



School of Health, Education and Human Services

PROJ 100

Introduction to Project Management and Event Planning

Term: Fall, 2021

Number of Credits: 3

Course Outline

INSTRUCTOR: Susan Glynn-Morris

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OFFICE LOCATION: C1511, Ayamdigut campus

OFFICE HOURS: Contact to set up an appointment

COURSE DESCRIPTION

This course is designed to help students build the interpersonal and technical skills needed to successfully manage small to medium-scale projects and plan events in communities. Students will gain knowledge, skills and practical experience initiating, planning, implementing and closing projects. Special consideration will be given to the project/event context, including cultural protocols and practices. Students will have an opportunity to apply a project management framework and techniques to the design of a relevant education and/or employment support project.

COURSE REQUIREMENTS

Prerequisite(s): None

Corequisite(s): None

Cross-listed or Excluded Courses: None

EQUIVALENCY OR TRANSFERABILITY

Receiving institutions determine course transferability. Find further information at:

<https://www.yukonu.ca/admissions/transfer-credit>

LEARNING OUTCOMES

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

- Describe the role of a project manager and identify the required skill set
- Describe the five phases in the project management life cycle and explain how they support project success
- Relate project management phases and key components to the development of a project plan for a relevant education and/or employment support project and adapt language and tools to reflect the context

- Identify and incorporate relevant cultural protocols and considerations into the development of a project plan
- Demonstrate problem-solving, leadership, communication, and time- management skills essential to successful project management and event planning
- Reflect on personal strengths related to a project manager’s skill set and create a plan for further developing skills in at least one area.

COURSE FORMAT

Weekly breakdown of instructional hours

This course will meet weekly for a two-hour synchronous (video conferencing) class meeting. Each week will also include approximately one hour of asynchronous (independent, online) time spent completing online activities. In addition, it is expected that this course will require two hours/week for additional readings and assignments. It is important to note that the time required will vary by individual.

Delivery format

The online course is a combination of asynchronous (independent, online) coursework and regularly scheduled synchronous class meetings. It will include a combination of readings, discussion, lectures, assignments, and participatory exercises with your fellow students.

EVALUATION

Assignments	20%
Term Project Plan	60%
Class Discussion and Collaborative Activities	20%
Total	100%

Assignments (20%)

There are two assignments, collectively worth 20% of the course grade. These are:

1. Project Manager Job Description
2. Cultural Considerations Guide for Project and Event Planning

Term Project Plan (60%)

Students will complete a series of project plan components, ultimately culminating in a complete Project Plan. The Project Plan, in combination with a reflection piece, is worth a total of 60% of the course grade. Each component is equally weighted.

1. Stakeholder Analysis
2. Project Charter
3. Work Breakdown Structure
4. Project Schedule
5. Project Budget

6. Communications Plan
7. Risk Register
8. Reflection

Class Discussion and Collaborative Activities (20%)

This portion of the course grade is a reflection of the student's participation in the course. Twice during the course, the student will complete a self-assessment. At the same time, the instructor will also complete an assessment of the student. Considerations will be made with regards to the student's presence, participation and preparedness for class, participation in online discussion forums and activities, connections made to course content, and engagement and timeliness/follow-through with coursework.

COURSE WITHDRAWAL INFORMATION

Friday, November 5, 2021 is the last day to withdraw or change to audit from credit courses without academic penalty.

TEXTBOOKS & LEARNING MATERIALS

This course is delivered online through a blend of video-conferencing and online course work; therefore, students will require access to a computer with internet and video capabilities. Students will need basic computer skills in order to undertake this course. The textbook for this course along with additional readings will be available through the Moodle course page(s).

ACADEMIC INTEGRITY

Students are expected to contribute toward a positive and supportive environment and are required to conduct themselves in a responsible manner. Academic misconduct includes all forms of academic dishonesty such as cheating, plagiarism, fabrication, fraud, deceit, using the work of others without their permission, aiding other students in committing academic offences, misrepresenting academic assignments prepared by others as one's own, or any other forms of academic dishonesty including falsification of any information on any Yukon University document.

Please refer to Academic Regulations & Procedures for further details about academic standing and student rights and responsibilities.

ACADEMIC ACCOMMODATION

Reasonable accommodations are available for students requiring an academic accommodation to fully participate in this class. These accommodations are available for students with a documented disability, chronic condition or any other grounds specified in section 8.0 of the Yukon University Academic Regulations (available on the Yukon University website). It is the student's responsibility to seek these accommodations by contacting the Learning Assistance Centre (LAC): LearningAssistanceCentre@yukonu.ca.

TOPIC OUTLINE

Date	Topic
Week 1 Sept 13-19	Introduction to the Course and Each Other
Week 2 Sept 20-26	Defining Project Management
Week 3 Sept 27-Oct 3	Contextualizing Project Management
Week 4 Oct 4-10	Understanding Community Need (Stakeholder Management)
Week 5 Oct 11-17	Initiating (Defining) Your Project
Week 6 Oct 18-24	Planning: Creating Your Schedule
Week 7 Oct 25-31	Planning: Managing Your Budget
Week 8 Nov 1-7	Planning: Securing Funding
Week 9 Nov 8-14	Planning: Communications & Marketing
Week 10 Nov 15-21	Planning: Risk & Quality
Week 11 Nov 22-28	Planning: Cultural Considerations
Week 12 Nov 29-Dec 5	Executing Your Project: Procurement & Contract Management
Week 13 Dec 6-12	Closing Your Project
Week 14 Dec 13-17	Review and Reflection