



Winter 2024

Course Number	Plan 622	Classroom	PF 2165
Course Name	Project Management for Planners		
Pre/Co-Requisites			
Instructor	John W. Hall	Office Hours/Location	By appointment
	Email: john.hall1@ucalgary.ca ; jwrhall70@gmail.com		Phone: 403-714-0980
Class Dates	Mandatory in person classes: Wednesdays, January 10 – February 28, 9:00am to 1:00pm		
Instructor Email Policy	Please email at john.hall1@ucalgary.ca , and cc. at jwrhall70@gmail.com . Will respond within 48 hours or less.		
Name and Email of Teaching Assistant(s)	N/A		

Course 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. Also known as: (formerly Environmental Design Planning 634. This course may not be repeated for credit.

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.

Course Hours: 1.5 units

Course Learning Outcomes:

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

1. Understand project management terminology
2. Implement a project charter
3. Allocate resources to a project
4. Evaluate, analyze and categorize risks and opportunities
5. Prepare a project plan

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 etc.):
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This is an in-person course, however the following will assist in accessing materials provided in the course, accessing D2L and completing class assignments:

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| <ul style="list-style-type: none">• A computer with a supported operating system, as well as the latest security, and malware updates;• A current and updated web browser;• Current antivirus and/or firewall software enabled;• Broadband internet connection• Student IT Resources |
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Additional Classroom Conduct and Related Information

Guidelines for Zoom Sessions in Online Classes

Students are expected to participate actively in all classes. Students must behave in a professional manner during the session. Students, employees, and academic staff are also expected to demonstrate behaviour in class that promotes and maintains a positive and productive learning environment

Assessment Components:

Assessment Method	Description	Weight	Aligned Course Learning Outcome
	Project 1: Project Charter	25%	1, 2
	Project 2: Risk and Opportunity Exercise	25%	3
	Project Plan	35%	3, 4
	In-class examination	15%	All

Assessment and Evaluation Information

Attendance and Participation Expectations:

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 examination will take place during class time on February 28, 2023.

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: Completion of all assignments and passing grade on final exam

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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

The School of Architecture, Planning and Landscape will not permit the Flexible Grade Option (CG Grade) for any course offered by the School.

<https://www.ucalgary.ca/pubs/calendar/current/f-1-3.html>

Topic Areas & Detailed Class Schedule

Course Schedule Date	Topic	Assignments/Due Dates
Jan 10	Class 1: Introduction to Project Management; Overview of Concepts; why is Project Management important?	None
Jan 17	Class 2: Scoping the project and resource allocation; identifying your stakeholders	Exercise 1 – commencing a project and building a team (due at beginning of Class 3)
Jan 24	Class 3: Evaluating risks, opportunities, on ramps and off ramps; managing change	Exercise 2 – risk and opportunity identification exercise (due at beginning of Class 4)
Jan 31	Class 4: Building the project schedule; developing the project plan	Exercise 3: Project Plan (due at end of Class 6)
Feb 7	Class 5: Project wrap-up	None
Feb 12 – 16	Winter SAPL Block week	
Feb 19	Family Day Observed	Exercise 3: Project Plan (due at end of Class 6)
Feb 19 – 23	Winter Term Break	None
Feb 28	Class 6: Last day of classes and in-class exam	Project Plan due

University of Calgary Policies and Supports

[ACADEMIC ACCOMMODATION](#)

It is the student's responsibility to request academic accommodations according to the University policies and procedures listed below. The student accommodation policy can be found at: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-accommodation-policy>

Students needing an accommodation because of a disability or medical condition should communicate this need to Student Accessibility Services in accordance with the Procedure for Accommodations for Students with Disabilities: <https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf>. Students needing an accommodation in relation to their coursework or to fulfil requirements for a graduate degree, based on a Protected Ground other than Disability, should communicate this need, preferably in writing, to their instructor (contact information on first page above).

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/.

ACADEMIC MISCONDUCT

Academic Misconduct refers to student behavior which compromises proper assessment of a student's academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor's expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.

For information on the Student Academic Misconduct Policy and Procedure please visit: <https://www.ucalgary.ca/legal-services/university-policies-procedures/student-academic-misconduct-policy>

Additional information is available on the Academic Integrity Website at <https://ucalgary.ca/student-services/student-success/learning/academic-integrity>.

COPYRIGHT LEGISLATION:

All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright (<https://www.ucalgary.ca/legal-services/university-policies-procedures/acceptable-use-material-protected-copyright-policy>) 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 (<https://www.ucalgary.ca/pubs/calendar/current/k.html>).

INSTRUCTOR INTELLECTUAL PROPERTY

Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.

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.

SEXUAL AND GENDER-BASED VIOLENCE POLICY

The University recognizes that all members of the University Community should be able to learn, work, teach and live in an environment where they are free from harassment, discrimination, and violence. The University of Calgary's sexual violence policy guides us in how we respond to incidents of sexual violence, including supports available to those who have experienced or witnessed sexual violence, or those who are alleged to have committed sexual violence. It provides clear response procedures and timelines, defines complex concepts, and addresses incidents that occur off-campus in certain circumstances. Please see the policy available at <https://www.ucalgary.ca/legal-services/university-policies-procedures/sexual-and-gender-based-violence-policy> .

UNIVERSITY STUDENT APPEALS OFFICE

If a student has a concern about a grade that they have received, they should refer to Section I of the Undergraduate Calendar (<https://www.ucalgary.ca/pubs/calendar/current/i-3.html>) which describes how to have a grade reappraised. In addition, the student should refer to the SAPL's Procedure for reappraisal of grades

OTHER IMPORTANT INFORMATION

Please visit the Registrar's website at: <https://www.ucalgary.ca/registrar/registration/course-outlines> for additional important information on the following:

- Wellness and Mental Health Resources
- Student Success
- Student Ombuds Office
- Student Union (SU) Information
- Graduate Students' Association (GSA) Information
- Emergency Evacuation/Assembly Points
- Safewalk