# 3377B 001 W24 Course Outline

# 1. Course Information

**Course Information**

Software Project Management, W24, room MC-110, Wednesdays, 7:00pm – 10:00pm, 3 hours.

**List of Prerequisites**

CROSS-LISTED WITH SCIENCE 3377B.
REQUISITES: Registration in third or fourth year of any module offered by the Department of Computer Science.
ANTIREQUISITES: Science 3377A/B, SE 3351A/B.

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

# 2. Instructor Information

| Instructors | Email | Office | Phone | Office Hours |
|---|---|---|---|---|
| Sherry Parker (Lecture) | Sparke33@uwo.ca | NA | NA | Before/After class |
| | | | | Zoom meetings can be booked via email with professor |

Students must use their Western (@uwo.ca) email addresses when contacting their instructors. Students can meet with the lecture after class

# 3. Course Syllabus, Schedule, Delivery Mode

The software development life cycle; resourcing, scheduling and estimating techniques for software project management; project management organizational concerns, including project economic analysis, human resources, proposal development, risk management, software implementation, and technology-strategic alignment.

Weekly three-hour lectures – **Tentative** Schedule

| Week | Topic | Assigned Week & Due Date (11:55pm) |
|---|---|---|
| 1 | Introduction | |
| 2 | Project Life Cycle and Organization | Asg 1 (IND) due Jan 21 |
| 3 | Project Scope Management & LEAN Project Management | Asg 2 (IND) due Jan 28 |
| 4 | Project Time Management | Asg 3 (IND) due Feb 4 |
| 5 | Project Cost Management | |
| 6 | Project Risk Management | Asg 4 (GRP) due Feb 11 |
| 7 | Project Integration Management | |
| 8 | Project Human Resources Management | |
| 9 | Project Communications Management | Asg 5 (GRP) due Mar 17 |
| 10 | Agile Project Management | Group Project due Mar 24 |
| 11 | Agile Project Management | |
| 12 | Special Topics in Project Management | |

Classes begin: January 8, 2024
Spring Reading Week: February 17 to 25, 2024
Classes end: April 8, 2024
Exam period: April 11 to 30, 2024

**Contingency plan for an in-person class pivoting to 100% online learning**
In the event of a university-declared emergency during the course that necessitates the course delivery moving away from face-to-face interaction, affected course content will be delivered entirely online, either synchronously (i.e., at the times indicated in the timetable) or asynchronously (e.g., posted on OWL for students to view at their convenience). The grading scheme will **not** change. Any remaining

assessments will also be conducted online as determined by the course instructor.

# 4. Course Materials

1. Mandatory text: Project Management - Gray and Larson 8th Edition - Mandatory to purchase ISBN978-1-260-57043-4.  Electronic versions are available from McGraw Hill.

2. Recommend: Project Management Body of Knowledge (PMBOK) 6th edition – suggested for purchase – explore the possibility of low cost / no cost internet download if ethically obtainable.

3. Recommended MS Project Software

Students are responsible for checking the course OWL site (http://owl.uwo.ca) on a regular basis for news and updates.  This is the primary method by which information will be disseminated to all students in the class.

All course material will be posted to OWL: http://owl.uwo.ca.

If students need assistance with the course OWL site, they can seek support on the OWL Help page.  Alternatively, they can contact the Western Technology Services Helpdesk.  They can be contacted by phone at 519-661-3800 or ext. 83800.

**Technical Requirements**

Laptop computer

# 5. Methods of Evaluation

The overall course grade will be calculated as listed below:
3 Individual Assignments/2 Group Assignments    40%
Major Project (#)      30%
Final Exam      30%

Note: the final exam will be closed book.  Use of electronic devise is strictly prohibited.  The date, time and location of the final exam will be released by the Registrars Office.

# 6. Student Absences

If you are unable to meet a course requirement due to illness or other serious circumstances, please follow the procedures below.

**Assessments worth 10% or more of the overall course grade:**

For work totalling 10% or more of the final course grade, you must provide valid medical or supporting documentation to the Academic Counselling Office of your Faculty of Registration as soon as possible. For further information, please consult the University's medical illness policy at

   https://www.uwo.ca/univsec/pdf/academic_policies/appeals/academic_consideration.pdf.

The Student Medical Certificate is available at

   https://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf.

