



MGT 555-01W: PROJECT MANAGEMENT Summer 2023 (Online Class)

INSTRUCTOR INFORMATION

Instructor: **David Adams, MBA, PMP**

Office Location: Virtual – Email or text to set virtual meeting

Office Hours: By Appointment (or send me an email or text anytime!)

Office Phone: **214-708-2729** (My mobile number)

University Email Address: **david.adams@tamuc.edu**

Preferred Form of Communication: email/text/call

Communication Response Time: within 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

- Textbook: Just Enough Project Management, by Curtis R. Cook, 2004.
- Software Required: GanttProject (free open-sourced software) or MS Project, Excel, Power Point, Word
- Optional Texts and/or Materials: Project Management Book of Knowledge 6th or 7th Edition

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 approach will assist the future manager, as one of the project key stakeholders, to understand the deliverables required of project managers and their teams.

The syllabus/schedule are subject to change.

COB Student Learning Objectives:

1. Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations.
2. Students will demonstrate proficiency in written communications by creating clear and well-structured business documents.
3. Students will identify and evaluate ethical business issues.
4. Students will identify and evaluate global business challenges.
5. Students will be analytical problem solvers in business environments.

| Student Learning Outcomes (SLOs) | Objectives - After successfully completing this course, students will be able to: | Objectives will be measured as follows: |
|----------------------------------|--|---|
| 2, 3, 5 | Understand the four phases of a project and the project tools to complete to create a project plan. | Project Exercises Quizzes Final Exam |
| 2, 5 | Understand the methods of controlling a project being executed to maintain scope, cost and time requirements, and how to handle scope changes. | Project Exercises Quizzes |
| 3, 4 | Discussion of real case scenarios in weekly Zoom sessions will cover ethical business issues and global business challenges. | Discussion in Zoom sessions, included in Final Exam |
| 1, 2, 5 | Prepare a final project report for project stakeholders. Present executive summary live (Zoom) or submit recorded presentation. | Final Project Report |

COURSE REQUIREMENTS

Minimal Technical Skills Needed

- D2L Learning Management System (LMS)
- Microsoft Word, Excel, and PowerPoint

Instructional Methods

This course is taught asynchronously through recorded video lecture on the D2L system. The information and materials needed to complete the course is in this syllabus and on D2L. Weekly one hour Zoom sessions are scheduled to answer questions.

Student Responsibilities or Tips for Success in the Course

The online class version of this course requires the student to view the recorded lectures and complete the assignments as scheduled. Project Exercises are assigned, based on the information learned from lecture and assignments detailed in D2L. Each student will be required to log in regularly into the course website to access the weekly lectures and homework assignments. Quizzes will be open-book and taken in D2L. These quizzes will be based on the lecture material. The final exam, which covers all material taught during the semester, is also open-book and taken in D2L.

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GRADING

| Component | Type | Value |
|----------------------------|------------|---------------|
| Homework Project Exercises | Individual | 30.0% |
| Quizzes | Individual | 30.0% |
| Final Exam | Individual | 20.0% |
| Final Project Report | Individual | 20.0% |
| Course Total | | 100.0% |

PROJECT EXERCISES:

Project exercises will be done as individual homework assignments. These project exercises are in a case study form and will be used to complete project management activities on the four phases of the project. Exercises include developing a project charter, task worksheet, project schedule, risk assessment, communication grid, RACI chart, procurement selection, customer acceptance checklist, scope change, project baseline, and lessons learned.

QUIZZES AND FINAL EXAM:

Quizzes and the Final Exam will be administered through D2L to test understanding of project management concepts through the four phases of a project as taught from the lectures. The final exam, a comprehensive review of project management, will be given on the last week of class.

FINAL PROJECT REPORT:

A Final Project Report will be assigned that brings together the completed class case study project (typically delivered to a project sponsor). The report includes an executive summary and completed (corrected) documents from all the Project Exercises. Each student will also present an executive summary live (Zoom session) or submit a recorded presentation. See details in D2L.

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.

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ASSESSMENTS

Homework 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 by the date and time listed (see D2L). While the syllabus designates specific dates for which work is assigned, do not wait until the “assigned” date to start working on it (or to turn it in).
3. Late assignments **WILL NOT BE ACCEPTED**. If you do not meet the 11:59 PM deadline (even by one or two minutes), you will receive a 0 for that assignment.
4. There are no make-up assignments for poor performance on a previous assignment.
5. Homework Project Exercises count 30% of your final grade. The lowest grade of all the homework assignments will be dropped.

Quizzes (General Comments):

Quizzes count 30% of your final grade. The lowest grade of all the Quizzes will be dropped.

Final Exam (General Comments):

The Final Exam will count 20% of your final grade. The scope includes the comprehensive review of project management as presented in the lectures, as well as topics included in the weekly Zoom sessions, including business ethic issues and global business challenges. Attendance to the weekly Zoom sessions is optional, each Zoom session will be recorded and posted for later viewing.

Final Project Report (General Comments):

The Final Project Report will count 20% of your final grade. There are two parts, a written executive summary and an oral presentation (presented live via Zoom session, or recorded and submitted). Details will be provided in D2L.

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COURSE OUTLINE / CALENDAR

| WORK ASSIGNED: Lectures, Assignments, Quizzes, & Final Exam | WORK DUE: |
|--|---------------------|
| Course Overview - Online Class Version | |
| Unit 1: Project Management Overview – 6/5/23 | NONE |
| Unit 2: Project Charter – 6/6/23 | Homework 6/7/23 |
| Unit 3: Work Breakdown Structure – 6/7/23 | Homework 6/8/23 |
| Unit 4: Project Task Worksheet 6/8/23 | Homework 6/9/23 |
| Quiz 1 - Project Management Overview | Quiz 6/9/23 |
| Unit 5: Project Schedule – 6/12/23 | Homework 6/13/23 |
| Unit 6: Communication Plan – 6/13/23 | Homework 6/14/23 |
| Unit 7: Risk Plan – 6/14/23 | Homework 6/15/23 |
| Unit 8: Quality Plan – 6/15/23 | Homework 6/16/23 |
| Quiz 2 - Project Charter/WBS | Quiz 6/16/23 |
| Unit 9: Procurement Plan – 6/19/23 | Homework 6/20/23 |
| Unit 10: Human Resources Plan – 6/20/23 | Homework 6/21/23 |
| Unit 11: Final Project Plan – 6/21/23 | Homework 6/22/23 |
| Unit 12: Controlling the Project – 6/22/23 | Homework 6/23/23 |
| Quiz 3 - Project Schedule/Project Activities | Quiz 6/23/22 |
| Unit 13: Scope Change – 6/26/23 | Homework 6/27/23 |
| Unit 14: Closing the Project – 6/27/23 | Homework 6/28/23 |
| Unit 15: Lessons Learned – 6/28/23 | Homework 6/29/23 |
| Quiz 4 - Final Project Plan/Controlling & Closing Project | Quiz 6/30/22 |
| FINAL EXAM | 7/3/23 |
| FINAL PROJECT REPORT | 7/6/23 |

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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 encounter any 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 receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support 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 version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports 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. |

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- 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](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/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/)
 - [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 is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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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

**Brightspace Support
Need Help?**

Student 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 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which 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.

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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 an effort 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, 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: [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](#) 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](#)

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<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>

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 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/>

Counseling Center

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

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NON-DISCRIMINATION POLICY

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.

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