

**GRADUATE STUDIES AND
POSTDOCTORAL FELLOWS**

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MEMORANDUM

ATTENTION Senate
FROM Wade Parkhouse, Chair of Senate
Graduate Studies Committee (SGSC)
RE: Beedie School of Business

DATE October 12, 2016
No. GS2016.33

A handwritten signature in blue ink, appearing to read "Wade Parkhouse", is written over the "No." field.

For information:

Acting under delegated authority at its meeting of October 3, 2016, SGSC approved the following curriculum changes, **effective Summer 2017**:

Beedie School of Business

- a) Course change (units, title, description): BUS 554
- b) New course: BUS 570 Project Management
- c) Program change: Graduate Diploma in Business Administration



**BEEDIE SCHOOL
OF BUSINESS**

Segal Graduate School

Office of the Associate Dean
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Vancouver, BC V6C 1W6

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FAX 778.782.5122

busadmin@sfu.ca

Memo to SGSC

To: Senate Graduate Studies Committee
From: Ian McCarthy, Associate Dean, Graduate Programs
Re: Curriculum revisions to GDBA
Date: September 15, 2016

The following curriculum revisions have been approved by the Beedie School of Business and are forwarded to the Senate Graduate Studies Committee for approval. These curriculum items should be effective for Summer 2017.

Please include them on the next SGSC agenda.

- **Course change: BUS 554**
- **New course: BUS 570**
- **Program change: GDBA**
- **GDBA calendar entries have been reformatted according to the new standardized format being implemented with the degree audit project and some clean-up issues were also addressed**

Thank you for your attention herein. Should you have any questions or concerns, please do not hesitate to contact me.

Dr. Ian P. McCarthy
Professor in Technology & Operations Management
Associate Dean, Graduate Programs, Beedie School of Business



Graduate Course Change

Attach a separate document if more space is required.

Course Subject/Number BUS 554	Units 2	Effective Term and Year Summer 2017
Course Title Management Information Systems		
Rationale for Change: BUS 554 Managing Information Systems is the only course in the GDBA that cannot be given advance credit at the MBA level because its counterparts in the MOT MBA and MBA (Surrey) are four-credit courses. Changing this to a four-credit course would allow students to apply for advance credit to BUS 756 or BUS 739. Doubling the number of units will also double the number of contact hours. We are also proposing a change in title and description as this course will be taught by Nilesh Saraf.		

Proposed Changes (Check all that apply)

☒ Course number ☐ Units* ☒ Title ☒ Description ☐ Prerequisite ☒ Other _____

Complete only the fields to be changed

FROM	TO
Course Subject/Number BUS 554	Course Subject/Number BUS 554
Units 2	Units* 4
Course Title Management Information Systems	Course Title (max 100 characters) INFORMATION TECHNOLOGY MANAGEMENT
Course Short Title	Course Short Title (max 30 characters) INFO TECH MANAGEMENT
Description The design and implementation of information systems to provide appropriate and timely information to management.	Description Developing and maintaining a good understanding of the relationship between IT and organizational performance is important to your career. You will be expected to adopt a broader perspective that includes IS managers, business and executive managers, senior bureaucrats and top level strategists. The focus is to create knowledge / primary understanding of how management information systems can be effectively and efficiently applied by managers.
Prerequisite	Prerequisite
Other	Other Students may apply for advance credit for BUS 756 or BUS 739.

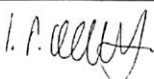
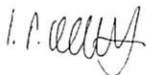
* Program requirements may need to be revised when course units are changed. Please review the calendar and submit any relevant program revisions resulting from this course change.

REMINDER: All course changes must be identified on a cover memo and confirmed as approved when submitted to FGSC and SGSC.

