TMGT 358 – Essentials of Project Management
COURSE SYLLABUS: Fall 2017

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COURSE INFORMATION

Required Text

Project Management, Achieving Competitive Advantage. Pearson, Fourth Edition, ISBN: 978-0-13-379807-4.

Microsoft Project 2013. The online version is cheapest, found at microsoft.com.

Course Description

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Basic project management tools will be introduced.

Student Learning Outcomes
1. Recognize the basic properties of projects, including their definition.
2. Understand and apply to a problem, the life cylcle of a project.
3. Understand and discuss how important it is for project managers to be able to make cross-functional decisions.
4. Understand how project management is a 'leader-intensive' profession.
5. Be able to complete a project checklist, work breakdown structure, activity networks, Gantt charts, and a project proposal.

6. Discuss basic cost estimating as it relates to the project schedule and work breakdown structure.

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COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments
Lesson Checklist
Every lesson has a prescribed checklist of activities required to successfully complete the lesson. Follow this checklist, in the specified order, to complete each lesson. **BE CREATIVE!!!!!!** The assignments should be thought out, well written and have acceptable creativity added within them. **Also,** I suggest getting a calendar and write down assignments and due dates to help you stay on track.

GRADING

Activities
Essentials of Project Management is made up of the numerous assignments and activities listed below. Detailed instructions for activities are presented within the Lesson.

Graded Activities

- Student Introduction
- Academic Honesty Policy
- Discussion Forums
- Case Studies
- Final Project

The following table shows the activity types contained within this course, and the assigned weighting to determine the final course grade.

Activity Types	Weight	Due Date
Student Introduction	50	09/03/2017
Academic Honesty Policy	50	09/03/2017
Begin the MS Project Tutorial on page 510 of your textbook	Review the introductory video for Project	
Read Chapter 1 Chapter 1 Discussion, Initial post		08/29/2017 08/29/2017
Case Study 1	100	09/03/2017
Chapter 1 Discussion replies	100	09/03/2017

Read Chapter 2 Chapter 2 Discussion, intial post		09/05/2017 <mark>09/05/2017</mark>
Chapter 2 Discussion replies	100	09/10/2017
Read Chapter 3, pages 76-84, 103-105 Case Study 2	 100	09/17/2017 09/17/2017
Read Chapter 4 Chapter 4 Discussion, Intial post due. Chapter 4 Case Study 4	 100	09/19/2017 <mark>09/19/2017</mark> 09/24/2017
Read Chapter 5 Case Study 4, WBS	 100	09/26/2017 10/01/2017
Read Chapter 6 Case Study 5, Team Building	 100	10/03/2017 10/08/2017
Read Chapter 7 Chapter 7 Discussion, Intial post due Chapter 7 Replies due	 100	10/15/2017 <mark>10/10/2017</mark> 10/15/2017
Read Chapter 8 Chapter 8 Discussion, Initial post due Chapter 8 Replies due	 100	10/22/2017 <mark>10/17/2017</mark> 10/22/2017
Read Chapter 9 Complete the Case Study 9.1 on page 325	 100	10/29/2017 10/29/2017
Read Chapter 10 Complete Case Study 7 Gantt chart, 10.2, page 358	 100	11/05/2017 11/05/2017
Read Chapter 12 Chapter 12 Discussion Initial Post due Discussion Replies Due Complete Case Study 7, 12.3 on page 428	 100 100	11/12/2017 <mark>11/07/2107</mark> 11/12/2017 11/12/2017
Read Chapter 13 Complete Case Study 8 Initial Post of Discussion due Final Post of Discussion due	 100 100	11/19/2017 11/19/2017 <mark>11/14/2017</mark> 11/19/2017
Read Chapter 14 Initial Discussion post due Final Post of Discussion due	 100	11/26/2017 <mark>11/21/2017</mark> 11/26/2017
Final Project	200	12/08/2017

Letter grades for the course will be based on the following grading scale.

Letter Grade	Percentage
A	90-100%
B	89-80%
C	79-70%
D	69-60%
F	59% and below

Introduction/Discussion/Comments Posts

The **Introduction** is a chance for you to 'meet' your colleagues in the class Specific instructions on what to post are available when you click on Introduction in Course home.

The **Discussions** are directly related to the assigned readings or videos. Upon completion of the assigned readings, you are expected to engage in an **ongoing** discussion/debate with your classmates. Your contributions to the discussion forums will be graded for **quality** and a **detailed analysis** linking the material to a critical appraisal of theory, policy, and practice. The introduction of outside materials is mandatory (unless otherwise noted in the discussion topic assignment). In all cases, students must cite in-text and provide a full bibliography/works cited at the end of their post for all citations mentioned in the post (See information later in the syllabus for more information on citing utilizing APA citation format. Also see the 'How to Cite' Factsheet). Also, you can find information on the Purdue Owl.

The specific discussion assignment is located in each unit Chapter by clicking on the Discussion link.

The **Comment** posts are responses you make to the discussion posts that you and your classmates post as assigned.

Comment posts should be meaningful. Merely agreeing or disagreeing with a classmate will not be looked upon favorably and will result in a loss of points. A meaningful post is one that moves the discussion forward in some substantive way through providing one's perspective, additional information through research, or reframing the discussion in some new way. You are expected to engage in an **ongoing** discussion/debate with your classmates. Your comments will be graded for **quality**, and **relevance**. Your comments will also be graded based on your ability to engage in critical thinking. **Students must provide one outside source for at least one comment that they make.**

Your initial posts are due on Tuesday by midnight. Your comments then, are due by the due date posted. Extra credit is available for excellent posts!

