

**University of Manitoba**

School of Agriculture

**LECTURE MANUAL**

**MANAGEMENT PLANNING PROJECT II  
DAGR 0690**

**2008-2009**

## TABLE OF CONTENTS

GENERAL INFORMATION.....	3
LECTURE SCHEDULE.....	4
LABORATORY SCHEDULE.....	4
DEADLINES.....	5
INTERVIEWS.....	6
GRADE ALLOCATION.....	7
PREFACE.....	8
<b>DAGR 0690</b>	
LECTURE 1.....	9
LECTURE 2.....	13
LECTURE 3.....	15
LECTURE 4.....	17
LECTURE 5.....	18
LECTURE 6.....	19
LECTURE 7.....	19
LECTURE 8.....	20
LECTURE 9.....	22
LECTURE 10.....	22
LECTURE 11.....	23
LECTURE 12.....	24
LECTURE 13.....	26
LECTURE 14.....	28
LECTURE 15.....	30
LECTURE 16.....	34
LECTURE 17.....	37
LECTURE 18.....	39
LECTURE 19.....	42

## GENERAL INFORMATION

### DAGR 0690 Instructors

S. Corbett  
L. Koroscil  
E. Steeves  
G. Sponnagel-Ridder

Room 164 Agriculture Building                      Office  
Hours: Monday - Friday 10:30 - 4:00  
66 Dafoe Rd.    **The**  
**office is closed during lunch.**

Phone: 474-9236

**NOTE:** Every effort will be made to have an instructor available during office hours; however, varying teaching duties and administrative obligations may make it impossible for someone to be available all the time. Not all instructors maintain a full time schedule. Instructor schedules are posted. Appointments are preferred.

### Objectives:

To prepare a comprehensive management plan that integrates the broad range of skills that each student has acquired during the two year Agriculture Diploma Program.

### Class Schedule:

#### **1<sup>st</sup> Term**

1.5 hours of lecture per week and three all day tours. Time spent on tour or in class may vary. Attendance is not only a recommended but required. Absenteeism without proper reason will receive minimum grade or in severe cases, failure of the course.

A first term lab exam is scheduled for October 15, 2008, 6:00 p.m. - 8:00p.m. in Room 172 Ag. Bldg.

#### **2<sup>nd</sup> Term**

1.5 hour lecture/+computer laboratory. This time will be used for instruction on specific software and supervised work sessions. Each lab is designed to enable students to complete their management planning projects. In addition, one two and one half hour laboratory per week is also scheduled. This lab is reserved for guest speakers. Attendance is not only a recommended but required. Absenteeism without proper reason will receive minimum grade or in severe cases, failure of the course.

A second term lab exam is scheduled for March 25, 2009, 2:30 - 5:00 in Room TBA.

### **General Academic Regulations**

Refer to the 2008-2009 Undergraduate Calendar, General Academic Regulations and Requirements. All the regulations apply but pay special attention to **SECTION 6 “Attendance and Withdrawal”, and SECTION 7 “Academic Integrity”** found on page 28.

**ATTENDANCE & ATTIRE** - Students are required to attend all tour stops, guest lectures, interviews with their advisors, and computer labs. Variances from this will be duly noted. Absenteeism without proper reason/permission from the instructor will receive minimum grade or in severe cases, failure of the course.

While on tour you are representing the Diploma Program as well the University of Manitoba. Appropriate attire is required at all times. For farm tours clean, tidy jeans are appropriate. For the all day conferences and guest speakers semi-casual attire is most appropriate. (Dress pants/cords, skirts, dresses, sweaters, dress shirts and ties)

**DISCIPLINE** - The tours and guest speakers are a required laboratory component course DAGR 0690. This course is a 5 credit university course. The main purpose is to provide a unique and practical learning experience for our students. Although we want students to enjoy themselves during the process, disruptive behaviour will not be tolerated. Alcohol is not permitted on the tour. No smoking is permitted on the tour buses or within any of the buildings.

## LECTURE SCHEDULE DAGR 0690

### Lecture Topics

- 1 - Introduction, Objectives, Mission and Vision
- 2 - Physical Records/Previous years' financial information
- 3 - Resource Allocation/Depreciation/Interest Costs/Investment Cost on Equity
- 4 - Management Practices (Crops, Livestock, Horticulture)/Introduction to Section 3.0
- 5 - Marketing
- 6 - Budget Calculations/Budgeting Case Study
- 7 - Budgeting Calculations/Budgeting Case Study
- 8 - Introduction to the Farm Planner Program/Current year financial data
- 9 - Historical Financial Statements
- 10 - Historical Financial Statements
- 11 - Introduction to Projected financial statements

End of First Term

- 12 - Introduction to Second Term
- 13 - Selecting and Rationalizing a Farm Plan
- 14 - Projected Financial Statements
- 15 - Ratio Analysis/Loan Repayment
- 16 - Risk Analysis/Computers and Projected Financial Statements
- 17 - Conclusions/Review of Final Presentation Process
- 18 - Summary Sheets/Oral Presentation Format/ Computer Lab for Preparation of Projected Financial Statements.
- 19 - Supervised Computer Lab.
- 20 - Supervised Computer Lab.

### **DAGR 0690 B01 Management Planning Project - Lab Schedule**

#### **Term 1**

##### **All day farm and agribusiness tours:**

September 17, 8:00 a.m. until 10:00 p.m.

September 20, 8:00 a.m. until 10:00 p.m.

October 4, 8:00 a.m. until 10:00 p.m.

Lunch and supper will be provided.

A first term lab exam is scheduled for October 15, 2008, 6:00 p.m. - 8:00p.m. in Room 172 Ag. Bldg.

