



**I. COURSE DESCRIPTION:**

Projects form the foundation of modern-day to day business and research. In this course the student develops project management, oral presentation, and report writing skills by completing a GIS, remote sensing or GPS project of their choosing. Project ideas and sponsorship originate from commercial industry or government. Students work closely with the project sponsors to ensure the project goals and objectives are met.

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

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

1. Work through a GIS project

Potential Elements of the Performance:

- Demonstrate effective project and time management skills
- Produce and update project status reports
- Perform GIS, remote sensing, GPS and related processing steps
- Re-define the project as required
- Perform effective database maintenance
- Learn to work in a collaborative team environment
- Produce a high quality final report

2. Demonstrate a working knowledge of MS Project; a project management software package

Potential Elements of the Performance:

- Define critical paths, milestones and resource use
- Input tasks and assign task duration
- Develop and update a GANTT bar chart schedule
- Use MS Project 2000 to schedule project steps

3. Produce a business proposal

Potential Elements of the Performance:

- Respond to a Request for Proposal (RFP)
- Create a project budget
- Perform time-line mapping and allocate resources
- Create a professional proposal

4. Practice good workplace personal management skills

Potential Elements of the Performance:

- Understand and practice stress management techniques
- Practice prioritization and decision-making techniques
- Understand the fundamentals of good workplace communication
- Produce high-quality resumes and cover letters
- Perform career prioritization and job searches

## 5. Perform effective oral presentations

Potential Elements of the Performance:

- Explain presentation as a marketing method
- Design background material for an oral presentation
- Define an audience and relevant content for a presentation
- Perform an effective oral presentation with the use of presentation software

**III. TOPICS:**

## 1. Working through a GIS project

- Large project management
- Status reports
- Project re-definition
- Database maintenance
- Assembling a GIS report
- Data dictionaries and metadata
- Producing a high quality final report

## 2. Project management (MS Project 2000)

- Project management theory
- Identifying tasks and assigning task duration
- GANTT bar charts
- Project evaluation and review
- MS Project 2000 for scheduling and determining critical paths

## 3. Business proposal

- Responding to a request for proposal
- Budgeting and time-line mapping
- Staff allocation
- Producing a professional and complete proposal

## 4. Workplace management skills

- Stress management
- Prioritization and decision-making
- Working in a collaborative team environment
- Fundamentals of good workplace communication
- Resumes, cover letters, career analysis and job searches

## 5. Oral Presentations

- Presentation as marketing
- Audiences and levels of presentation
- Components of an effective oral presentation
- The use of visual aids and computers in presentations
- Presenting GIS project results

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

Martin, P. and K. Tate. 1997. Project Management Memory Jogger. GOAL / QPC Publishing.

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

Assignment 1. Resume/Interview	10%
Assignment 2. Project Flow Mapping	10%
Assignment 3. Business Proposal	5%
Assignment 4. Interim Status Report	10%
Assignment 5. Workplace Management Techniques	10%
Assignment 6. Final Oral Presentation	15%
Assignment 7. Final Project Report	<u>40%</u>
Total	100%

The following semester grades will be assigned to students in post-secondary courses:

<b>Grade</b>	<b><u>Definition</u></b>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
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:

### Special Needs:

If you are a student with special needs (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Special Needs office. Visit Room E1101 or call Extension 493 so that support services can be arranged for you.

### Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

### Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Rights and Responsibilities*. Students who engage in “academic dishonesty” will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

### Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Substitute course information is available in the Registrar's office.

**VII. PRIOR LEARNING ASSESSMENT:**

Students who wish to apply for advanced credit in the course should consult the professor. Credit for prior learning will be given upon successful completion of a challenge exam or portfolio.

**VIII. DIRECT CREDIT TRANSFERS:**

Students who wish to apply for direct credit transfer (advanced standing) should obtain a direct credit transfer form from the Dean's secretary. Students will be required to provide a transcript and course outline related to the course in question.