

**COURSE NAME:** ITM235 Change Management

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Credit Value: 3  
Total Course Hours: 42  
Prerequisite Course(s): None  
Corequisite Course(s): None

## COURSE DESCRIPTION

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Today's organizations must integrate and align people, processes, structures, culture, and strategy in order to successfully transition individuals and groups from a current state to a desired future state, such that the desired outcomes and business objectives are achieved. Students will be focusing on change management in the areas of organizational development and human resource management combined with standardized portfolio, program, and project management practices. All key concepts necessary to manage strategic and tactical changes are covered through a mix of inspiring lectures and exercises.

## LAND ACKNOWLEDGEMENT

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Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation, Treaty #10 in the Robinson Huron Treaty of 1850 since time immemorial.

## PLAR INFORMATION

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This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

## COURSE LEARNING OUTCOMES

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Upon completion of this course, the student will have reliably demonstrated the ability to:

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| 1.0 Explain change management.  | requirements through maintenance.                    |
| 1.1 Describe the main concepts and practical applications of organizational change.   | 4.0 Distinguish between defects and enhancements.    |
| 1.2 Discuss how portfolio, program, and project management uses the effective change management practices inherent in the PMI global standards. | 4.1 Process a change request.                        |
| 1.3 Identify how critical and important change management uses project management as the key driver in executing organizational strategy.       | 4.2 Investigate defects and state corrective action. |
| 1.4 Create a change management procedure.   | 4.3 Evaluate urgency.                                |
| 2.0 Determine roles and responsibilities to control change.   | 4.4 Determine severity.                              |
| 2.1 Describe how to establish an infrastructure to manage project change.   | 4.5 Prioritize change requests.                      |
| 2.2 Compare change control from a traditional to an Agile perspective.  |  |
| 2.3 Define the role of the SCM team.  |  |
| 3.0 Create a change control process.  |  |
| 3.1 Develop change control procedures.  |  |
| 3.2 Discuss strategies to facilitate change from  |  |

## GENERAL EDUCATION

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This is not a General Education course.

## ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

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This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication
3. Execute mathematical operations accurately
4. Apply a systematic approach to solve problems
5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

## EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

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There are no external accreditations or conditions identified for this course.

## COURSE EVALUATION

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Case Studies - 50%

Assignments - 25%

Tests - 25%

TOTAL - 100%

## PROGRAM SPECIFIC GRADING

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A minimum grade of 50% is required to pass this course

## GRADING SYSTEM

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A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

\*For a complete chart of grades and descriptions, please see the Grading Policy.

## LEARNING RESOURCES

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No textbooks have been identified for this course.

### Other Resources:

All course materials or online links to course materials will be provided during the course.

Students are not required to purchase the following resources which provide additional reference to the course materials:

- PMI Project Management Book of Knowledge (PMBOK Guide) Sixth Edition
- Managing Change in Organizations: A Practice Guide (PMI)
- Navigating Complexity: A Practice Guide (PMI)

Resources listed on the course outline support the achievement of learning outcomes, and may be used throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

Technology requirements - <https://www.canadorecollege.ca/BYOD>

The Harris Learning Library's staff can help you find resources to support your learning - [www.eclibrary.ca](http://www.eclibrary.ca)

## LEARNING ACTIVITIES

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## DELIVERY MODE

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This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

## RECORDING GUIDELINES

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This class may be recorded by faculty of the College. Faculty will inform students when recording of the class commences and ceases. 'Recorded' means that the audio-visual and chat portions of the class will be recorded and then be stored on the College or vendor provider server. They will be made available to students, but only for the express and sole use of those registered in this course. If you have any questions or concerns about this recording, please contact your instructor or the College's privacy officer at [privacy.officer@canadorecollege.ca](mailto:privacy.officer@canadorecollege.ca). Full recording guidelines can be found at: <https://cdn.agilitycms.com/canadore-college/academic-centre-of->

excellence/Canadore%20Recording%20Guidelines.pdf

## ACADEMIC POLICIES

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Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website:

<https://www.canadorecollege.ca/about/policies>.

## COLLEGE POLICIES

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- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

## STUDENT SUCCESS SERVICES - Your Success Matters!

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Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email [studentsuccessnow@canadorecollege.ca](mailto:studentsuccessnow@canadorecollege.ca) or call 705.474.7600 ext 5205.

## FIRST PEOPLES' CENTRE:

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A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive /

5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

## **WAIVER OF RESPONSIBILITY**

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Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

## **HISTORICAL COURSE OUTLINES**

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Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.