



**I. COURSE DESCRIPTION:**

Students will have an opportunity to take an in-depth look at the project initiation process from concept and business case through to defining the business requirements/statement of work. Students will learn how to initiate a project that is feasible, practical and validated by those involved in the project including leadership and project support personnel. Introduction to considerations for creating a detailed work plan that incorporates all necessary resources, schedules and budgets will be examined.

**II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:**

Upon successful completion of this course, the student will demonstrate the ability to:

1. Identify and understand the various key steps and processes in the initiation of a project.  
Potential Elements of the Performance:
  - Relate the Initiation phase to the entire project life cycle
  - Define success and understand trade-offs
2. Understand components of Initiation phase documents  
Potential Elements of the Performance:
  - Capture all information required to answer why/what/where/when/who/how much questions
  - Capture key initiation elements in appropriate documents
3. Understand roles and responsibilities of the project sponsor and key team members.  
Potential Elements of the Performance:
  - Tailor expectations and communications based on audience
  - Assign work and accountability appropriately to successfully achieve objectives
4. Develop business requirements  
Potential Elements of the Performance:
  - Break work down into manageable components
  - Identify what constitutes a “good” requirement
  - Understand requirements traceability
5. Understand key pitfalls to avoid in the initiation phase  
Potential Elements of the Performance:
  - Understand real-life examples of projects in trouble
  - Relate the project issues to elements of the initiation phase
6. Understand Change Management concepts related to Project Management.

Potential Elements of the Performance:

- Relate change management principles to project management
- Understand resistance to change and strategies for dealing with resistance

**III. TOPICS:**

1. Project Initiation
2. Concept and Business Case
3. Project Charter
4. Project Teams & Structures
5. Roles & Responsibilities
6. Organizational Influences
7. Stakeholder Identification and Analysis
8. Types of Requirements
9. Facilitation Skills & Determining Requirements
10. Producing Requirements
11. Defining Scope
12. Creating Work Breakdown Structures
13. Resource Accounting (manpower, budgets, schedules)
14. Defining Activities & Dependencies (to deliver the project)

**IV. REQUIRED RESOURCES/TEXTS/MATERIALS:**

A Guide to the Project Management Body of Knowledge, 5<sup>th</sup> Ed. (Project Management Institute)

Project Management: A Systems Approach, Publisher Wiley.

**V. EVALUATION PROCESS/GRADING SYSTEM:**

**5 Quizzes 60%**

**Post-Class Assignment (Due Thursday) 40%**

The following semester grades will be assigned to students:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00

A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	
U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.	
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.	
NR	Grade not reported to Registrar's office.	
W	Student has withdrawn from the course without academic penalty.	

## VI. SPECIAL NOTES:

### Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.