CONTACT PERSON

Department / School / Program Beedie Graduate Programs	Contact name Maria Szymczak	Contact email 778-782-7721
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DEPARTMENTAL APPROVAL

Department Graduate Program Committee Ian McCarthy	Signature 	Date September 20, 2016
Department Chair Ian McCarthy per Tom Brown	Signature 	Date September 20 2016

FACULTY APPROVAL

Faculty Graduate Studies Committee (FGSC) Ian McCarthy	Signature 	Date September 20, 2016
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SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC) Wade Parkhouse	Signature 	Date Oct 17/16
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ADMINISTRATIVE SECTION (for DGS office only)

Course Attribute: _____
Course Attribute Value: _____
Instruction Mode: _____
Attendance Type: _____

If different from regular units:

Academic Progress Units: _____
Financial Aid Progress Units: _____



New Graduate Course Proposal

Please save the form before filling it out to ensure that the information will be saved properly.

Course Subject (eg. PSYC)	BUS	Number (eg. 810)	570	Units (eg. 4)	4
Course title (max 100 characters including spaces and punctuation) PROJECT MANAGEMENT					
Short title (for enrollment/transcript - max 30 characters) PROJECT MANAGEMENT					
Course description for SFU Calendar * Being able to manage projects is a critical skill for all leaders, since it gives you the knowledge to deliver strategic change to the organization. Project Management is a combination of technical skills and soft skills, both of which will be discussed and practiced in this course. This course is the educational preparation needed to qualify to write the Certified Associate in Project Management exam offered by PMI.					
Rationale for introduction of this course To give MOT MBA bound GDBA students the option of completing the GDBA with a portfolio of 24 credits that can all be given advance credit at the MBA level. This provides parity with the Surrey MBA and removes a financial incentive for students to choose the Surrey MBA over the MOT MBA.					
Effective term and year Summer 2017			Course delivery (eg 3 hrs/week for 13 weeks) 13 weeks (online)		
Frequency of offerings/year 2 per year			Estimated enrollment/offering 40 students		
Equivalent courses (These are previously approved courses that replicate the content of this course to such an extent that students should not receive credit for both courses.) BUS 762					
Prerequisite and/or Corequisite ** n/a					
Criminal record check required? ☐ Yes ☒ No If yes, then add this requirement as a prerequisite.					
Campus where course will be taught ☐ Burnaby ☐ Surrey ☐ Vancouver ☐ Great Northern Way ☒ Off campus					
Course Components ☐ Lecture ☐ Seminar ☐ Lab ☐ Research ☐ Practicum ☒ Online ☐					
Grading Basis ☒ Letter grades ☐ Satisfactory/Unsatisfactory ☐ In Progress/Complete				Capstone course? ☐ Yes ☒ No	
Repeat for credit? *** ☐ Yes ☒ No		Total completions allowed? _____		Repeat within a term? ☐ Yes ☒ No	
Required course? ☐ Yes ☒ No		Final exam required? ☐ Yes ☒ No		Additional course fees? ☐ Yes ☒ No	
Combined with an undergrad course? ☐ Yes ☒ No If yes, identify which undergraduate course and what the additional course requirements are for graduate students:					

* Course descriptions should be brief and should never begin with phrases such as "This course will..." or "The purpose of this course is..." If the grading basis is satisfactory/unsatisfactory include this in the description.

** If a course is only available to students in a particular program, that should be stated in the prerequisite.

*** This mainly applies to a Special Topics or Directed Readings course.

RESOURCES

If additional resources are required to offer this course, the department proposing the course should be prepared to provide information on the source(s) of those additional resources.

Faculty member(s) who will normally teach this course

Blaize Reich

Additional faculty members, space, and/or specialized equipment required in order to offer this course

CONTACT PERSON

Department / School / Program
Beedie Graduate Programs

Contact name
Maria Szymczak

Contact email
busgrcrd@sfu.ca

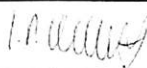
DEPARTMENTAL APPROVAL

REMINDER: New courses must be identified on a cover memo and confirmed as approved when submitted to FGSC/SGSC. Remember to also include the course outline.

