



Instructor: Mei Lin
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Office: Virtual
Office Hours: **Weekday 12-1 pm CST and by Appointment ONLY**
Schedule a Meeting: <https://calendly.com/mei767/15min>

Textbook:

- PMBOK® Guide 6th edition (free PMBOK [online for the PMI Student member](#) or purchase [online](#))
PMI releases PMBOK Guide 7th edition in August 2021, but the PMP exam is based on the PMBOK Guide 6th edition.
<https://www.pmi.org/pmbok-guide-standards/foundational/pmbok>
<https://www.pmi.org/membership/student>
- Scrum Guide (free link to [online](#))
- Agile Practice Guide (free book [online for the PMI Student member](#) or purchase [online](#))
<https://www.pmi.org/pmbok-guide-standards/practice-guides/agile>
<https://www.pmi.org/membership/student>

Software Required: Excel, PowerPoint, Word, MS team, OneNote, and Smartsheet

Optional Materials for those who are preparing PMP or CAPM exam

- V6.1 Project Management Professional (PMP) Exam Success Series: Bootcamp Manual with Exam Simulation Application([online link](#))
- V6.0 Crosswind Success Series: Certified Associate in Project Management (CAPM)® Exam Bootcamp Manual with Exam Simulation Application ([online link](#))

COURSE OBJECTIVES:

This course aims to provide students with the fundamentals of project management based on the Project Management Body of Knowledge developed by the Project Management Institute and Agile project management. In particular, students will learn about scope, time, cost, quality, human resources, communication, and Risk management and develop a comprehensive project plan accordingly. At the end of the course, students should have a basic understanding of both waterfall and Agile project management approaches and tools.

After completing this course, students should be able to:

- Explain the fundamentals of project management.
- Utilize Project Management tools and techniques to create a project timeline and work breakdown structure.
- Conduct initiating and project planning activities, including project scope, cost projections, and timelines.
- Demonstrate skills for managing resources, communication, quality, and risk.

Course Format:

You will find the majority of the information and materials that you will need to complete the course in this syllabus and on the MyLeoOnline course management website.

Course Schedule: (June 7th- July 8th)

A course schedule is included at the end of this syllabus.

Syllabus subject to change statement:

I anticipate that we will follow the schedule I've outlined in this syllabus, but I may make adjustments based on what actually happens in class. I may also change the basis for the course grade (if I need to eliminate an assignment or something of that nature). If I do so, I will inform you in writing. Remaining in the course after reading this syllabus will signal that you accept the possibility of changes and responsibility for being aware of them.

STATEMENT ON ACADEMIC INTEGRITY:

Academic honesty is the foundation of the university community. Cheating, plagiarism, or other acts of academic dishonesty compromise the integrity of the academic process and community and are subject to disciplinary action. For this class, plagiarism will result in automatic failure (final course grade of F).

An academic honesty policy has been posted under the "Assignment". You should read this document, initial it, and submit it via D2L.

University's Pandemic Response statement:

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the Student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student in getting access to missed content or completing missed assignments.

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 (<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.

TENETS OF COMMON BEHAVIOR STATEMENT:

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (See current Student Handbook).

UNIVERSITY nondiscrimination statement:

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.

SPECIAL NEEDS/REASONABLE ACCOMMODATIONS:

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:

Student Disability Resources & Services
Texas A&M University-Commerce
Gee Library, Room 162
Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

Course Policies and Instructor Expectations:

Students are required to meet the expectations listed below.

- **Professional Behavior:** It is important that you maintain a professional demeanor at all times, including during "electronic communication". Texas A&M-Commerce expects this from you, as do current and future employers. Since so much communication in the workplace is "electronic" nowadays, this course will be a good place to practice interacting in a manner appropriate to a professional setting. In particular, take special care when posting and responding to discussion board questions.
- **Regular and Timely Attendance and Participation:** You are expected to log onto MyLeoOnline regularly. It is the responsibility of each student to keep up with the scheduled readings, discussions, and assignments/exams.
- **Changes to Schedule:** While I plan to stick to the class schedule, there might be occasions to modify the schedule. In these cases, all changes will be announced in class, on MyLeoOnline and/or through e-mail. It is your responsibility to become aware of any such changes.
- **E-mail:** Routinely check your **Texas A&M-Commerce** e-mail account. This is my primary mechanism for communicating outside of the class and MyLeoOnline. Additionally, I check my e-mail several times a day, so this is the best way to reach me. I strive to respond to any e-mail within **48 hrs** (even if it is just to acknowledge receipt of the e-mail while I continue to work on the request).

