INF2040H1S: Project Management (Winter 2019)
Course Information Sheet

This course covers an introduction to the theory and practice of project management. Students will bring past experience in project situations together with insights from the course textbook and complementary readings to develop new understandings and knowledge that will help prepare them to participate in, contribute to, lead and succeed in future project opportunities.

Instructor: Velian Pandeliev (v.pandeliev@mail.utoronto.ca)
Classes: Thursday 9:10 am - noon
Office Hours: Wednesdays 1-4 pm (room TBA)
Course website: Quercus (https://q.utoronto.ca/courses/72043)

Introduction

This is a professional Master's program course and most students have some (if not, extensive) experience working on or leading projects. As such, we will learn together, from one another, and relate the knowledge learned through the course to our past experiences and imagined future opportunities.

The instructor will provide an outline and structure for the course, present lectures, define assignments, and assign readings, but students will largely define the scope of their project assignments and will be asked to contribute and share relevant materials and readings as well.

The interaction among students and their collaborative work is essential in making the course a success. Students are expected to use the experiences and knowledge they bring into the course to help define their learning objectives, identify and define projects, contribute to the course content, and complement their own learning experience and that of their classmates.

Contact policy

Questions about the material should be posted to the Quercus discussion board or brought to office hours, not emailed to the instructor. When emailing with administrative or personal issues, please begin your subject line with *"[INF2040]"*, followed by a meaningful phrase, e.g., *"[INF2040]: I have a conflict with the next test"*. Please include your full name, your section, and student number in the body of the email. Please allow up to 72 hours for a reply.

Resources

Quercus will be used as a learning management system to support project teams (groups), sharing of information, weekly slides, important dates, assignments, and other information about the course, as well as the facilitation of interaction among students on topics related to the course. It is your responsibility to check Quercus regularly for incidental communication and updates.

Version Jan. 10, 2019

Course Structure

This course has three contact hours per week over 12 weeks. The classes will consist of a combination of lectures, discussions, teamwork, interactive exercises and in-class activities. Note that for every one (1) hour of contact, you can expect to do 2.5 hours of reading and preparation work on your own. Students should plan on attending and participating each week. Lecture topics will be augmented with in-class group-based activities and guest lectures.

The **first section** of the course covers project management principles in general and students will establish individual goals and learning objectives and define a project in some detail.

The **second section** looks at the organizational, interpersonal and political aspects of project management such as being a leader, managing and working on project teams, understanding cultural issues and managing diverse stakeholders. Students will use what they learn in this part of the course to work in project teams for the third section of the course.

The **third section** of the course focuses on tools and techniques available to support project management. Students will work in project teams to define, scope, and produce a project plan for a project. Students will have an opportunity to experiment with different techniques and tools and share their experiences with one another, offering critiques and comparing tools that are designed to help project managers and teams plan, implement and successfully complete projects more effectively.

Course Objectives

This course is intended to help prepare students for successful careers in the information professions where much of the work is organized through projects conducted by a designated project team. The course is designed to help students understand the terminology used in and theories behind project management and to help them succeed in project environments.

Student Learning Objectives

At the end of this course, students should be able to:
- Apply project management principles and practices (including specific techniques) in a variety of project contexts
- Describe the role and importance of project management in an organization and identify projects that support organizational goals and strategy
- Determine and describe their own personal goals, motivations, and ways of working
- Explain and interpret the social dynamics of teamwork and how people work individually and in teams
- Apply and describe the management and communication techniques and skills that lead to successful project outcomes
- Determine when and how to apply specific project management techniques
- Identify the role of time, cost and quality management in successful projects and determine trade-offs
- Explain the role of communication in project management and demonstrate effective communication both orally and in writing
- Put into practice effectively working on a project team and as a project manager

Important Dates

Date	Description	Weight
Jan. 10, 2019	First day of INF2040	
Jan. 21, 2019	Last day to add or substitute S courses	
Jan. 21, 2019	**Personal learning objectives (individual)**	**5%**
Feb. 4, 2019	**A1: Project Charter (individual)**	**20%**
Feb. 18-22, 2019	Reading Week (no classes)	
Feb. 25, 2019	Last day to drop courses without penalty	
Feb. 25, 2019	**A2: Case Study (group)**	**20%**
Mar. 11, 2019	**A3: Project selection & software review (group)**	**15%**
April 4, 2019	Last day of class for INF2040	
Apr. 8, 2019	**A4: Project planning (individual)**	**25%**
(weekly)	**Reading comprehension quizzes (best 10)**	**20%**

Evaluation

All submissions are due by 11:59 pm on the due date.