Late comments are not accepted.

Assessment Method: Discussion and Comment posts will be graded using the Discussion Post Grading Rubric located in Document Sharing.

TECHNOLOGY REQUIREMENTS

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements for the Epic Web Client are:
    - o Internet Explorer
    - o 512 MB of RAM, 1 GB or more preferred
    - o Broadband connection required courses are heavily video intensive
    - o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- A sound card and speakers or headphones and a microphone for VoiceThread
- Current anti-virus software must be installed and kept up to date
- Some classes may have specific class requirements for additional software. These requirements will be listed on the course offerings page. Most home computers purchased within the last 3-4 years meet or surpass these requirements.
- You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
    - o Adobe Reader
    - o Adobe Flash Player
- At a minimum, you must have Microsoft Office 2003, XP, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

eCollege Access and Log in Information

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: http://www.tamuc.edu/myleo.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.
It is strongly recommended that you perform a "Browser Test" prior to the start of your course.
To launch a browser test, login to ECollege, click on the 'myCourses' tab, and then select the
"Browser Test" link under Support Services.

Course Navigation

All aspects of this course, including presentations, assignments, readings, and exams will be completed / turned in through eCollege. Your grades will also be available in eCollege.

This course like the others in the program is divided up into modules. You should begin by reading the course syllabus, paying particular attention to the assignments and course calendar, and then complete the Getting Started unit.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement
        My primary form of communication with the class will be through Email and Announcements. Any changes to the syllabus or other important information critical to the class will be disseminated to students in this way via your official University Email address available to me through MyLeo and in Announcements. It will be your responsibility to check your University Email and Announcements regularly.

Students who Email me can expect a reply within 24 hours M-F. Students who Email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day. Most of the time, I am

available immediately. Since your assignments are due on Sunday nights, I will also periodically check email over the weekend.

eCollege Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege.
The student help desk may be reached by the following means 24 hours a day, seven days a
week.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.

Help: Click on the *'Help'* button on the toolbar for information regarding working with eCollege
(i.e. how to submit to dropbox, and how to post to discussions, etc.)

For assistance with the library: To access the Library databases and tutorials click on the Library link under Course Home or minimize your eCollege session and open another browser window going to the Library's web site directly, at the following link: http://www.tamuc.edu/library not from within eCollege.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at https://leo.tamuc.edu.

Policy for Reporting Problems with eCollege

Should students encounter eCollege-based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed?

1. Students must report the problem to the help desk. You may reach the helpdesk at
2. helpdesk@online.tamuc.org or 1-866-656-5511
3. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number

4. Once a helpdesk ticket number is in your possession, students should Email me to advise me of the problem and to provide me with the helpdesk ticket number
5. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the help desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the eCollege tutorial offered for students who may require some extra assistance in navigating the eCollege platform. **ONLY** eCollege-based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.
Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty
Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In **ALL** instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:

- Copying another's test of assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key

Plagiarism is defined as:

- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:

- Collaborating with another, without authorization, when preparing an assignment

    If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

Students should also reference the following link Criminal Justice web site for more information.

Attendance Policy

While this is an online course, students are expected to 'attend class' and actively participate. Student participation/activity will be monitored by the professor. Students should plan to dedicate approximately 15-20 hours/week of time to this course, of which approximately 1 hour/week should be spent in the discussion board (reading posts and comments and conversing with others).

APA Citation Format Policy

It is very important that you learn how to cite properly. In some ways, citations are more important than the actual text of your paper/assignment. Therefore, you should take this task seriously and devote some time to understanding how to cite properly. If you take the time to understand this process up front, it will save you a significant amount of time in the long run (not to mention significant deductions in points).

In the social and behavioral sciences (including Criminal Justice), we use APA (American Psychological Association) format. As a rule of thumb, one cites whenever they are paraphrasing other people's words or when they quote other's words directly. You may learn to cite from a variety of different sources including the APA Tutorial and the sources listed below and in the Getting Started section of your course.
www.apastyle.org
http://owl.english.purdue.edu/owl/resource/560/02/
www.library.cornell.edu/resrch/citmanage/apa

It is the student's responsibility to understand how to cite properly. If you have questions, feel free to ask. There is also a document in Doc Sharing. Use the APA format.

Late Work

In principle, I do not accept late work and do not believe in allowing students to turn in work after the due date. My position is that everyone knows the rules of engagement at the beginning of the term and that it is the student's responsibility to ensure that they plan accordingly to submit their assignments in a timely manner. However, I also do understand that sometimes there are circumstances outside one's control that may impact timely submission of assignments. Email me if you have such an issue; decisions are made on a case-by-case basis; however, I am very rigid in the requirement for no late work, but I will work with you if I can.

Drop Course Policy

Students should take responsibility for dropping themselves from the course according to University policy should this become necessary.

University Specific Procedures

ADA Statement -Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:
Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library- Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Go to the following email address: StudentDisabilityServices@tamuc.edu

Go to the following link: Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook).* Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: http://www.albion.com/netiquette/corerules.html

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to (http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.