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: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

ASSIGNMENTS:

1. **Format & Naming Convention:** All submitted assignments should be **MS Word** (.doc or docx) or MS Excel documents unless otherwise posted in the assignment instructions. Put your "LastnameFirstname" in the title of all submitted documents. Example: "WilliamsAlex Assignment 1.docx". Failure to follow the proper file name format will result in 10% of each assignment.
2. **Due Dates & Times:** Assignments are due at the date and time listed in MyLeoOnline. You will have until **11:30 PM CST** on the due date to submit assignments on D2L. Assignments must be complete. To receive credit for the assignment, you must complete and submit all components to D2L at the specified due date and time. Please don't turn in incomplete work.
3. **Late Policy:** Do not accept late assignments.
4. **Makeup Exams or Late Assignments** are only accepted if you obtain University-approved documentation for your excuse. There are no makeup assignments for poor performance on a previous assignment.

Grade Components:

Grading Scale:	
A	90 – 100%
B	80 – 89%
C	70-79%
D	60-69%
F	Below 60%

Component	Type	Grade Percentage
PMI Kickoff badge – Waterfall and Agile	Individual	20 %
Class attendance and communication professionalism	Individual	10 %
Syllabus and book assignments	Individual	10 %
Project management Tool Video	Group	30 %
Mid Term Assessment	Individual	10 %
Final Exam	Individual	20 %
Course Total		100 %

Incomplete - Must be previously agreed upon by student and instructor.

Withdrawal - Must be initiated by the student administratively.

Academic Honesty Policy- Required

The Academic Honesty Policy must be signed and submitted to D2L 48 hours before submitting any course assignments. Failure/late submission of the Academic Honesty Policy will not be an excuse for late assignment submission.

PMI Kickoff badge – Waterfall and Agile (20%)

<https://www.pmi.org/kickoff>

The student will complete both courses, download the badge, and post both badges on LinkedIn with **four takeaways**. Students **MUST** submit the screenshots to the D2L to earn the grade. Each screenshot will count as 10% of the overall grade. See details in D2L.

Class attendance and communication professionalism (10%)

Attend the class or watch the class recordings.

- Each class attendance will get 3 points; the student who attends live classes or watches all class recordings to earn up to 10 points.
- The student will need to watch the recorded live sessions within 48 hours after the session is conducted.
- The attendance report will generate after June 28th session.

When requesting a one-on-one meeting, the expectations are:

- Attend the one-on-one meeting on time
- communicate if there is any last-minute change at least one hour in advance,
- request the one-on-one appointment at least three days in advance
- attend the meeting in the appropriate setting/ environment,
- be fully present during the appointment.

Syllabus and book assignments (10%)

- Syllabus quiz (5%)
- Book assignment (5%)

Project management Tool Video - Group assignment (30%)

Students will identify **one** Project Management tool to demonstrate the skills set during the course in **5-9 minutes** presentation/ recording via Youtube unlisted link to D2L. The goal is to compare and demonstrate your research process for project management tools. Also, the video should showcase your skill of creating charts and reports. Size of the Group – **3-5 students**.

- (20%) Provide pros and cons of project management tools you explore – at least compare **three** tools.
- (20%) Identify the Project management tool(s) that fits you the best to manage your project for the final proposal and why this is the best tool/tool for your group – at least provide **three** reasons.
- (20%) Step by Step demonstration of the tool to track the project progress with the tool your group identified as the best project management tool. The tool will need to be the best tool identified.
- (20%) Step by Step demonstration of how to create a Work breakdown structure/tasks or Kanban board with the tool your group identified as the best project management tool. The tool will need to be the best tool identified.
- (20%) Step by Step demonstration of how to create the project timeline with the Gantt chart, task dependencies, and key milestones with the tool your group identified as the best project management tool. The tool will need to be the best tool identified.

