



TMGT 358 Essentials of Project Management 01W

COURSE SYLLABUS: Spring 2020

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster

Office Location: Library, 2nd Floor, Office 228

Office Hours: Online, Monday-Saturday, 10 a.m.- 8 p.m.

Phone: 903-669-6221 (my cell, use it only in emergencies)

University Email Address: tina.lancaster@tamuc.edu

Preferred Form of Communication: **Email**

Communication Response Time: 4 -12 hours

Grading Response Time: Homework is due on Saturday nights; Grades will be posted the following Mondays.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Text

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

Free software: Project Libre found at <https://www.projectlibre.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.

The syllabus/schedule are subject to change.

Student Learning Outcomes

1. Demonstrate an understanding of the basic properties of projects, including thoughtfully discussing their definitions.
2. Understand and apply to a problem, the life cycle of a project.
3. Understand and discuss how important it is for project managers to be able to make cross-functional decisions.
4. Discuss how project management is a 'leader-intensive' profession and how it differs from process management.
5. Complete a project checklist, work breakdown structure, activity networks, Gantt charts, scoring model, and a project proposal.
6. Explain basic cost estimating as it relates to the project schedule and work breakdown structure.
7. Analyze risk in a discussion post and be able to describe why risk management is so important to Project Planning.
8. Document the various constraints that make Project Planning and Scheduling so difficult.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must be able to use Microsoft Word for assignments. Students will become comfortable using the basic templates found in Project Libre.

Instructional Methods

There are a number of assignments due each week, among them will be Case Studies, Discussion posts, and Project Libre assignments.

Student Responsibilities or Tips for Success in the Course

Students are expected to log into the course 3-4 times per week. Initial discussion posts are due on **Tuesday** of each week. Final replies (2) will be due on Saturdays of each week when discussions are assigned. The Introduction is a chance for you to

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

Reply 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. Extra Credit may be available for outstanding posts. Remember, they're 50% of your grade.**

GRADING

Graded Activities

- Student Introduction – 5%
- Academic Honesty Policy- 5%
- Discussion Forums – 50%
- Case Studies – 15%
- Final Project – 25%

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

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D = 60%-69%

F = 59% or Below

Assessments

Assessment Method: Discussion and Comment posts will be graded using the Discussion Post Grading Rubric located in under Grades, Class Progress.

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.

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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

I strongly prefer email as the standard form of communication in this class. Please keep phone calls to a minimum. I expect your emails to be professionally prepared. For example:

Dear Mrs. Lancaster, Hello, Greetings, Good Morning/Afternoon, etc.,

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 4-12 hours Monday-Saturday, 10-8. If a face-to-face conference is required between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Papers or documents will not be accepted for grading through fax or as e-mail attachments. REMEMBER, the instructor does not grade late or incorrectly submitted assignments.

Late work is not accepted. This document outlines the due dates for all homework, but most will be due on Saturday nights at midnight.

No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Writing assignments must be delivered prior to the established deadline when "excused absences" interfere with the course calendar. Late work receives a grade of zero. Students may submit work before the due dates; however, assignment grades will be posted after the assignment due date. Since late

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assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals. I expect that your completed assignments will always reflect your best effort.

It is the student's responsibility to:

- Stay active in the course by logging into the course on a regular daily basis.
- Always read every course announcement on the homepage of the course. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the D2L system.
- Be able to proficiently use Microsoft Office and a computer operating system (Microsoft Windows).
- Be able to save documents created to Microsoft Office 2013 or 2016
- Have one reliable and one backup reliable Internet connection.
- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time in which to complete the assignment. To be successful, you will need to read assignment instructions many times.
- Ask questions about assignments via e-mail well before the due date. Submit all assignments before or on the due date. I can usually tell when an assignment is submitted as a last minute effort.
- Submit assignments in the appropriate format and to the appropriate Folder.
- Read the instructor's individual grade comments in the Gradebook attached to each assignment.
- Ask questions that are not answered in the course syllabus, individual assignment details, or posted to course announcements.
- Always submit your best effort.

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.

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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

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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

Activity Types	Weight	Due Date
Student Introduction	50	01/18/2020
Academic Honesty Policy	50	01/18/2020
Read Chapter 1		01/25/2020

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Chapter 1 Discussion 1, Initial post Case Study 1	100	01/21/2020 01/25/2020
Chapter 1 Discussion replies	100	01/25/2020
Read Chapter 2 Chapter 2 Discussion 2, initial post		02/01/2020 01/28/2020
Chapter 2 Discussion replies	100	02/01/2020
Read Chapter 3, pages 76-84, 103-105 Case Study 2	100	02/15/2020 02/15/2020
Read Chapter 4 Chapter 4 Discussion 3, Initial post due. Chapter 4 Case Study 3	100	02/22/2020 02/18/2020 02/22/2020
Read Chapter 5 Case Study 4, WBS Live Class for Project Libre	100	02/29/2020 02/29/2020 02/27/2020 8 PM
Read Chapter 6 Case Study 5, Team Building	100	03/07/2020 03/07/2020
3/Read Chapter 7 Chapter 7 Discussion 4, Initial post due Chapter 7 Replies due	100	03/21/2020 03/17/2020 03/21/2020
Read Chapter 8 Chapter 8 Discussion 5, Initial post due Chapter 8 Replies due	100	04/04/2020 03/31/2020 04/04/2020
Read Chapter 9 Complete the Case Study 6 9.1 on page 325	100	04/11/2020 04/11/2020
Read Chapter 10 Complete Case Study 7 Gantt chart, 10.2, page 358	100	04/18/2020 04/18/2020
Read Chapter 12 Chapter 12 Discussion 6 Initial Post due		04/25/2020 04/21/2020

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Discussion Replies Due	100	04/25/2020
Complete Case Study 8, 12.3 on page 428	100	04/25/2020
Final Project	200	04/29/2020

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