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Course Name

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Code No.**I. COURSE DESCRIPTION:**

Projects form the foundation of modern-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 own interest. The use of projects originating from commercial industry or government will be promoted.

**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 2000 project management software

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
- Defend the business proposal to an audience

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Course Name

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Code No.

4. Practice good workplace personal management skills

Potential Elements of the Performance:

- Understand and practice stress management techniques
- Use good ergonomic and workplace environmental design skills
- 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 an effective oral presentation

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 visual aids and computers

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Code No.**III. TOPICS:**

1. Working Through a GIS Project (15 hours)
  - Large project management
  - Status reports
  - Project re-definition
  - Database maintenance
  - Assembling a GIS report
  - Data dictionaries and map atlases
2. Project management (MS Project 2000) (6 hours)
  - Project management theory
  - Identifying tasks and assigning task duration
  - GANTT bar charts
  - Project evaluation and review techniques (PERT)
  - MS Project 2000 for scheduling and determining critical paths
3. Business proposal (6 hours)
  - Responding to a request for proposal
  - Budgeting and time-line mapping
  - Staff allocation
  - Defending a business proposal
4. Workplace management skills (6 hours)
  - Stress management
  - Ergonomics and workplace environmental design
  - 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 (6 hours)
  - Presentation as marketing
  - Audiences and levels of presentation
  - Components of an effective oral presentation
  - The use of visual aids and computers in presentations

**Assignment #1. Interim Project Report / GANTT Chart**  
**Assignment #2. Business Proposals and Defenses**  
**Assignment #3. Workplace Management Techniques**  
**Assignment #4. Interim Research Project Oral Reports**  
**Assignment #5. Research Project Oral Report**  
**Assignment #6. Research Project Hard-Copy Report**

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

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

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

Workplace Management Techniques	10%
Interim Report / GANTT Charts	20%
Interim Oral Report	5%
Business Proposals	10%
Final Oral Presentation	15%
Hard-Copy Report	<u>40%</u>
	100%

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 – 100%	4.00
A	80 – 89%	3.75
B	70 – 79%	3.00
C	60 – 69%	2.00
R (Repeat)	59% or below	0.00
CR (Credit)	Credit for diploma requirements has been awarded.	
S	Satisfactory achievement in field placement or non-graded subject areas.	
X	A temporary grade. This is used in limited situations with extenuating circumstances giving a student additional time to complete the requirements for a course (see <i>Policies &amp; Procedures Manual – Deferred Grades and Make-up</i> ).	
NR	Grade not reported to Registrar's office. This is used to facilitate transcript preparation when, for extenuating circumstances, it has been impossible for the faculty member to report grades.	

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Code No.**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 instructor and/or the Special Needs office. Visit Room E1204 or call Extension 493, 717, or 491 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 post-secondary institutions.

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 instructor. Credit for prior learning will be given upon successful completion of the following:

**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.