Additional Note

- The target audience for this assignment is your classmate. The video/ images will need to clear and show **step by step** how to track progress, create WBS or Kanban board, and create a Gantt chart with task dependencies and key milestones.
- 10% Points will be deducted if the presentation is too short or too long.
- 10% points will be deducted if the location of the presentation environment is not a professional setting, such as recording in a car, kitchen, or bathroom. The required dress code is business casual.
- Each student will need to upload their group URL to D2L **individually** with the list of teammates' names before the due date. (NOT IN MS word file format)
- Email submission is NOT allowed.
- MS Excel and MS PowerPoint are NOT Project Management Tools.
- Individual submission, Group size over 5 people, or less than 3 will be zero automatically

Mid Term Assessment (10%)

- LinkedIn Assessment

Final Exam (20%)

- PMBOK® Guide 6th edition (free PMBOK [online if are the PMI Student member](#) or purchase [online](#))
- Scrum Guide (free link to [online](#))
- Agile Practice Guide (free book [online if are the PMI Student member](#) or purchase [online](#))
<https://www.pmi.org/pmbok-guide-standards/practice-guides/agile>
<https://www.pmi.org/membership/student>

Please note: Makeup exams will NOT be given. Please consider earning the extra points listed below.

Extra points

- **Summary deck (up to 5 points)**

The student can provide a summary deck of the PMBOK 6th edition and **earn up to 5 extra points** based on the quality of the PowerPoint provided.

- Must cover **ALL** chapters from the PMBOK Guide 6th edition or 7th edition
- Must site the source page from the PMBOK Guide edition
- Must create by the student.
- Grading Criteria
 - Zero – a missing chapter or didn't fulfill the criteria above
 - Capture key points of each chapter with Chapter Key Term and definition, such as the definition of Scope, the definition of Risk, and the definition of Project Stakeholders as the opening slide(s).
 - Capture images/screenshots from the PMBOK with proper references (chapter/ page/ chart) such as WBS, burndown chart, and Risk Analysis.
 - Capture calculation and formula with a great creative example to demonstrate understanding such as the Earn Value example.
 - Proper bullet point summary for each chapter as the closing slide(s).
- The student who attends the Agile Tools and Games session to participate the whole session will get **1 extra point**
- The student who passes the CAPM exam during the semester will get extra **20 points** on the final grade.
- The student who passes the PMP exam during the semester will get extra **30 points** on the final grade.

Further details on all assignments and grade components will be provided in MyLeoOnline (d2l) and in class.

WEEK & DATE		TOPICS: TEXT CHAPTERS
1.	June 7th (TU) 5:30-7:30 PM	PMBOK Guide 6 th edition CH1-6 Introduction to class: Overview of syllabus & course materials + LinkedIn profile and manner Read, Initial, and Submit the University Academic Honesty Policy to D2L ***expectations, Q&A, book, PMI Kickoff *** PMI certifications and CAPM exam Q&A LinkedIn Fundamentals of Project Management – goal/ objective/ scope/ deliverables Project Scope (WBS/ Kanban) <ul style="list-style-type: none"> ● PMI Project Kickoff (both waterfall And Agile) ● Syllabus Quiz ● Textbook assignment
2.	June 14th (TU) 6:30-8:30 PM	PMBOK CH7-12 Project Management Tools. - Smartsheet Presentation/ Monday.com / MS Project/ Miro/ Trello Time and cost management - Gantt chart, Critical path/ Budgeted vs Actual / Earn Value Stakeholder and communication management- RACI Risk Management - probability and impact analysis
3.	June 21st (TU) 5:30-7:30 PM	Agile Practice Guide Agile fundamentals and Scrum Agile Tools and Games <ul style="list-style-type: none"> ● Extra Point(s) – PMBOK Reading summary PPT Due by June 30th ● Extra Point by participating in the Agile Tools and Game session. ● Group Assignment Due June 28th at 11:30pm cst
4.	June 28th (TU) 5:30-7:30 PM	The Scrum Guide A day in the life of a project management professional Overall course Q&A
5.	July 5th NO Class	 Final Exam week, the exam will open on July 1st and end on July 4th. The final grade will be posted by July 8th extra point - CAPM/PMP due by July 5th

Consider this a tentative schedule (subject to change).

The official schedule will be maintained within our Learning Management System (MyLeoOnline); therefore, please refer to MyLeoOnline for the complete schedule.