



A POLYTECHNIC INSTITUTION

School of Business

Program: Human Resource Management

Option:

HRMG 4600**Human Resource Planning****Start Date:** September 5, 2007**End Date:** December 15, 2007**Total Hours:** 36 **Total Weeks:** 12**Term/Level:** 3 **Course Credits:** 3.0**Hours/Week:** 3.0 **Lecture:** 1.0 **Lab:** 2.0**Shop:** **Seminar:** **Other:****Prerequisites****HRMG 4600 is a Prerequisite for:****Course No.** **Course Name****Course No.** **Course Name**HRMG 3150 Human Resource Management
Systems**v Course Description (required – MUST be from BCIT web - course descriptions)**

Presents the techniques for utilizing people potential within organizations. Topics include human resource demand and supply, analysis, future projections, sources of supply, identifying training needs, related strategic management objectives, budgeting and costing.

v Detailed Course Description (optional – more detailed description provided by Instructor)

This introductory course examines the critical role of human resource planning in creating effective organizations, how human resource planning supports the broader strategic planning process, and acquaints students with data collection and analysis techniques necessary for human resource planning purposes. Topics covered include: developing human resource maps, age distribution and wastage analysis, forecasting, career and succession planning, integration with corporate planning, and the development of human resource plans.

v Evaluation

Term Project	50	%	Comments:
Research	25	%	
Mid Term		%	
Participation		%	
Final Exam	25	%	
TOTAL	100	%	

v Course Learning Outcomes/Competencies

Upon successful completion of the course, the student will be able to:

- Understand the role of the human resource planning specialist within the human resources function and the contribution that he/she is expected to make towards organizational effectiveness.
- Be able to collect basic human resource data and construct the human resource map from this data.
- Be able to analyze and interpret age and wastage data, and forecast staffing requirements.
- Possess the ability to extract the key insights from data analyses and effectively present this information
- Be able to prepare and present a human resource plan.

v **Verification**

I verify that the content of this course outline is current.

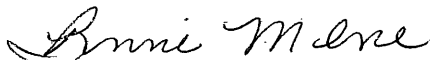


August 07, 2007

Authoring Instructor

Date

I verify that this course outline has been reviewed.

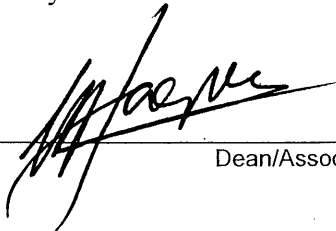


Program Head/Chief Instructor

August 20, 2007

Date

I verify that this course outline complies with BCIT policy.



Dean/Associate Dean

August 2007

Date

Note: Should changes be required to the content of this course outline, students will be given reasonable notice.

v Instructor(s)

Fred Mandl

Office Location: SE6-375

Office Phone: (604) 484-0378

Office Hrs.: By appointment

E-mail Address: fmandl@shaw.ca

v Learning Resources

Required:

Strategic Human Resource Planning

Monica Belcourt & Kenneth J. McBey

Nelson Series in Human Resource Management

Recommended:

Extensive use of BCIT library and web resources.

v Information for Students

(Information below can be adapted and supplemented as necessary.)

Assignments: Late assignments, lab reports or projects will **not** be accepted for marking. Assignments must be done on an individual basis unless otherwise specified by the instructor.

Makeup Tests, Exams or Quizzes: There will be **no** makeup tests, exams or quizzes. If you miss a test, exam or quiz, you will receive zero marks. Exceptions may be made for **documented** medical reasons or extenuating circumstances. In such a case, it is the responsibility of the student to inform the instructor **immediately**.

Ethics: BCIT assumes that all students attending the Institute will follow a high standard of ethics. Incidents of cheating or plagiarism may, therefore, result in a grade of zero for the assignment, quiz, test, exam, or project for all parties involved and/or expulsion from the course.

Attendance: The attendance policy as outlined in the current BCIT Calendar will be enforced. Attendance will be taken at the beginning of each session. Students not present at that time will be recorded as absent.

