

School of Computer Science
COMP 4990A Project Management: Techniques & Tools
Course Outline (Winter 2019/Fall 2019)

Instructor: Dr. (Peter) Yung H. Tsin
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Office hours: Wednesday (4:00p.m.-6:00p.m.)
Class: Friday, 10:00a.m.-12:50p.m. OB 110
Course website: <http://peter.myweb.cs.uwindsor.ca/60-499/>

Prerequisites: Semester 7 or 8

Course Description:

You will be assigned a project and a project supervisor. The project could be an individual project or a group project. You have two semesters to complete the project during which you are to submit the following reports: (a) Project scope statement, risk analysis, and work break down structures report, (b) six progress reports, and (c) 10 seminar reports. These reports will be marked by the instructor. At the end of the second semester, you are to give a (10-minute) final project presentation to the class and submit a final project report with a demo to your project supervisor. These components of the course will be marked by your project supervisor.

Progress Reports:

Once projects have been assigned, each group is expected to meet with their supervisor on a regular basis, and keep the instructor updated on their progress. A short monthly progress report is to be submitted at the end of each month (Jan., Feb., Mar. in Winter'19 and Sep., Oct., Nov. in Fall'19) for each project. The template for progress report is provided on the course website. The reports are to be submitted via e-mail in pdf format.

Project scope statement, Risk analysis and Work breakdown structure report:

By early March, you should know what you are to accomplish for the project. You will then complete a Project Scope Statement form and ask your project supervisor to approve and sign it. You also have to write the Risk Analysis and Work Breakdown Structure reports. Related information on how to write these reports is available via the link [Project Scope Statement, Risk analysis, WBS Reports](#).

Seminar Reports:

You are to attend 10 seminars and submit a seminar report for each of them. The completed seminar report form must be submitted **at the end of the seminar to the chair**. You are particularly encouraged to attend the colloquiums held on each Friday during lecture hours. The template for seminar report is provided on the course website.

Evaluation Scheme (Semester 1 (Winter 2019) - 33% of total marks)

Component	Date	Weight
Progress reports	Jan 31, Feb 28, Mar 31	6%
Seminar attendance and reports*	As scheduled	5%
Project scope statement + Risk Analysis + Work breakdown structure (WBS)	<u>Early-March</u>	22%

Evaluation Scheme (Semester 2 (Fall 2019) - 67% of total marks)

Component	Date	Weight
Progress reports	Sep 30, Oct 31, Nov 30	6%
Seminar attendance and reports*	As scheduled	5%
Final project Presentation	<u>End of November</u>	10%
Final project report + Demo	<u>End of November</u>	46%

* You must attend and submit a report for 10 seminars or up to 80% of the scheduled seminars (whichever is less) over the two semesters. You can attend x seminars in one semester and then $10 - x$ seminars in the other semester, for any $x, 0 \leq x \leq 10$.

Course Website

Since the lecture hours are reserved for colloquium series, there is no regular lectures other than the first one. I will post my latest announcements on the course website and inform you via Blackboard. Please *visit the course webpage regularly*.

Missed Report/Presentation Policy

In case of a missed report/presentation etc., valid reason must be provided within one week, along with supporting documentation (e.g. Medical Certificate). Students must submit the new Student Medical Certificate for missing a component on medical grounds. It *must* state that you were unfit for school during the relevant days, not just that you visited the doctor that day, or that “symptoms were subjective”. For a missed component, the weight of the missed component may be distributed to the remaining course components, or the student may be required to make up the missed component at the discretion of the instructor.

Marking Scale:

Starting from Fall 2013, the university uses a 100% grading scale. All grades below 50% are considered failures. For more details, please go to the university website and use “marking scale” as the search key.

Student Evaluation of Teaching (SET)

There is no student course evaluation for courses of this nature.

Academic Dishonesty:

Academic dishonesty, whether it is cheating on assignments or tests, or plagiarism in projects, is a serious offence and is taken seriously by the university. Disciplinary actions used against a convicted student in the past includes expulsion from the university and pressing criminal charges. The professors and teaching assistants of this course will report any suspicion of cheating to the Director of the School of Computer Science. If sufficient evidence is available, the Director will begin a formal process according to the University Senate Bylaws. The instructor will not negotiate with students who are accused of cheating but will pass all information to the Director of the School of Computer Science.

For more details, please consult the Academic Integrity Office via the link:

<http://www1.uwindsor.ca/aio/>