/security/safewalk>)

Contact Info for: Student Union (<http://www.su.ucalgary.ca/page/affordability-accessibility/contact>); Graduate Student representative(<http://www.ucalgary.ca/gsa/>) and Student Ombudsman's Office (<http://www.su.ucalgary.ca/page/quality-education/academic-services/student-rights>).