Non-departmentalized faculties need not sign

Department Graduate Program Committee
Ian McCarthy

Signature



Date

September 14 2016

Department Chair
Tom Brown

Signature



Date

Sept 14, 2016

LIBRARY REVIEW

Library review done? ☒ YES

Course form, outline, and reading list must be sent by FGSC to lib-courseassessment@sfu.ca for a review of library resources.

OVERLAP CHECK

Overlap check done? ☒ YES ☐ N/A

The course form and outline must be sent by FGSC to the chairs of each FGSC (fgsc-list@sfu.ca) to check for an overlap in content. An overlap check is not required for some courses (ie. Special Topics, Capstone, etc.)

FACULTY APPROVAL

This approval indicates that all the necessary course content and overlap concerns have been resolved, and that the Faculty/Department commits to providing the required Library funds and any other necessary resources.

Faculty Graduate Studies Committee (FGSC)
Ian McCarthy

Signature



Date

September 20 2016

SENATE GRADUATE STUDIES COMMITTEE APPROVAL

Senate Graduate Studies Committee (SGSC)
Wade Parkhouse

Signature



Date

Oct 17/16

ADMINISTRATIVE SECTION (for DGS office only)

Course Attribute: _____

Course Attribute Value: _____

Instruction Mode: _____

Attendance Type: _____

If different from regular units:

Academic Progress Units: _____

Financial Aid Progress Units: _____



BUS 570: PROJECT MANAGEMENT

INSTRUCTOR: DR. BLAIZE HORNER REICH

E-MAIL: Blaize.Reich@sfu.ca

WEB: <http://business.sfu.ca/profiles/BlaizeReich>

OVERVIEW:

Being able to manage projects is a critical skill for all leaders, since it gives you the knowledge to deliver strategic change to the organization. Project Management is a combination of technical skills and soft skills, both of which will be discussed and practiced in this course. Three perspectives on project management will be discussed

- 1) The traditional approach to project management, championed by the Project Management Institute, leading to certification as a project manager,
- 2) The agile approach, championed in software engineering but spreading to other disciplines, and
- 3) The organizational one incorporating concepts such as program and portfolio management.

This course is the educational preparation needed to qualify to write the Certified Associate in Project Management exam offered by PMI.

OBJECTIVES:

At the end of this course, students will be able to:

- Understand the administrative processes of project management and contrast these processes with operational management.
- Utilize project management techniques including work breakdown structures, scheduling and budgeting estimation methods to plan and execute projects
- Develop effective risk management and communication plans.
- Be aware of agile project methods and how they differ from and complement traditional project management perspectives.
- Understand organizational approaches to managing change such as program and portfolio management

COURSE TEXT AND READINGS:

"The Fast Forward MBA in Project Management", Eric Verzuh, 4th edition, 2011, Wiley.

"A Guide to the Project Management Body of Knowledge (PMBOK Guide)", 5th edition, 2013, available from the SFU Library online or from PMI if you are a member.

Short tutorials from sources such as Lynda.com - available through the SFU Library

EVALUATION:

The evaluation of participations will be based on individual work and group work. A description of the types of evaluations to be used in this course and their relative percentage in the final grade will be finalized before the course begins. Some elements of evaluation are listed below.

Deliverables and Weights for Assessment	
<i>Midterm</i>	35%
1. Three parts Multiple choice questions Short answer Exercises 2. Material will come from textbook and class discussions and will be based on the PMBOK guide from PMI. This material will prepare you for PMI certification, should you wish to pursue it.	
<i>Group Participation</i> Each team will rate the performance of each member twice during the term. Grades allocated for group assignments and group discussions will be modified for each individual based on this feedback.	
<i>Individual Participation</i>	15%
This mark is based on instructor's evaluation of the individual's participation online and in weekly discussions.	
<i>Group Assignments</i>	25%
Throughout the course, there are a set of group assignments based on a fictional project that the group proposes. These assignments will include project deliverables such as - Project proposal - Work breakdown structure - Risk management plan - Communication plan - Schedule and Budget	
<i>Group Discussions</i>	25%
Throughout the course, topics will be discussed within groups and evaluated using peer or instructor-led rubrics. These group discussions will be focused on a group member's organizational practices around projects and project management.	



