



BUSA 428 Project Management COURSE SYLLABUS: Spring Semester 2020

INSTRUCTOR INFORMATION

Instructor: *Joe Brodnax, MS, MBA, CAP®*

Office Location: *BA 315C*

Office Hours: *T/TH: 10:00-10:45 (Open); 1:45-2:30 (Open); M: By Appt*

University Email Address: joe.brodnax@tamuc.edu

Department Phone: *903.886.5692*

Department Fax: *903.886.5693*

Preferred Form of Communication: *Email*

Communication Response Time: *Within 12 hours*

COURSE INFORMATION

Textbook(s) Required

Successful Project Management (6th Edition) by Gido

ISBN: 9781285068374

Software Required

Access to Microsoft Office 2013 Tool Suite (Excel, Word, Project). Microsoft Project can be provided for free or at a reduced cost for students. * Subject to change.

Course Description

This course discusses the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

Student Learning Outcomes

1. Students will be able to demonstrate knowledge of project management concepts from project conception to successful execution
2. Students will be able to demonstrate an understanding of project management concepts and techniques by providing objective evidence through completing project scope and project tasks
3. Students will be able to demonstrate an understanding of technical execution of program management including identifying project constraints, project risks, life cycle management, earned value (EV) and schedule management

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the Learning Management System and Microsoft Office Project Management Tool

Instructional Methods

This course uses class lecture/discussion for content material presentation, Microsoft Power Point (lecture and tutorial slides), formal application project, and learning management system (see technical section below). Supplemental videos and documents will be provided to help reinforce course content.

Student Responsibilities

The University expects regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification and is a prerequisite for class participation (for face/face classes). An excused absence must be supported by documentation. Frequent access to the course content and material is expected (both online and face/face classes). The instructor has access to login metrics for each student. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution to material addressed in class.

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

The four criteria used to determine the grades earned for the course are as follows:

Assignments/Tests	Percentage
Individual Class Project	30%
Exams (2 @ 10% each)	20%
Mid Term Exam	20%
Final Exam	30%
	100%

Assessments

Chapter questions will be reviewed at the end of each topic discussion/lecture. These questions will form the bases for the exam questions. There are two exams, each worth 50% of the 20% for the exam weighting distribution. There is a midterm exam worth 20% and final exam worth 30% for each respective grade weighting distribution. Exams will consist of multiple-choice format but may include short answer or fill-in-the blank questions. Exams are always timed so preparation and familiarity with the material is important. The focus of the questions is on the course material but may include material from lectures, discussions, and chapter review questions.

Additionally, there is a class application project that uses material discussed in class in meeting all project requirements. The class project is worth 30% of the grade weighting distribution. Class projects are individual projects. **Using someone else's words or ideas as if they were your own is plagiarism and fall within the academic integrity guidelines as noted below.** All class projects submitted will be evaluated for authorship.

Late projects are highly discouraged. A penalty of 15% per day (including weekends) will be assessed on late projects. Under NO circumstances will projects more than two days late be accepted.

Of note: All project deadlines and exam times are US Central Time Zone. Please note that D2L will have a due date and end date noted for the class project and exam. The due date in D2L is when the project is due as noted within the document and the end date in D2L is when the project closes and the student will not be allowed to submit.

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

Email is the preferred form of communication. Please be sure to include the course (number and section) to ensure a timely response. Emails are generally answered within 12 hours with the exception of weekends. When you have technical issues, please be sure to include screenshots as appropriate. Class slides, assignment descriptions, and the recording of grades are provided through MyLeo. Class announcements (e.g. change in exam or project dates) will be sent to the student's email on record when available. It is the students' responsibility to regularly check their University email.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

The University expects regular attendance by students in each course. Class attendance is useful to the student as a means of acquiring knowledge and clarification and is a prerequisite for class participation (for face/face classes). Students arriving late to class or leaving early creates disruption. This is not fair to the other students. Students leaving class early will have their name removed from the attendance roster which is used in calculating the attendance grade. You must let the instructor know before class if there is a valid reason for leaving class early. **Students will be dropped from the course for more than seven unexcused absences.** An excused absence must be supported by documentation. Frequent access to the course content and material is expected (both online and face/face classes). The instructor has access to login metrics for each student. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution to material addressed in class. Class attendance and class participation for a web-based course requires active engagement in discussion boards and accessing D2L content on a consistent basis.

Late projects are highly discouraged. A penalty of 15% per day (including weekends) will be assessed on late assignments. Under NO circumstances will projects more than two days late be accepted.

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>

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/>

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.

COURSE OUTLINE / CALENDAR

BUSA 428 PROJECT MANAGEMENT
Class Schedule
Spring 2020 - Prof. Brodnax

Week #	Chapters	Week Of	Lecture Material / Activities	Assignments/Notes
Week1	Ch. 1	Jan 13	Introductory Discussion (Welcome Video) / Course Overview / Project Management Concepts	
Week2	Ch. 2	Jan 20	Identifying & Select Projects	
Week3	Ch. 3	Jan 27	Developing Project Proposals	
Week4	Ch. 4	Feb 03	Exam 1 / Defining Scope, Quality, Resp., & Activity Seq	Exam 1
Week5	Ch. 5	Feb 10	Developing a Schedule	
Week6	Ch. 5-6	Feb 17	Developing a Schedule (Complete) / Resource Utilization	
Week7	Ch. 6	Feb 24	Resource Utilization / Semester Project Discussion	Semester Project Assigned, Virtual Session 1
Week8		Mar 02	Mid Term Exam Review / Mid Term Exam	Mid Term Exam
Week9		Mar 09	SPRING BREAK	
Week10	Ch. 7	Mar 16	Determining Costs, Budget, & EV / Project Q&A	
Week11	Ch. 8	Mar 23	Managing Risk	
Week12	Ch. 9	Mar 30	Closing the Project / Exam 2 Review	
Week13	Ch. 10	Apr 06	Exam 2 / The Project Manager	Exam 2, Virtual Session 2
Week14	Ch. 10-11	Apr 13	The Project Manager (Complete) / The Project Team	
Week15	Ch. 12-13	Apr 20	Project Communication / Project Organizational Structures	Semester Projects Due
Week16	Ch. 13	Apr 27	Project Organizational Structures (Complete) / Final Exam Review	Final Exam Review - Preparation
Week17		May 04	Final Exam	Final Exam

Note: The week of assignments is when the assignment is provided, not the due date. The due date is noted in the assignment document.

*The descriptions and timelines contained in this syllabus are subject to change at the discretion of the instructor.