



TMGT 458 Project Management - 20347

COURSE SYLLABUS: SPRING 2020

INSTRUCTOR INFORMATION

Instructor: Gerald Patrick Carter, MSEE.

Office Location: AG/ET 215 (*Engineering and Technology Building 2nd floor*)

Office Hours: Tuesday and Thursday **12:45PM – 3:15 PM**

Office Phone: 903-886-5706

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Preferred Form of Communication: e-mail

Communications Response Time: 48 hours typical during weekdays

COURSE INFORMATION

Course Schedule: Online

Course Location: Online

Materials – Textbooks

Textbook Required

- Project Management. Harold Kerzner. Wiley, 12th Edition. ISBN-9781119165354

The syllabus/schedule are subject to change

Course Description

The course covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management. Prerequisite: TMGT 350, Senior Standing.

Student Learning Outcomes

Upon satisfactory completion of the course, the student shall be able to;

- Recognize issues in a realistic project scenario,
- Employ work breakdown structures (WBS) in a project application,
- Demonstrate the use of appropriate network scheduling techniques,
- Produce a project proposal,
- Discuss the implementation of a proposed plan.

COURSE REQUIREMENTS

This course is completely online. This course consists of a series of:

- Midterm exams,
- Project Presentations
- Quizzes,
- Final exam,
- Final project.

Student Responsibilities or Tips for Success in the Course

Students are encouraged to log on to D2L daily in support of the online training requirements. Assignments must be turned in on time or ahead of schedule to receive credit for the assignment. Student participation in the online segments of this class are required.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

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Assessments

Assessment Type & Point Distribution

Assessment Type	%
Quizzes (20)	40
Midterm Exam	20
Presentation Projects (2)	20
Final Exam	20
Total	100

Important Notes:

- Final project topic will be announced later.
- Discussion posts will be graded based on the following:

Rubric for Discussion posts	
The content of your post: Creativity, originality, clarity, thoroughness	40%
Scientific thought: Support of your ideas by using peer reviewed journal articles	30%
Creative participation in other students' posts (not including sentences such as <ul style="list-style-type: none">• I like your idea• That's a good idea• I agree with you Your participation MUST be adding value to the post by showing support with references or by sharing your own experiences. You are not evaluated by the number of replies you post, but by the quality of response.	30%

Brief Explanation of Course Assessments

Quizzes:

Twenty multiple choice topical quizzes covering the 20 topics within the course will be administered worth 10 points each. Sample multiple choice quizzes are available at the end of each of the first twenty chapters in the textbook. These sample quiz questions and those presented as assessment quizzes come from the Project Management Institute's Project Management Certification Exam and cover the principles that support the knowledge areas and domain groups in the PMBOK® Guide. Quizzes are timed and can only be accessed once each; so, be ready to complete the entire quiz once it is entered. Quizzes automatically close at the posted deadline and will not be reopened for late submission. Each quiz **MUST** be completed by the posted deadline or a zero will be earned.

Presentation Projects:

Presentation Projects will address various aspects of Project Management and may include individual and/or group assignments and peer review activities. Project presentations will be

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made in video format using Jing or other Web 2.0 technologies as assigned. Project details and specific requirements will be provided for each activity

Midterm and Final Exam:

The mid-term and final exams are evaluations of the learners' overall understanding of the principles that support the knowledge areas established by the premiere project management certification organization in the U.S., the Project Management Institute (PMI).

The questions for the exams will come from a test bank of randomly presented questions from the end of each chapter in a section labeled Studying Tips for the PMI® Project Management Certification Exam. Expect each exam to consist of 50 questions from a test bank of several hundred questions used in preparation for the PMP and CPMP Certification examinations. The mid-term and final exams will cover material from approximately and first and second halves of the term, respectively.

The final will cover content addressed after that which is covered on the mid-term exam. The exams are timed and can only be accessed once; so, be ready to complete the exam in its entirety once it is entered. Exams automatically close at the posted deadline and will not be reopened for late submission. Each exam **MUST** be completed by the posted deadline or a zero will be earned.