#### **Term 2**

A complete guest speaker schedule will be handed out in class. One all day is planned. January 21, 2009, students will attend Manitoba Agricultural Days in Brandon, MB.

A second term lab exam is scheduled for March 25, 2009, 2:30 - 5:00 in Room TBA.

NOTE: Tour stops and guest speakers may change due to schedule changes, weather, or other unforeseen circumstances.

## DEADLINES

**All assignments are to be handed in to your assigned Advisor no later than 12:00 noon on the scheduled date.**

<u>Date</u>	<u>Assignment</u>
Sept. 26, 2008	Cash Flow Spreadsheet to the end of August 31, 2007, resubmission of the Start of Year Inventories.
Sept. 26	Deadline for changing option
Oct. 1	Objectives, Mission & Vision (Section 1.0)
Oct. 17	Historical Enterprise Analysis
Oct. 17	Resource Allocation and Financial Information from previous years
Nov. 14	Cultural Information, Section 3.0
Nov. 14	Copy of completed budgets & basis sheets
Nov. 21	Reconciled Financial Statements to August. 31, 2007
Jan. 9, 2009	Reconciled Financial Statements to Dec. 31, 2007 along with a completed monthly Cash Flow
Jan. 16	Budgets - final version
Jan. 23	Proposed Operational Plan
Feb. 6	Preliminary Reconciled Projected Financial Statements must be shown to your advisor. If these statements are found to be unsatisfactory the advisor may recommend that the student withdraw from the course.
Feb. 27	Finalized Reconciled Projected financial Statements, 5.2, Ration Analysis 5.3, and Loan Repayments Schedule 5.4, Basic Risk Analysis 5.5
Mar. 6	Summary Sheets
Mar. 11	Voluntary Withdrawal Date for DAGR 0690
Mar. 9-13	Oral Presentations are held. Conclusion (Section 7.0), as well as Advanced Risk analysis 5.6 and Income Tax 5.7, for the Ag. Business majors are to be handed in at this time along with the entire Business Plan.

## INTERVIEWS

Interviews form an integral part of the Final Presentation Project. They serve to ensure ongoing communication between the student and his or her advisor. In addition, they provide a valuable opportunity for students to focus on and evaluate management strengths and weaknesses with the help of an outside perspective. It is strongly suggested that students take full advantage of these opportunities by being punctual and well-prepared.

<u>Date</u>	<u>Location</u>	<u>Interview With Whom?</u>	<u>Topic</u>
Sept. 22 - Sept. 26	Room 164	FMI Advisor	Cash Flow, Identification of majors and budgets, introduction to the process/ability to access required information
Oct. 27 - Oct. 31	Room 164	FMI Advisor	Income & Expenses, Oct. reconciliation, budget update
Jan. 12 - 16	Room 164	FMI Advisor	Progress towards achieving a set of reconciled Historical Financial Statements, Projected Statements
Mar. 2 - Mar. 6	Room 164	FMI Advisor	Review of performance of student to date. Oral Presentation preparation.
Mar. 9 - Mar. 13	Posted on bulletin board outside the Instructor's office	Panel of experts from within & outside the U. of M.	Oral Presentation

## GRADE ALLOCATION DAGR 0690

Lecture assignments and participation	80%
Lab Exam - Term 1 - Oct. 15, 6:00 - 8:00 p.m. Room 172	10%
Lab Exam - Term 2 - March 25, 2:30 - 5:00 p.m. Room TBA	<u>10%</u>
	100%

- Note 1: **You MUST pass the laboratory in order to pass the course. You are required to attend all the labs.** If you miss a tour or a guest speaker without prearranged permission you will receive a grade of "0" for the term, however, you are still required to write the exam in order to receive a participation grade. 8% of the total grade for DAGR 0690 has been allocated for course participation. You must receive a minimum of 4% for participation in order to pass the course. If you have to miss a tour or guest speaker you must receive prearranged permission. Make your request in writing to the Dr. M. Pritchard, Director of the School of Agriculture and Associate Dean Academic, Room 248 Agriculture Building.
- Note 2: Each assignment is to be handed in on time (refer to schedule of deadlines). Extensions will only be granted on an individual basis if arrangements are made in advance with the FMI advisor. Do not wait until the last moment, contact your advisor early and explain your problem. If no prior arrangements are made, any and all assignments will be assigned a grade of "0". Assignments to be graded by other professors (crops and livestock specialists, etc.) will be subject to the same regulations. Your instructors/professors all have other duties to perform; therefore, assignment correcting is scheduled to accommodate these duties. If an assignment is turned in late it creates not only grade consequences for the students but time constraints for the grader. Please consider this when submitting late material. The exception to this rule is the deadline for the submission of the summary sheets (March 6, 2009). This deadline must be met in order for students to stand for their Oral Presentation. Extensions will not be granted.
- Note 3: Course DAGR 0690 Management Planning Project II will conclude March 27, 2009. Students will be assessed at this time. **ALL** outstanding assignments must be completed and turned in by 12:00 p.m. noon on March 27, 2009. The written portion of the course must receive a passing grade in order to pass course DAGR 0690, all areas of the guide must be satisfactorily completed to receive a passing grade. You must pass the laboratory to pass the course. **Extensions will not be given.** Incomplete work or assignments deemed unsatisfactory will result in an overall course grade of "F" in course DAGR 0690 Management Planning Project II.
- Note 4: If you have previously attempted this course, you must resatisfy all areas of the guide. This includes the soils, cropping and livestock assignments, reassessment of the spreadsheets; and attendance at all interviews and labs etc. The full course must be completed again and all requirements met! You may not re-use any parts of your former attempt.

