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**EES1124H: Environmental Project Management
Winter 2022**

COURSE OUTLINE

Starting January 14, 2022

OFFERED ONLINE VIA QUERCUS (Optional Online Meetings Fri. 10-11 am)

Course Instructor

Dr. Kathy Wallace, P.Geo. kathy.wallace@utoronto.ca

Office hours: drop in via zoom– Mondays 4 to 5 pm – individual zoom chats via appointment

Teaching Assistant

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EES1124H Environmental Project Management

“Environmental projects must be completed in a timely manner, for a preset cost and must satisfy many levels of regulation. This course will cover the best practices in project planning, cost estimation, contracting and coordination of the numerous individuals and companies engaged to accomplish the project”.

COURSE OBJECTIVES:

The objectives of EES1124H are to:

- provide students with an overview of the skills professional Environmental Scientists and Geoscientists require to effectively manage typical environmental projects;
- explore current methodologies and techniques used by Environmental Project Managers to efficiently manage projects; and
- develop skills for working as both a project manager, and a team member, to competently serve clients and regulatory agencies.

By the end of the course students should expect to have:

- improved their understanding of professional practice and Environmental Project Management;
- gained experience in various techniques used to manage and track projects;
- advanced their knowledge of professional practice requirements;
- compiled an inventory of skills and techniques commonly used in environmental practice; and
- developed skills required to becoming a successful Environmental Project Manager.

TEXTS AND READINGS

Although there is no required text for this course, several valuable reference books will be used as source material during this course. These references are available “on-line” through the University of Toronto Library system and, along with other information, will be posted on Quercus.

WEBSITES

Here are a few websites that may assist you with your development as an environmental professional and project manager:

Professional Geoscientists Ontario (PGO)

Information about environmental geoscience practice in Ontario.

<https://www.pgo.ca/>

Professional Engineers Ontario (PEO)

Good resource regarding professional practice and information on documents used in project control and management.

www.peo.on.ca

Association of Professional Engineers and Geoscientists of Alberta (APEGA)

Great resource regarding professional practice, ethics and conduct. Many of the Ontario PGO requirements were developed using APEGA standards.

www.apega.ca

Project Management Institute

Information on certification as “Project Management Professional” (PMP)

<https://www.pmi.org/>

ASSIGNMENTS AND EVALUATION

A significant portion of the course evaluation will be based on practical exercises where you will take on the role of an environmental professional/scientist. Course evaluation is summarized below. Specific details of each assignment will be posted on Quercus.

Evaluation will be carried out in accordance with the Graduate Grading and Evaluation Practices Policy (and how that policy is interpreted and applied in this Dept.)

<http://www.governingcouncil.utoronto.ca/Assets/Governing+Council+Digital+Assets/Policies/PDF/grading.pdf>

	Evaluation	Value	Due – 11:59p
1	“Outside the Box”	10%	Jan 26 (Wednesday)
2	GROUP participation contract	8%	Feb 4
3	Projects & Contracts Quiz	7%	Feb 16 (Wednesday)
4	Professional Practice Case Study	10%	March 4
5	GROUP Project Proposal	30%	March 18
6	Online Health & Safety Cert.	5%	March 25
7	Project Plan and Communication assignment	10%	April 1
8	Final Take Home Exam	20%	April 12 (Tuesday)
	TOTAL	100%	

IMPORTANT INFORMATION ABOUT THE COURSE:

AccessAbility Services

Students with diverse learning styles and needs are welcome in this course. In particular, if you have a disability/health consideration that may require accommodations, please feel free to approach me and/or the AccessAbility Services Office as soon as possible. I will work with you and AccessAbility Services to ensure you can achieve your learning goals in this course. Inquiries are confidential. The University of Toronto is committed to accessibility. If you require accommodations for a disability, or have any accessibility concerns about the course, the classroom or course materials, please contact The UTSC Accessibility Services as soon as possible: <http://www.utsc.utoronto.ca/~ability/>

We also suggest you also refer to the following University of Toronto Scarborough Library link: <http://utsc.library.utoronto.ca/services-persons-disabilities>

Verification of Illness

Students who are absent from academic participation for **any reason** (e.g., COVID, cold, flu and other illness or injury, family situation) and who require consideration for missed academic work should report their absence through the online absence declaration. The declaration is available on [ACORN](#) under the **Profile and Settings menu**. Students should also advise their instructor of their absence.

You can formally declare an absence for one or multiple consecutive days using the Absence Declaration tool in ACORN. This tool is used to record any absences for courses you're taking during the current academic session.