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

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The instructor's preferred communications method is via email. Responses during weekdays will typically be within 48 hours. If there is an urgent matter to be addressed, contact the instructor by phone or in his office. Office hours are as posted at the top of this syllabus.

Grading of assessment materials will typically be completed and posted within 7 days of the assessment item.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

- The writing and reference formatting style identified in the current edition of the Publication Manual of the American Psychological Association (APA) is required for use on written assignments in this course and all courses offered within the TAMU-C Department of Engineering & Technology. The most critical aspect of writing with APA in this course is the observation of correct citation and reference requirements. Failing to properly cite the work of others constitutes plagiarism, an act of academic dishonesty resulting in disciplinary action. The approved TMGT Manuscript Guide provides program specific information on required and allowed variations from APA Style. These two sources are essential references in preparing written assignments for submission. Only specific assignment instructions supersede these established formatting and style requirements.
- In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating the intended message. All work submitted for credit in this course must also satisfy these general professional expectations as well as be appropriate for the specific purpose and audience for which the communication is intended. Quality of work will be reflected in the assignment scores.
- Make-up, extensions, resubmissions, or extra credit assignments are not available in this course unless student has a verified university recognized excuse for absence (per University policy and student handbook). Health issues must be confirmed by a valid institution.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

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Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Students with Disabilities-- ADA Statement

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 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

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COURSE OUTLINE / CALENDAR

Week #	Week of	Topic	Assessment
Days are for the week indicated in the first column. Weekly "Check-ins" required (refer to Syllabus for details)	Beginning Monday	Quizzes are due by midnight (CT), on Sunday of the week assigned and presentation activities and quizzes are due by midnight (CT), on Wednesday of the week indicated, unless otherwise indicated.	
1	Jan 13	Familiarize yourself with the courseware and follow the initial instructions provided in the online course. Post on-line introductions with photo for class roster. Acquire copy of text. Download and install the free version of Jing and begin experimenting.	Introduce yourself
2	Jan 20	Chapter 1 – Overview (of Project Management) Chapter 2 – Project Management Growth: Concepts and Definitions Presentation Project #1 research begins	Quiz 1 and Quiz 2
3	Jan 27	Chapter 3 – Organizational Structures [used in Project Management] Chapter 4 – Organizing and Staffing the Project Office and Team	Quiz 3 and Quiz 4
4	Feb 3	Chapter 5 – Management Functions Chapter 6 – Management of Your Time and Stress	Quiz 5 and Quiz 6
5	Feb 10	Chapter 7 – Conflicts Chapter 8 – Special Topics [in Project Management]	Quiz 7 and Quiz 8
6	Feb 17	Chapter 9 – The Variables for Success	Quiz 9
7	Feb 24	Presentation Project #1 due Chapter 10 – Working with Executives	Proj. #1 Presentation Due by midnight Wednesday Quiz 10
8	Mar 2	MIDTERM	Mid-term Examination due Wednesday
9	Mar 9	Spring Break	
10	Mar 16	Chapter 11 – Planning	Quiz 11

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COURSE OUTLINE / CALENDAR (Continued)

Week #	Week of	Topic	Assessment
11	Mar 23	Chapter 12 – Network Scheduling Techniques Chapter 13 – Project Graphics Presentation Project #2 research begins	Quiz 12 Quiz 13
12	Mar 30	Chapter 14 – Pricing and Estimating Chapter 15 – Cost Control	Quiz 14 Quiz 15
13	Apr 6	Chapter 16 – Trade-Off Analysis in a Project Environment Chapter 17 – Risk Management	Quiz 16 Quiz 17
14	Apr 13	Chapter 18 – Learning Curves Chapter 19 – Contract Management	Quiz 18 Quiz 19
15	Apr 20	Chapter 20 – Quality Management	Quiz 20
16	April 27	Presentation Project #2 due	Wednesday 11:59 PM
17	May 4	Final Exams Week	

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