



Course Title: Project Management for Planners			
Course Number	EVDP 634		
Pre/Co-Requisites			
Instructor Name	John Hall	Instructor Email	John.hall1@ucalgary.ca
Class Dates	Fall 2019, Fridays		
Class Times	9:00am to 12:50am		
Class Location	PF 2165		

Course Information / Description of the Course

The course provides an introduction of the theory and practice of project management for urban planners, and will be targeted specifically towards the planning profession. The course will begin by considering the stages of a project and the determinants of success. As part of this discussion, the course will consider issues of leadership, stakeholders, organizational structure and culture in developing a successful plan. Specific attention will focus on the contributing factors necessary to achieve a successful outcome.

A goal of this course will be to introduce tools useful in managing any project. The course will focus on the importance of project management techniques in achieving positive outcomes for urban planning projects. The importance of planning for and reacting to risks and opportunities will also be covered, as well as scheduling and budgeting. As part of the course students will also be introduced to the common tools used by project managers in scheduling and allocating resources, and developing a project plan.

In addition to lectures, there will be discussions on a wide range of topics, including: team building, stakeholder management, project control, evaluation and risk management. Lectures and class discussions will serve as an introduction to the study of the theory and practice of project management. During the semester students will have the opportunity to use both software and conventional charting methods to allocate resources, identify risks and produce budget estimates and timelines.

Learning Resources

Required readings, textbooks and learning materials:

No required readings are assigned for this course. Each lecture will identify learning materials which the students can use as a resource in completing their project work.

Technology requirements: D2L and access to Microsoft Office

Assessment Components

Assessment Method	Description	Weight	Aligned Course Learning Outcome
Instructor evaluation	Project 1: Project Charter	20%	1 and 2
Instructor evaluation	Project 2: Risk and Opportunity Exercise	20%	3
Instructor evaluation	Project 3: Project Plan	20%	4, 5
Instructor evaluation	Final Exam	40%	

Assessment and Evaluation Information

Attendance and Participation Expectations: As this course will involve work groups, all students are expected to attend each class. Students are expected to split up group work in a fair and equitable fashion.

Guidelines for Submitting Assignments: Assignments to be submitted via D2L.

Final Examinations: Final exam to occur during class time on December 6.

Expectations for Writing (<https://www.ucalgary.ca/pubs/calendar/current/e-2.html>):

Assignments are expected to be easy to understand and free of grammatical errors or omissions. Students should employ technical writing best practices, and use direct, informative, clear and concise language.

Late Assignments: Late assignments will be assessed a penalty of 10% of the project grade, per day

Criteria that must be met to pass: (e.g. whether or not a passing grade on any particular component of a course is essential if the student is to pass the course as a whole)

Grading Scale

Grade	Grade Point Value	4-Point Range	Percent	Description
A+	4.00	4.00	95-100	Outstanding - evaluated by instructor
A	4.00	3.85-4.00	90-94.99	Excellent - superior performance showing comprehensive understanding of the subject matter
A-	3.70	3.50-3.84	85-89.99	Very good performance
B+	3.30	3.15-3.49	80-84.99	Good performance
B	3.00	2.85-3.14	75-79.99	Satisfactory performance
B-	2.70	2.50-2.84	70-74.99	Minimum pass for students in the Faculty of Graduate Studies
C+	2.30	2.15-2.49	65-69.99	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	60-64.99	
C-	1.70	1.50-1.84	55-59.99	
D+	1.30	1.15-1.49	50-54.99	
D	1.00	0.50-1.14	45-49.99	
F	0.00	0-0.49	0-44.99	

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.

Topic Areas & Detailed Class Schedule		
Course Schedule Date	Topic	Assignments/Due Dates
October 18	Introduction to Project Management; Overview of Concepts; why is Project Management important?	
October 25	No classes / SAPL Block Week	
November 1	Scoping the project and resource allocation; identifying your stakeholders	Exercise 1 – commencing a project and building a team (due at beginning of Class 3)
November 8	Evaluating risks, opportunities, on ramps and off ramps; managing change	Exercise 2 – risk and opportunity identification exercise (due at beginning of Class 4)
November 15	No classes – term break	
November 22	Building the project schedule; developing the project plan	Exercise 3: Project Plan (due at end of Class 6)
November 29	Measuring success: project wrap-up and reflection	Continue work on Project Plan
December 6	Final Exam	

Media and Recording in Learning Environments
<p>Part 1</p> <p>University Calendar: https://www.ucalgary.ca/pubs/calendar/current/e-6.html</p> <p>Recording of lectures (other than audio recordings that are pre-arranged as part of an authorized accommodation) is not permitted.</p> <p>Students may not record any portion of a lecture, class discussion or course-related learning activity without the prior and explicit written permission of the course instructor or authorization from Student Accessibility Services. For any other use, whether by duplication, transcription, publication, sale or transfer of recordings, written approval must be obtained from the instructor for the specific use proposed. Any use other than that described above constitutes academic misconduct and may result in suspension or expulsion.</p> <p>Part 2</p> <p>The instructor may use media recordings to capture the delivery of a lecture.</p> <p>The instructor will notify all students and guests in the class that the event is being recorded. If a student or guest wants to take steps to protect privacy, and does not want to be recorded, the instructor will provide the individual (s) with an alternative means of participating and asking questions (e.g., passing written notes with questions). Students cannot be penalized for choosing not to be recorded in situations where participation is part of the course. Students must be offered other ways of earning participation credit that do not involve recording.</p>

Any video-recording would be intended to only capture the instructor and the front of the classroom. Students/other participants would not necessarily be visible on video recordings.

Special Budgetary Requirements

No additional course fees

University of Calgary Policies and Supports

ACADEMIC ACCOMMODATION

Students seeking an accommodation based on disability or medical concerns should contact Student Accessibility Services; SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit www.ucalgary.ca/access/. Students who require an accommodation in relation to their coursework based on a protected ground other than disability should communicate this need in writing to their Instructor. The full policy on Student Accommodations is available at <http://www.ucalgary.ca/policies/files/policies/student-accommodation-policy.pdf>.

ACADEMIC MISCONDUCT

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, (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. Any suspicion of plagiarism will be reported to the Dean, and dealt with as per the regulations in the University of Calgary Graduate Calendar.

For information on academic misconduct and its consequences, please see the University of Calgary Calendar at <http://www.ucalgary.ca/pubs/calendar/current/k.html>

COPYRIGHT LEGISLATION:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (www.ucalgary.ca/policies/files/policies/acceptable-use-of-material-protected-by-copyright.pdf) and requirements of the copyright act (<https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html>) to ensure they are aware of the consequences

of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy.

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.

UNIVERSITY STUDENT APPEALS OFFICE: If a student has a concern about the course, academic matter, or a grade that they have been assigned, they must first communicate this concern with the instructor. If the concern cannot be resolved with the instructor, the student can proceed with an academic appeal, which normally begins with the Faculty.

<https://ucalgary.ca/student-appeals/>

More student support and resources (e.g. safety and wellness) can be found here:

<https://www.ucalgary.ca/registrar/registration/course-outlines>