BUS 570 Project Management Summer 2017
Weekly Topic Outline

Week	Lecture Topic	Text Ch.	Sample Readings	Assignments
1	Introduction, Project Life Cycle, PM careers	1,2		Think about a service project your group can plan
2	Initiating: Define Scope Create Proposal Identify Stakeholders	3, 4	"Managing Great Expectations"	Assign #1: Preliminary Scope Statement
3	Planning: Risk Management	5	"Planning for the Unexpected"	Assign #2: Risk Management Plan
4	Planning: Scoping	6		Assign #3: WBS
5	Planning: Estimating and Scheduling	7,8		Assign #4: Schedule and Cost Estimate
6	Planning: Communications Plan	11		Assign #5: Communication Plan
7	Executing: Balancing Cost, Quality and Schedule	9	"Does Size Really Matter?"	
8	Mid Term			
9	Executing and Monitoring the Project	12,13	"Measuring for Success in IT Projects"	
9	Team Building	10		Group Discussion #1 – PM Careers
10	Agile Principles and IT Projects	17	"Agile Software Development"	Group Discussion #2 – Agile Practices
11	Hybrid Projects – Mixing Traditional and Agile Practices		"Agile Research Report for Project Managers"	Group Discussion #3 – PM Methodologies
12	Enterprise Project Management	14		Group Discussion #4 – PM Maturity
13	Project Portfolio Management	18	"PM-Centric Organization"	Group Discussion #5 – open topic



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STUDENT SERVICES
Spring Calendar

Please note:

To view the Fall 2016 Academic Calendar go to <http://www.sfu.ca/students/calendar/2016/fall.html>

Business

Simon Fraser University Calendar | Spring 2017

Business Administration

GRADUATE DIPLOMA

The graduate diploma in business administration (GDBA) provides core business skills to those with an undergraduate degree in a discipline other than business. Delivered online over three terms, the GDBA is a convenient and practical alternative to a traditional classroom-based program and provides business fundamentals to improve career prospects.

The Social Innovation and Entrepreneurship cohort of the GDBA provides knowledge and experience to interested students from a variety of disciplinary backgrounds to create new social ventures and enhance the success of existing ones. The program builds upon the existing GDBA offerings in core business knowledge and supplements them with knowledge and experiential learning opportunities specific to social ventures. It will bring together faculty knowledgeable in social innovation and social entrepreneurship with community partners who will participate in class sessions as well as the field study.

Applicants should also refer to the program website located at <http://beedie.sfu.ca/gdba>

Admission Requirements

The basic entry qualification is a degree from a recognized university in an area other than business administration, commerce or equivalent. Candidates must be computer literate and familiar with the Internet. The program requires a strong command of the English language. Applications are assessed as they are received.

Applicants should also refer to the program website located at <http://beedie.sfu.ca/gdba>

Application

Students can apply online at Simon Fraser University's online Graduate Studies application for admission, found at www.sfu.ca/dean-gradstudies/future/application_process

Candidates submit the following documentation:

GDBA program application essay found at <http://beedie.sfu.ca/gdba>

official transcript of undergraduate grades (mailed directly from the granting institution)

resume

three confidential letters of reference, preferably from supervisors or former professors

Applicants whose primary language is not English, or whose previous education was conducted in another language, must submit evidence of satisfactory completion of a standardized English test that is acceptable to the University (see graduate general regulation 1.3.12).

interview (if required)