- **Personal Learning Objectives (5%):** Students will complete an online survey to determine their objectives for the course and to enable creating groups with diverse interests and backgrounds.
- **A1: Developing a Project Charter (15%)**: Students will thoroughly research a project relevant to information science and will create a project charter for it.
- **A2: Case Study (20%)**: In self-selected groups of 3-4, students will read a report of a management intervention and implement specific recommendations regarding teams, leadership, objectives, and effective communication.
- **A3: Project Management Software Review (15%):** In assigned groups of 3-4, students will select one of 15 projects provided by the instructor and collectively determine its main deliverables or tasks. They will then research a set of software packages for project management and determine which is most suitable to their selected project.
- **A4: Planning a Project (25%):** Students will select one of the main tasks or deliverables of the project selected in A3 and submit a detailed project plan for that task or deliverable.
- **Reading comprehension quizzes (20%):** Starting in Week 2, students will complete short quizzes before each class to demonstrate their understanding of the required readings. Each quiz is worth 2%. Each student's best 10 quiz marks (out of 11) will be used to generate their final grade out of 20.

Late policy

The penalty for late assignments is set to 5% per day, to a maximum of 7 days; submissions will not be accepted after that. Exceptions will be made only when supported by appropriate documentation (e.g., medical certificate or similar).

Grading

Please consult the iSchool's Grade Interpretation Guidelines (https://ischool.utoronto.ca/wp-content/uploads/2016/11/grade-interpretation.pdf) and the University Assessment and Grading Practices Policy (http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policie s/PDF/grading.pdf). These documents will form the basis for grading in the course.

Re-grading Policy

A student or group who believes that his or her term work has been unfairly graded may submit a regrading request.

Such requests must be made to the course lecturer in writing no later than 7 days after marks for the work have been made available. The student or group must submit:
- The original work as submitted
- A credible justification for why they consider the work to be unfairly or incorrectly graded

Upon initiating the re-grading process, the student agrees that all re-grading decisions are at the discretion of the course lecturer and the student's mark may improve, remain unchanged, or decrease as a result of the re-evaluation. The course lecturer shall acknowledge the request within 3 business days and strive to provide a resolution in a timely manner.

Writing Support

Note that as per the iSchool's Grade Interpretation Guidelines, *"work that is not well written and grammatically correct will not generally be considered eligible for a grade in the A range, regardless of its quality in other respects"*.

With this in mind, please make use of the writing support provided to graduate students by the SGS Office of English Language and Writing Support (http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support. aspx). The services are designed to target the needs of both native and non-native speakers and all programs are free. Please consult the current workshop schedule (http://www.sgs.utoronto.ca/currentstudents/Pages/Current-Years-Courses.aspx) for more information.

Academic integrity

Please don't cheat. The iSchool has a zero-tolerance policy on plagiarism as defined in section B.I.1.(d) of the University's Code of Behaviour on Academic Matters (http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policie s/PDF/ppjun011995.pdf). You should acquaint yourself with the Code.

Here are a couple of general guidelines to help you avoid plagiarism:
- Never look at another student's work, on paper or on the computer screen.
- Never show another student your work. This applies to all drafts of a solution and to incomplete solutions.
- Review and complete the **Cite it Right** training workshop at the iSkills site (https://inforum.library.utoronto.ca/workshops/cite-it-right-1). It is expected that all iSchool students take the **Cite it Right** workshop and the online quiz prior to the second week of classes.
- Please consult the University's site on Academic Integrity (http://academicintegrity.utoronto.ca).

For further info, consult the site How Not to Plagiarize (http://www.writing.utoronto.ca/advice/using-sources/how-not-to-plagiarize).

Accommodations

Students with diverse learning styles and needs are welcome in this course. If you have a disability or a health consideration that may require accommodations, please feel free to approach me and/or the Accessibility Services Office (http://www.studentlife.utoronto.ca/as) as soon as possible. The Accessibility Services staff are available by appointment to assess needs, provide referrals and arrange appropriate accommodations. The sooner you let them and I know your needs, the quicker we can assist you in achieving your learning goals in this course.

Relationship to Masters of Information (MI) Student Learning Outcomes

Project management is becoming a fundamental practice in information disciplines and this course will help students understand and be conversant in the practice of project management (Program Outcome 1). The knowledge and values imparted in INF2040 are appropriate to students' future exercise of leadership and the provision of information services for all (Program Outcome 2). In INF2040, students will determine and describe their own personal goals and articulate ways they hope to attain their goals. In doing so, they will learn how to continue in lifelong intellectual growth beyond graduation (Program Outcome 6).

Master of Information Program-Level Student Learning Outcomes can be found here.

Required Textbook
Successful project management (7ed) *by Jack Gido, Jim Clements & Rose Baker*
Available at the U of T bookstore after Week 2

Additional Resources
Articles, excerpts, case studies, and additional readings will be posted to Quercus.

Final version
This course information sheet may change until Thursday Jan. 17, 2019. Students will be notified of any changes.