If a student has an absence after discussion with the professor they are the possibility of an extension, make-up opportunity, or reweighting.

**Absences from Final Examinations**

If you miss the Final Exam, please contact the Academic Counselling office of your Faculty of Registration as soon as you are able to do so. They will assess your eligibility to write the Special Examination (the name given by the University to a makeup Final Exam).

You may also be eligible to write the Special Exam if you are in a "Multiple Exam Situation" (e.g., more than 2 exams in 23-hour period, more than 3 exams in a 47-hour period).

If a student fails to write a scheduled Special Examination, the date of the next Special Examination (if granted) normally will be the scheduled date for the final exam the next time this course is offered. The maximum course load for that term will be reduced by the credit of the course(s) for which the final examination has been deferred. See the Academic Calendar for details (under Special Examinations).

Note: missed work can only be excused through one of the mechanisms above.

# 6. Accommodation and Accessibility

**Religious Accommodation**
When a course requirement conflicts with a religious holiday that requires an absence from the University or prohibits certain activities, students should request accommodation for their absence in writing at least two weeks prior to the holiday to the course instructor and/or the Academic Counselling office of their Faculty of Registration. Please consult University's list of recognized religious holidays (updated annually) at

https://multiculturalcalendar.com/ecal/index.php?s=c-univwo.

**Accommodation Policies**
Students with disabilities are encouraged to contact Accessible Education, which provides recommendations for accommodation based on medical documentation or psychological and cognitive testing. The policy on Academic Accommodation for Students with Disabilities can be found at:

https://www.uwo.ca/univsec/pdf/academic_policies/appeals/Academic Accommodation_disabilities.pdf.


# 7. Academic Policies

The website for Registrarial Services is http://www.registrar.uwo.ca.

In accordance with policy,

https://www.uwo.ca/univsec/pdf/policies_procedures/section1/mapp113.pdf,

the centrally administered e-mail account provided to students will be considered the individual's official university e-mail address. It is the responsibility of the account holder to ensure that e-mail received from the University at their official university address is attended to in a timely manner.

Please note that only scientific calculators with demonstrably empty memories may be applied during mid terms and finals. No other electronics will be allowed.

**Scholastic offences** are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following Web site:

http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

Computer-marked multiple-choice tests and exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

Tests and examinations in this course will be conducted using a remote proctoring service. By taking this course, you are consenting to the use of this software and acknowledge that you will be required to provide **personal information** (including some biometric data) and the session will be **recorded**. Completion of this course will require you to have a reliable internet connection and a device that meets the technical requirements for this service. More information about this remote proctoring service, including technical requirements, is available on Western's Remote Proctoring website at:

> https://remoteproctoring.uwo.ca.

# 8. Support Services

Please visit the Science & Basic Medical Sciences Academic Counselling webpage for information on adding/dropping courses, academic considerations for absences, appeals, exam conflicts, and many other academic related matters: https://www.uwo.ca/sci/counselling/.

Students who are in emotional/mental distress should refer to Mental Health@Western (https://uwo.ca/health/) for a complete list of options about how to obtain help.

Western is committed to reducing incidents of gender-based and sexual violence and providing compassionate support to anyone who has gone through these traumatic events. If you have experienced sexual or gender-based violence (either recently or in the past), you will find information about support services for survivors, including emergency contacts at

> https://www.uwo.ca/health/student_support/survivor_support/get-help.html.

To connect with a case manager or set up an appointment, please contact support@uwo.ca.

Please contact the course instructor if you require lecture or printed material in an alternate format or if any other arrangements can make this course more accessible to you. You may also wish to contact Accessible Education at

> http://academicsupport.uwo.ca/accessible_education/index.html

if you have any questions regarding accommodations.

Learning-skills counsellors at the Student Development Centre (https://learning.uwo.ca) are ready to help you improve your learning skills. They offer presentations on strategies for improving time management, multiple-choice exam preparation/writing, textbook reading, and more. Individual support is offered throughout the Fall/Winter terms in the drop-in Learning Help Centre, and year-round through individual counselling.

Western University is committed to a thriving campus as we deliver our courses in the mixed model of both virtual and face-to-face formats. We encourage you to check out the Digital Student Experience website to manage your academics and well-being: https://www.uwo.ca/se/digital/.

Additional student-run support services are offered by the USC, https://westernusc.ca/services/.