Program Requirements

Students complete 24 units chosen from

- BUS 510 - Financial and Managerial Accounting (4) *
- BUS 511 - Business Ethics (2)
- BUS 552 - Managerial Economics (4)
- BUS 553 - Business Analytics (2)
- BUS 554 - Management Information Systems (2)
- BUS 555 - Managerial Finance (4) *
- BUS 556 - Marketing Management (4) *
- BUS 557 - Managing People and Organizations (4)
- BUS 558 - Special Topics (3) **
- BUS 559 - Special Topics (4) **
- BUS 560 - Directed Studies (3) **
- BUS 561 - Special Topics (2)
- BUS 563 - Social Entrepreneurship and Innovation (4) ***
- BUS 564 - Innovation and Design Thinking (4) ***
- BUS 565 - Social Entrepreneurship Field Project (4) ***

Courses from the other master of business administration programs or other programs may be used as substitutes for these courses at the discretion of the academic chair.

* required courses for successful completion of the Social Innovation and Entrepreneurship cohort of the GDBA program.

** requires prior permission of the academic director

*** open only to students in the Social Innovation and Entrepreneurship cohort and required for successful completion.

Academic Requirements within the Graduate General Regulations

All graduate students must satisfy the academic requirements that are specified in the Graduate General Regulations, as well as the specific requirements for the program in which they are enrolled.

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REVISED
CALENDAR ENTRY

Business Administration

GRADUATE DIPLOMA

Description of Program

The graduate diploma in business administration (GDBA) provides core business skills. Delivered online, the GDBA is a convenient and practical alternative to a traditional classroom-based program and provides business fundamentals to improve career prospects.

The social innovation and entrepreneurship cohort of the GDBA provides knowledge and experience to interested students from a variety of disciplinary backgrounds to create new social ventures and enhance the success of existing ones. The program builds upon the existing GDBA offerings in core business knowledge and supplements them with knowledge and experiential learning opportunities specific to social ventures. It brings together faculty knowledgeable in social innovation and social entrepreneurship with community partners who will participate in class sessions as well as the field study.

Admission Requirements

Applicants must satisfy the University admission requirements as stated in Graduate General Regulations 1.3 in the SFU Calendar. Candidates must be computer literate and familiar with the internet. The program requires a strong command of the English language.

Applicants should also refer to the program website located at <http://beedie.sfu.ca/gdba>

Program Requirements

This program consists of course requirements for a minimum of 24 units. Courses may be substituted from other graduate business programs at the discretion of the academic chair.

Students complete all of

BUS 510 - Financial and Managerial Accounting (4)

BUS 511 - Business Ethics (2)

BUS 552 - Managerial Economics (4)

BUS 553 - Business Analytics (2)

BUS 555 - Managerial Finance (4)

BUS 556 - Marketing Management (4)

BUS 557 - Managing People and Organizations (4)

Social innovation and entrepreneurship cohort

Students completing the social innovation and entrepreneurship cohort must complete the following courses for a minimum of 24 units

BUS 510 - Financial and Managerial Accounting (4)

BUS 555 - Managerial Finance (4)

BUS 556 - Marketing Management (4)

BUS 563 - Social Entrepreneurship and Innovation (4)

BUS 564 - Innovation and Design Thinking (4)

**REVISED
CALENDAR ENTRY**

BUS 565 - Social Entrepreneurship Field Project (4)

The following courses may also be used towards the GDBA course requirements with prior permission of the academic director

BUS 554 – Information Technology Management (4)

BUS 558 - Special Topics (3)

BUS 559 - Special Topics (4)

BUS 560 - Directed Studies (3)

BUS 561 - Special Topics (2)

BUS 570 – Project Management (4)

Program Length

Students are expected to complete the program requirements within six terms.

Academic Requirements within the Graduate General Regulations

All graduate students must satisfy the academic requirements that are specified in the Graduate General Regulations, as well as the specific requirements for the program in which they are enrolled.