Illness: A doctor's note is required for any illness causing you to miss assignments, quizzes, tests, projects, or exam. At the discretion of the instructor, you may complete the work missed or have the work prorated.

Attempts: Students must successfully complete a course within a maximum of three attempts at the course. Students with two attempts in a single course will be allowed to repeat the course only upon special written permission from the Associate Dean. Students who have not successfully completed a course within three attempts will not be eligible to graduate from the appropriate program.

Course Outline Changes: The material or schedule specified in this course outline may be changed by the instructor. If changes are required, they will be announced in class.

v Assignment Details

Term Project

As a member of a team consisting of several classmates you will be required to analyze the data contained in an Excel database and develop a human resources plan for this organization in accordance with a pre-specified HR plan format.

In order to carry out this assignment, you will need to be *thoroughly familiar* with Microsoft's Excel program, including the construction of data tables, lookup and pivot tables, charting, concatenation and auto-filtering. Do not expect classroom time to be allocated to assist you with your spreadsheet operation problems!

As this course (and project) links human resource planning to other disciplines, in particular business strategy, economics and financial management you are expected to apply knowledge acquired in other courses which make up the HR Program. It is therefore crucial that you concurrently develop those other skill sets to a high proficiency level. It is strongly recommended that, if you need advice/help with finance (or other) aspects of this term assignment, you seek out the faculty member who is teaching the particular course.

Research Assignments

Students will be randomly selected each week to present information and facilitate a discussion pertaining to a human resource planning topic of interest to you and your audience.

You are expected to provide insights about human resource planning which have not been covered in the textbook or in the lecture. At your option, you may present concepts described in articles or books, case studies, published data, or data about an organization with which you are in contact. Extensive use of the BCIT library's resources and the internet will be necessary.

As the primary objective of this assignment is to encourage *critical thinking* on your and your classmates' part, you should expect to be rigorously questioned by the instructor and the class concerning the pros and cons of any HRP concepts/approach you present, and/or the conclusions which you draw from any data.

A formal presentation, e.g. one involving Powerpoint slides or overheads, is not expected; rather, a more "natural" facilitation, one which involves the use of the whiteboard and engages the audience, is called for. If you are presenting data or graphs, then an overhead slide may be appropriate. To assist you in planning/preparing your facilitation session, expect a time commitment for the session of 30 minutes.

You will be assessed on the following criteria: a) quality of research; b) facilitation skills demonstrated; c) critical thinking demonstrated.

The students who are not presenting are expected to engage the presenting student in a thorough examination of the research presented with a view to validating the information presented and conclusions reached.

Schedule

Week of/ Number	Outcome/Material Covered	Reference/ Reading	Assignment	Due Date
1	Introduction to HR Planning Term Project Introduction	Chpt 1	HRMG Labour Market Analysis Term Project	Week 1 Week 11
2	Concepts of Strategy & Planning Environmental Influences on HR	Chpts 2	In-Class Discussion of Environmental Influences	Week 2
3	Defining the Human Resource System Human Resource Maps ***		HR Map Illustration	Week 4
4	Defining the Human Resource System Human Resource Maps ***		HR Map Illustration	Week 5
5	The HR Forecasting Process	Chpt 5	Forecasting Illustration	Week 6
6	Human Resources Demand	Chpt 6		
7	Ascertaining HR Supply Attrition Analysis ***	Chpt 7	Attrition Analysis Illustration	Week 8
8	Ascertaining HR Supply The Age Distribution ***		Term Project Review	Week 10
9	Creating and Presenting the HR Plan		Age Distribution Illustration	
10	The Labour Market		Labour Market Data Illustration	Week 11
11	Succession Management	Chpt 9	Succession Mgmt Case Study	Week 12
12	Downsizing and Restructuring Mergers and Acquisitions	Chpt 10, 12	Downsizing, Merger/Acquisition Case Study	Week 13
13	Business Strategies	Chpt 13	In-Class Discussion of HR/Business Strategies	Week 13
14	Course Material Review Term Project Presentations			
15	Exam			

Note: Items marked with an asterik (***) refer to specialized techniques which are not covered in the textbook.