SOCSCI 2OP3 – Operational Planning

# Course information:

* Wednesdays 7:00 to 10:00pm; January 8th to April 1st 2020
* Location: PGCLL M24
* Instructor: Duncan Gillespie
* Office: KTH 208
* Office hours: Wednesdays 6:00 – 7:00pm by appointment
* Email: duncan.gillespie@live.ca
* Email: gilled@mcmaster.ca
* Phone: (905) 730 9628

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## Course Overview

## Course Description:

Participants in this course will learn how to implement and manage an annual operating plan for not-for-profit organizations. Students will learn how to set priorities, develop a clear direction for action, assign responsibilities, set out costs and indicate how revenue will be generated to fund annual programs, use the plan as a resource for board, staff and volunteers and to track and evaluate progress.

## Course Objectives:

Developing transferable skills.

You will work on developing academic skills that are transferable to your other university courses as well as to the workforce. These skills include:

1. critical reading and thinking;
2. communication (oral, written and visual);
3. self and peer evaluation;
4. research skills; and
5. group work skills.

## Required Texts:

There is no textbook for this class

# Course Requirements/Assignments

## Requirements Overview and Deadlines

| Assessment Activity | % of Grade | Date |
| --- | --- | --- |
| In Class Test | 30% | February 12, 2020 |
| In Class Test | 30% | March 18, 2020 |
| Final Exam | 40% | TBD |

# Assignment Submission and Grading

## Submitting Assignments & Grading

* All written assignments are to be typed and double-spaced. Please include a title page with your name, student number and email address, the topic title of the assignment and the date submitted.
* Assignments are due at the beginning of class on the Due Date and may be handed in as a hard copy or emailed to: duncan.gillespie@live.ca or gilled@mcmaster.ca
* Individual assignments submitted electronically must include your last name in the filename: e.g. Smith\_Assignment\_5\_Article\_Assessments.rtf.

## Late Submissions

* All work is due on the date stated, at the beginning of class, unless other arrangements have been made in advance with the instructor. A late penalty of 5 percentage points per day will apply after the due date (weekends included).

## Class Participation and Engagement

* Class participation and engagement is an important component of this course (and of active learning). Therefore, we expect all students to be ‘active’ participants in this course. This means attending all classes, being actively involved in class activities and thoughtful discussion, and completing all assignments.

Group Assignments

* For all group assignments, ALL students in the group must be contributing members of that assignment. The expectation is that each student will be an active and respectful member of their group, and contribute to the assignment - in a fair and equitable way. Group work is sometimes challenging, but it can also be rewarding in a number of ways, including providing you with opportunities to develop valuable ‘working-as-a-team’ skills that will serve you well in this and other courses, as well as more broadly in your academic, professional, and personal life.

## Avenue to Learn

In this course we will be using Avenue to Learn. Students should be aware that, when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss with the course instructor.

## Privacy Protection

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. The following possibilities exist for return of graded materials:

1. Direct return of materials to students in class;
2. Return of materials to students during office hours;
3. Students attach a stamped, self-addressed envelope with assignments for return by mail;
4. Submit/grade/return papers electronically.

Arrangements for the return of assignments from the options above will be finalized during the first class.

## Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

# Student Responsibilities

* Students are expected to contribute to the creation of a respectful and constructive learning environment. Students should read material in preparation for class, attend class on time and remain for the full duration of the class.
* In the past, student and faculty have found that non-course related use of laptop computers and hand-held electronic devices during class to be distracting and at times disruptive. Consequently, during class students are expected to only use such devices for taking notes and other activities directly related to the lecture or class activity taking place.
* Please check with the instructor before using any audio or video recording devices in the classroom.

## Academic Integrity

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: “Grade of F assigned for academic dishonesty”), and/or suspension or expulsion from the university. It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the [Academic Integrity Policy](http://www.mcmaster.ca/academicintegrity.).

The following illustrates only three forms of academic dishonesty:

* Plagiarism, e.g. the submission of work that is not one’s own or for which other credit has been obtained.
* Improper collaboration in group work.
* Copying or using unauthorized aids in tests and examinations.

## Academic Accommodation of Students with Disabilities

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail sas@mcmaster.ca for further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf) policy.

## Religious, Indigenous and Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Please review the [RISO information for students in the Faculty of Social Sciences](https://socialsciences.mcmaster.ca/current-students/riso) about how to request accommodation.

## E-mail Communication Policy

Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including TAs), and from students to staff, must originate from the student’s own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student’s responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes aware that a communication has come from an alternate address, they may not reply.

## McMaster Student Absence Form (MSAF)

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”. If you have any questions about the MSAF, please contact your Associate Dean’s office.

# Course Weekly Topics and Readings

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email.

| Week/Date | Topic | Grading |
| --- | --- | --- |
| Class 1Jan. 8 | **Introduction to SOC SCI 2OP3*** Introduction to the course and to Operational Planning.
 |  |
| Class 2Jan. 15 | **Overview of Operational Planning*** Preparing to plan.
* Developing Goals and Objectives from the Mission, Vision and Values.
* Understand the importance of Operational Planning.
 |  |
| Class 3Jan. 22 | **The Process*** Differentiate between Planning Models.
* Understand and begin the Planning Process.
* Clarify the role of Competition in the Not For Profit Sector.
* Understand Market Analysis.
 |  |
| Class 4Jan. 29 | **Financial Overview*** Know the basic concepts of Financial Management.
 |  |
| Class 5Feb. 5 | **Financial Management*** Understand the Process of Budgeting.
 |  |
| Class 6Feb. 12 | In Class Test | (30%) |
| Feb. 19 | No Class – Reading week |  |
| Class 7Feb. 26 | **Execution of the Plan*** Know the steps to Successful Implementation.
 |  |
| Class 8Mar. 4 | **Managing Change*** Understand the process of change management.
* Identify the contributors to successful change.
 |  |
| Class 9Mar. 11 | **After Planning*** Identify when and how to update the Plan.
* Learn the steps to reviewing the Plan.
 |  |
| Class 10Mar. 18 | In Class Test | (30%) |
| Class 11Mar. 25 | **Follow Through*** Translate the results of information to date to understand how to achieve successful planning from process to execution.
 |  |

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| --- | --- | --- |
| Class 12Apr. 1 | **Next Steps** * 10 Signs of Trouble in Operational Planning.
* 10 Questions to ask throughout the Process.
 |  |
| TBD | Final Exam | (40%) |

# Additional Resources

## Authenticity/Plagiarism Detection

In this course we may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to the [academic integrity website](http://www.mcmaster.ca/academicintegrity).