

COURSE OUTLINE ACADEMIC YEAR 2017/2018

Course Title: Principles of Project Management for Technical Writers			
Course Code: TWRT 204	Schedule Type Code: WEB	Instruction Hours: 21 hours	Credits: None
Program: Technical Writing		Pre-Requisite(s): Introduction to Technical Writing TWRT 201. Ability to use a spreadsheet and input formulae.	
<p>Approved By: Pat Tait</p> <p>Signature:  Date: July 2017</p>			

Course Description

Keeping projects on track and within budget are key skills for technical writers. Learning project management skills will help you deliver successful projects to your clients and company. This course explains how to estimate projects, assign resources, create a schedule and monitor change. Along the way, you will create standard project documents such as a Gantt, Pert and WBS charts as well as increase your understanding of team dynamics.

Learning Outcomes

Upon successful completion of this course, students will be able to:

1. Define "project" and "project management" as they apply to documentation projects.
2. Describe the roles and responsibilities of a project manager and project team members.
3. Determine when activities are project-related and how to categorize them.
4. Explore and evaluate different metrics for calculating production rates.
5. Build Gantt, Pert and WBS charts to determine project requirements.
6. Estimate the time, materials and budget for a sample project.
7. Create a schedule and establish milestones for project completion.
8. Apply different tracking methods to monitor progress.
9. Develop a variety of strategies to deal with change.
10. Identify when a project goes off track and decide what to do about it.
11. Describe how to wrap up a project.
12. Use statistics to evaluate a project's success.
13. Describe how to assess the effectiveness of the team.
14. Map out how to conduct a post-mortem and report on "lessons learned".

Essential Employability Skills

Essential Employability Skills are transferable skills that provide the foundation for a student's academic, vocational, and personal success.

Communication <ul style="list-style-type: none">• Organize messages according to purpose.• Select content that is necessary to convey the message.• Apply aural, linguistic and visual conventions of rhetoric.• Employ a style, tone, and vocabulary that suits the message, situation, and intended audience.	Listening <ul style="list-style-type: none">• Follow directions.• Ask appropriate questions to clarify meaning.• Interpret and accurately restate or summarize spoken messages.• Control internal and external elements that may cause interference.	Resource Management <ul style="list-style-type: none">• Identify and use resources effectively for personal and work-related goals.• Work within time frames and meet deadlines.• Use expertise appropriately.• Work within a budget.
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Learning Resources

Project Management Absolute Beginner's Guide (3rd Edition) by Gregory M. Horine
Copyright 2013, Que Publishing
ISBN-13: 978-0-7897-5010-5
ISBN-10: 0-7897-5010-4

Textbook for this course can be ordered in person or online from the Humber College bookstore or from online vendors such as Amazon.

Learning Delivery Format: Online

Course Content

UNIT	TOPIC(S)	OBJECTIVES
1.	Scoping the project	<ul style="list-style-type: none">• Define project management and explain its application• Figure out what to do with a project charter• Address the requirements of an RFP
2.	Planning requirements	<ul style="list-style-type: none">• Identify project-related and non-related activities• Analyze the scope and requirements of a project• Build a Project Definition and list assumptions
3.	Creating an estimate	<ul style="list-style-type: none">• Map out product functionality to determine scope• Experiment with methods and metrics to calculate time• Build a WBS chart to determine effort
4.	Adjusting costs	<ul style="list-style-type: none">• Use estimate data to calculate project costs• Identify direct and indirect costs• Build an initial budget and adjust costs
5.	Scheduling resources	<ul style="list-style-type: none">• Map out tasks, dependencies, milestones and priority• Build a Gantt chart to schedule resources• Level out resources to maintain an active schedule
6.	Managing change	<ul style="list-style-type: none">• Use Risk Register to keep on track• Build a PERT chart and determine the critical path• Manage Earned Value to stay on target
7.	Evaluating outcomes	<ul style="list-style-type: none">• Review how to end a project• Evaluate a project's success• Write a report about the "lessons learned"

Please note: this course schedule may change as resources and circumstances require.

Student Evaluations

Evaluation Component	Grade
Assignments:	
1 – Project definition	20
2 – WBS chart	10
3 – Project Budget	15
4 – Gant chart	15
5 – Pert chart	10
6 – Lessons learned Report	10
Discussions	7
Quizzes	6
Live Chats	7
Total Marks	100

A minimum grade of 60% is required to pass the course.

Grade Report, Transcript, and Certificate

Upon completion of a course, student access grades by logging into Myhumber at www.humber.ca/myhumber using the Humber issued username and password. For assistance logging in, or for a password reset, visit www.its.humber.ca. Grades will not be released over the phone or by email.

Tests and Assignments

Assignments must be submitted on or before the "due date", as directed by the instructor. Late submissions, without valid reasons (such as illness or emergency) or without prior arrangement may be penalized by the instructor, normally at 10% per day, or as announced by the instructor. Days of lateness will include weekends and holidays. If for valid reasons, an assignment/evaluation cannot be completed on time, then a reasonable penalty-free time extension may be given by the instructor. Claims of illness or other emergencies may have to be documented, if required by the instructor or the administration.

