A&M-COMMERCE

TMGT 358 Essentials of Project Management 01W
COURSE SYLLABUS: Fall 2021

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Hours: Online, Monday-Saturday, 10 a.m. - 8 p.m.
Phone: 903-669-6221 (my cell, use it only in emergencies, text preferred)
University Email Address: tina.lancaster@tamuc.edu
Preferred Form of Communication**: Q&A Forum, Email**
Communication Response Time: 4 -12 hours
Grading Response Time: Homework is due on Saturday nights; Initial discussion posts are due Tuesdays at midnight. Grades will be posted the following Monday or Tuesday.

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings
Required Text – Do not buy the International version and be sure to get the correct edition.

Project Management: Achieving Competitive Advantage

Print ISBN: 9780134730332, 013473033X
eText ISBN: 9780134730509, 013473050X
Edition: 5th
Copyright year: 2019

Etext: https://www.vitalsource.com/referral?term=9780134730509

Free software: Project Libre found at https://www.projectlibre.com/
Download the Community Edition.

To move through the course, it's easiest to choose Content at the top left of the page. As you move through the chapters, you will find the detailed assignments. Be sure and read this entire document, then take the syllabus quiz.

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.*

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Student Learning Outcomes

1. Demonstrate an understanding of the basic properties of projects, including thoughtfully discussing their definitions.
2. Discuss and apply to a problem, the life cycle of a project.
3. 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. Analyze a project to 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 need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office. 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 or more) will be due on Saturdays of each week when discussions are assigned. 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. At Chapter 4, you will be placed in small groups for discussions. My goal here is to foster a sense of community, while you learn, not only from me, but each other. Research shows that when students work in small groups, learning is richer and deeper. Keep this in mind as you work in your groups.

There are overview lectures for each chapter. This are just the high points, you still must read the chapters in your text. All the materials in the lectures come from your textbook and were created by your instructor.

The **Discussions** are directly related to the assigned readings, websites, podcasts, or videos. These discussions are critical to learning and are meant to provide opportunities to share your experience with your peers and to research the topics and share your thoughts. Upon

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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 rubric used to grade the discussions will be available with the instructions.

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. Ask questions! 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. Remember, they're 40% of your grade.**

The final project will also be done in the same small groups you will be working in for discussion posts. **It is 25% of your grade**. One set of documents and a video presentation will be submitted from your group.

Assessments

Assessment Method: Discussion and Comment posts will be graded using the Discussion Post Grading Rubric located in under Grades, Class Progress. A writing assignments rubric is also available there.

Graded Activities

Item	Worth
Student Introduction	1 Bonus Point
Academic Honesty Policy	1 Bonus Point
Syllabus Quiz	1 Bonus Point
Discussion Forums	40%
Case Studies	45%
Final Project	25%
Total	100%

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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

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 on the Brightspace Support Webpage.

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 hours provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily. I strongly prefer the **Q & A Forum** so that I can share answers with the entire class; however, if you have something of a personal nature to discuss, by all means, email me.

All emails from students should include:

- **Course name and subject in the subject line**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

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TAMUC Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

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 Policy
Undergraduate Student Academic Dishonesty Form

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
Velma K. Waters Library Rm 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

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.

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Activity Types	Weight	Due Date
Student Introduction	1 Bonus Point	09/04/2021
Academic Honesty Policy	1 Bonus Point	09/04/2021
Syllabus Quiz	1 Bonus Point	
Read Chapter 1 Chapter 1 Discussion 1, Initial post Case Study 1 Final Posts Due	100	09/06/2021 09/07/2021 09/11/2021 09/11/2021
Read Chapter 2 Chapter 2 Discussion 2, initial post Chapter 2 Discussion replies	100	09/13/2021 09/14/2021 09/18/2021
Read Chapter 3 Case Study 2	100	09/20/2021 09/25/2021
Read Chapter 4 Chapter 4 Discussion 3, Initial post due. Chapter 4 Case Study 3 Discussion 3 replies due	100 100	09/27/2021 09/28/2021 10/02/2021 10/02/2021
Read Chapter 5 Case Study 4, WBS	100	10/04/2021 10/09/2021
Read Chapter 6 Case Study 5, Team Building	100	10/11/2021 10/16/2021
Read Chapter 7 Chapter 7 Discussion 4, Initial post due Chapter 7 Replies due	100	10/18/2021 10/19/2021 10/23/2021
Read Chapter 8 Chapter 8 Discussion 5, Initial post due Chapter 8 Replies due Case Study 6	100 100	10/25/2021 10/26/2021 10/30/2021 10/30/2021
Read Chapter 9 Complete the Case Study 7	100	11/01/2021 11/06/2021
Read Chapter 10 Complete Case Study 8 Gantt chart, 10.2, page 358	100	11/08/2021 11/13/2021
Read Chapter 12 Complete Case Study 9, 12.3 on page 428	100	11/15/2021 11/20/2021
Final Project	200	12/11/2021

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