- ACORN: <https://www.acorn.utoronto.ca/>
- To declare an absence
<https://help.acorn.utoronto.ca/blog/uFAQs/how-do-i-declare-an-absence/>
- To edit an existing absence declaration
<https://help.acorn.utoronto.ca/blog/uFAQs/how-do-i-edit-an-existing-absence-declaration/>

Late or missed work

In fairness to all students who submit their work on time, assignments submitted late will be deducted 10% per day (weekends include). However, if you are having personal issues that are affecting your ability to complete the course work please get in touch with your instructor prior to the due date so that we may be able to provide accommodation. Otherwise, appropriate documentation (required by the Department as noted above) must be submitted to prevent incurring late penalties.

QUERCUS

Logging in to your Quercus Course Website

This course uses Quercus for its course website, which can be accessed via <https://q.utoronto.ca>.

Activating your UTORid and Password

If you need information on how to activate your UTORid and set your password for the first time, please go to <http://www.utorid.utoronto.ca>. Under the “First Time Users” area, click on “activate your UTORid” (if you are new to the university) or “create your UTORid” (if you are a returning student), then follow the instructions. If you have any issues, please contact the Student Help Desk at 416-978-HELP.

Communication from Course Instructor

If we need to contact you about an important change in the course, we will do so via the Quercus system. We suggest you consider downloading the “Canvas Student” app to your mobile device(s) or, at a minimum, ensure your utoronto email address is properly linked for forwarding to whatever email service you actually check.

You are responsible for:

1. Ensuring you have a valid UofT email address that is properly entered in the ROSI/ACORN system.
2. Checking your UofT email account and/or Quercus communications on a regular basis as this is the primary means of professor-to-student communication outside of regular classroom hours.

Equity at the University of Toronto

The University of Toronto is committed to equity, human rights, and respect for diversity. All members of the learning environment in this course should strive to create an atmosphere of mutual respect where all members of our community can express themselves, engage with each other, and respect one another's differences. U of T does not condone discrimination or harassment against any persons or communities.

Online Courses and Recording

Notice of video recording and sharing (download permissible, re-use prohibited). This course, including your participation, will be recorded on video and will be available to students in the course for viewing remotely and after each session.

Course videos and materials belong to your instructor, the University, and/or other sources depending on the specific facts of each situation and are protected by copyright. In this course, you are permitted to download session videos and materials for your own academic use, but you should not copy, share or use them for any other purpose without the explicit permission of the instructor.

Attendance Policy

Although regular attendance and participation in the course is up to the individual student, it is recommended that you participate in the weekly online meetings when course content and assignments may be discussed.

Plagiarism

The University of Toronto Code of Behaviour on Academic Matters states that "*it shall be an offense for a student knowingly: to represent as one's own any idea or expression of an idea or work of another in any academic examination or term test or in connection with any other form of academic work, i.e., to commit plagiarism.*"

For accepted methods of standard documentation formats, including electronic citation of internet sources please see the U of T writing website at:

<http://www.writing.utoronto.ca/advice/using-sources/documentation>

The full Code of Behaviour regulations could be found from consulting <http://www.sgs.utoronto.ca/facultyandstaff/Pages/Academic-Integrity.aspx>

Writing and English Language

As well as the faculty writing support, please see English Language and writing support at University of Toronto: <http://www.sgs.utoronto.ca/currentstudents/Pages/English-Language-and-Writing-Support.aspx> Students have commented that they found this site extremely helpful for writing term papers.

The following are also useful:

Sylvan Barnett, *A Short Guide to Writing About Art*. 5-7th edition (New York: Harper-Collins, 1997)

William Strunk Jr., E.B. White. *The Elements of Style* (New York: MacMillan Publishing). Other information regarding writing support is provided on Blackboard.

Emergency Planning

Students are advised to consult the university's preparedness site (<http://www.preparedness.utoronto.ca>) for information and regular updates regarding procedures relating to emergency planning.

Course Evaluation

I welcome your comments and concerns regarding the course or content directly by email or in person throughout the course. In addition, there is a formal procedure for submission of your comments regarding the course to the Department of Physical and Environmental Sciences at the completion of the course.

COURSE SCHEDULE W2022 – EES1124 Environmental Project Management

Module/ Week	Date Fridays 2022	Topics and Activities
1	Jan. 14	Introduction to Project Management
2	Jan. 21	Project Success & We Need Projects to Manage
3	Jan. 28	Proposals (Getting the work)
4	Feb. 4	Project Scheduling & Costs. Successful Proposals
5	Feb. 11	Contracts and Agreements
6	Feb. 18	Project Risk Evaluation & Project Initiation
No Class	Feb. 25	READING WEEK – NO CLASS
7	March 4	Project Planning
8	March 11	Project Communication & Documentation
9	March 18	Producing the Work - Deliverables
10	March 25	Project Health & Safety Management
11	April 1	Communicating Risk Working with Clients
12	April 8	Project Closure & What is next