Advanced notice by email is required if you are going to miss a test or exam for valid reasons, and supporting documentation must be submitted. If you miss an exam without prior notice due to illness or some emergency, you must provide the reason in writing to the instructor along with supporting documentation, within 3 days of the missed exam, **with a copy to the program liaison at ceparttime@humber.ca**. If your reason is accepted, arrangements will be made for you to write the exam.

Accessible Learning Services

Humber strives to create a welcoming environment for all students where equity, diversity and inclusion are paramount. Accessible Learning Services facilitates equal access for students with disabilities by coordinating academic accommodations and services. Staff in Accessible

Learning Services are available by appointment to assess specific needs, provide referrals and arrange appropriate accommodations. If you require academic accommodations, contact:

Accessible Learning Services: <http://www.humber.ca/student-life/swac/accessible-learning>

North Campus: (416) 675-6622 X5090

Lakeshore Campus: (416) 675-6622 X3331

Accommodations for Religious Observance

Humber College is committed to respecting the religious/spiritual beliefs and practices of all members of the community, and making accommodation for religious/spiritual observances.

Students who require an accommodation for a religious/spiritual observance must notify the professor as soon as the time conflict is known. It is the student's responsibility to contact the professor to arrange the accommodation for a lecture, test, exam, clinical placement, work placement or any other academic situation that conflicts with a day or time period for religious observances of special significance to them. Ideally, students will provide their professor with three weeks notice for a required accommodation. In all cases, the request for an accommodation must be made in writing.

Standards

1. Expectations for maintaining a Positive Learning Environment

Attendance is essential for academic success. Therefore, you are expected to attend 100% of all classes and complete all assignments.

It is your responsibility to be aware of your attendance record and the progress of your work and grades.

In order to maintain a positive and productive learning environment, you are expected to

- Turn off and put away all cell phones and remove headphones in class
- Maintain a courteous and respectful attitude

2. Use of Laptop Computers

Your professor sets the policy for laptop use in the classroom. If permitted, you may use your laptop to take notes and complete class-related activities. The Internet is to be accessed for class purposes only **and** with explicit instructions from your professor.

E-mailing and chatting are strictly prohibited. On the first offence, you will be asked to put the laptop away. On the second offence, you will be banned from using the laptop and may be asked to leave the class.

Discrimination and Harassment

At Humber College, students, staff and faculty represent the broad spectrum of diversity and richness that is characteristic of our society. All students and employees have the right to study, live, and work in an environment that is free from discrimination and harassment. It is therefore the policy of Humber College that it's working, living and learning environments assert the

personal worth and dignity of each individual. In order to achieve this objective, Humber College will not tolerate any form of discrimination or harassment in its employment, education, accommodation, or business dealings. Information and assistance are available from Nancy Simms, Manager, Human Rights & Diversity at (416) 675-6622, ext. 4425, or by email at nancy.simms@humber.ca .

For further information please visit: www.hrs.humber.ca/diversity

Policies and Procedures

It is the student's responsibility to be aware of the College Academic Regulations **Policy** which can be found at: <http://www.humber.ca/academic-regulations>.

Copyright

Copyright is the exclusive legal right given to a creator to reproduce, publish, sell or distribute his/her work. All members of the Humber community are required to comply with Canadian copyright law which governs the reproduction, use and distribution of copyrighted materials. This means that the copying, use and distribution of copyright- protected materials, regardless of format, is subject to certain limits and restrictions. For example, photocopying or scanning an entire textbook is not allowed, nor is distributing a scanned book. See the Humber Libraries website (<http://library.humber.ca>) for additional information regarding copyright and for details on allowable limits.

Academic Integrity

Academic integrity is essentially honesty in all academic endeavors. Academic integrity requires that students avoid all forms of academic misconduct or dishonesty, including plagiarism, cheating on tests or exams or any misrepresentation of academic accomplishment.

Academic Dishonesty

Plagiarism is the serious offence of academic fraud that involves using someone else's words and/or ideas in whole or in part from any printed or electronic media without documentation

Cheating is the serious offence of academic fraud that involves obtaining answers to exam and test questions through unauthorized means, such as hidden or electronic notes, accessing unauthorized test questions from an electronic database, or copying from another student.

Students are responsible for knowing what constitutes an academic offence and for being aware of the applicable requirements that may apply within their program. Any student responsible for academic misconduct will be dealt with according to the department policy in accordance with Humber's Academic Regulations Policy, and can face various sanctions such as a grade of zero for the course, suspension from the program, or expulsion.

Academic Concerns/Appeals

If a student has questions or concerns regarding a grade on an assignment or test, the student should discuss the matter with the faculty member. The Program Liaison be asked to assist if the faculty member and student are unable to resolve issues. For additional information please

refer to Section 13 of College's Academic Complaint and Appeal Policy at the web site identified above.

Disclaimer

While every effort is made by the professor/faculty to cover all material listed in the outline, the order, content, and/or evaluation may change in the event of special circumstances (e.g. time constraints due to inclement weather, sickness, college closure, technology/equipment problems or changes, etc.). In any such case, students will be given appropriate notification in writing, with approval from the Program Liaison.