MGT 555 PROJECT MANAGEMENT
Summer I 2022
June 6 – July 7, 2022

INSTRUCTOR INFORMATION

Instructor: Marc A. Scott
Office Hours: By Appointment (or send me an email anytime!)
Office Phone: 903-274-4838
University Email Address: marc.scott@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) A Guide to the Project Management Body of Knowledge (5ᵗʰ or 6ᵗʰ edition).
PMBOK 6ᵗʰ edition is recommended for those planning to take PMP test.
ISBN-13: 978-1628251845
ISBN-10: 9781628251845
Software Required: MS Project 2016, Excel, Power Point, Word

Course Description

COURSE OVERVIEW AND OBJECTIVES:

This course is geared towards teaching students the fundamentals of project management based on the Project Management Body of Knowledge developed by the Project Management Institute. In particular, students will learn about scope, time, cost, quality, human resource, communication and procurement management and develop a comprehensive project plan accordingly.

This course aims to improve students understanding of the concepts, principles, problems, and practicesof project management. After completing this course, students should be able to:
• Define key concepts and explain the fundamentals of project management.
• Apply PM tools and techniques at the major stages in the project life cycle.

• Conduct initiating and project planning activities, including project scope, costs projections, and timelines.
• Implement processes for managing resources, communication, quality, and risk.
  - • Demonstrate effective project execution and control techniques and conduct project closure activities.

The *syllabus/schedule are subject to change.*

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the D2L learning management system, using Microsoft Word, Excel, and PowerPoint.

Instructional Methods

This course is delivered in an online format. You will find the majority of the information and materials thatyou will need to complete the course in this syllabus and on the D2L course management website.

Student Responsibilities or Tips for Success in the Course There is a combination of group and individual tasks required for this course. In addition, there are several graded assignments that will require you to log in
regularly into the course website and participation is expected.

GRADING

Component	Type	Value
Discussion Questions	Individual	25%
Project Sections 1-13	Individual	60%
Final Exam	Individual	15%
Course Total		**100%**

DISCUSSION:
These allow you to explore project management concepts and to see how these concepts fit together.The discussions will ask you to dig deeper into these concepts and to share your thoughts with your classmates.

MS PROJECT ASSIGNMENTS:
MS Project is the most widely used software for managing projects. It is highly recommended that you use MS Project 2016. However, some students decide to use other Project Management software that iscompatible with their computer choice. Choosing a different software does not excuse you from completing the MS Project Assignments. This may mean that you will be forced to develop reports that are easily generated in MS Project 2016 by using an alternative means.

FINAL EXAM:
The final exam will be a cumulative review of your knowledge about project management. The test will beopen book and open note.

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GRADING SCALE:

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

Incomplete -   Must be previously agreed upon by student and instructor.
Withdrawal -   Must be initiated by the student administratively.

Assessments

o **Assignments (General Comments):**

1. **Submitted assignments must be correctly formatted and free of grammatical and stylistic errors.** Students should have at least some skill with software for word processing, spreadsheets,databases, graphics, and presentations, and with web browsers and search engines. Spelling and grammatical errors will detract from your grade!
2. **Assignments must be turned in on time.** Assignments are due at the **date** and **time** listed. All work and assignments for the entire course will be available on the first day of class. While the syllabus designates specific dates for which work is assigned, you do not have to wait until the "assigned" date to start working on it (or to turn it in). In other words, you can work at your own pace as long as you meet the due dates. I suggest you set a calendar of when to work on assignments based upon your schedule, how long it takes you to complete assignments, and the assignment due dates. Start working on each assignment as soon as you possibly can and makesure that you have the all assignments submitted by the specified due dates. I have outlined a "suggested" schedule that I think would help you maintain a good pace, but you don't have to follow it. However, you **MUST** turn in all written assignments **ON TIME.** You will have until **11:59 PM Central Time** to submit the work that is listed in the far right, "Work Due" column of the course schedule. I will **NOT** accept late assignments. If you do not meet the 11:59 PM deadline (even by one or two minutes), you will receive a 0 for that assignment.

Late Assignments Will Only Be Accepted If You Obtain University Approved Documentationfor Your Excuse: There are no make-up assignments for poor performance on a previous assignment.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounterany issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receivesupport for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

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Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receivesupport for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser,Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major versionof iOS (the latest minor or **point** release of that major version). For example, as of

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Device	Operating System	Browser	Supported Browser Version(s)
			June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection.The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing.Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
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- o [Adobe Shockwave Player](https://get.adobe.com/shockwave/)   https://get.adobe.com/shockwave/
- o [Apple Quick Time](http://www.apple.com/quicktime/download/)   http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint isthe standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. Ifyou do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If youdo 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. Thesemethods might include the availability of a backup PC at home or work, the temporaryuse 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

Brightspace Support

Need Help?

Student Support

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

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

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System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenancewhich means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

I will make every effort to return your weekly decision results by the Monday after they are due. The remaining assignments usually take about a week to return since they are so extensive.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

You are expected to be an active participant in the group simulation decisions. Your participation will be evaluated by your team mates, so please make aneffort to learn the material and contribute to the group. There will be no Extra Credit opportunities, so do your best every time.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, could 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). [http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuideboo](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx) [k.as](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx) [px](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx)

Students should also consult the Rules of Netiquette for more information regardinghow to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html) http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpageand [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx). http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

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http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur
es/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standardsof 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/rulesProcedur
es/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedur
es/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among otherthings, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Ifyou 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/studentDisabilityResourcesAndServ ices/

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 sexualorientation, gender identity, or gender expression will be maintained.

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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 whohave 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 PenalCode (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

DATE (MONDAYS)	WORK ASSIGNED: READINGS, ASSIGNMENTS, & EXAM	WORK DUE:
Week 1 June 7	Course Overview- Section 1-3	**Discussion questions Assignment 1 due June 9**
Week 2 June 14	Sections 4-6	**Discussion question Assignment 2 ~~June 16~~ June 20**
	Sections 7-9	**Discussion question Assignment 3 ~~June 16~~ June 20**
Week 3 June 21	Sections 10-11	**Discussion question Assignment 4 ~~June 23~~ June 27**
	Sections 12-13	**Discussion question Assignment 5 June 27**
	Charter and Initial Scope	**Due Sunday ~~June 27~~** **July 5**
Week 4 June 28	Initial WBS	**Due July 5** **(Note: Due Monday July 5)**
Week 5 July 5	Risk Management Plan	**Due Sunday July 11**
Week 6 July 12	Communications Plan	**Due Sunday July 18**
Week 7 July 19	Final WBS	**Due Sunday August 1**
Week 8 **July 26**	**Continue Final WBS** **Final Exam Opens**	**Due Sunday August 1**
Week 8 July 26	**FINAL EXAM WEEK** **FINAL EXAM Due: Aug 5, 2021**	Open July 26. Closes Aug 5 @ 11:59 PM

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