



A&M-COMMERCE

To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

TMGT 358 Essentials of Project Management 01W

COURSE SYLLABUS: Fall 2023

INSTRUCTOR INFORMATION

Instructor: Gerald Patrick Carter
Office Location: AGET 216
Office Hours: Tuesday 9 AM – 11:30 AM
Thursday 9 AM – 11:30 AM
or by appointment.
Office Phone: 903-886-5706

University Email Address: Patrick.Carter@tamuc.edu

Preferred Form of Communication: Email

Communication Response Time: 24-48 hours typically

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

By: Jeffrey K. Pinto, Publisher: Pearson,

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.

The syllabus/schedule are subject to change.

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 the successful completion of a project. Basic project management tools will be introduced.

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.

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three-semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Students must be able to use Microsoft Word for assignments. Students will need a 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 several 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** by 11:59PM of each week when discussions are assigned. Final replies (2 or more) will be due on Saturdays by 11:59PM of each week when discussions are assigned. The

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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.

There are overview lectures for each chapter. These 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 Tina Greaves Lancaster, and were reviewed and approved 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 research the topics and share your thoughts. Upon completing 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 by your group.

Assessments

Assessment Method: Discussion and Comment posts will be graded using the Discussion Post Grading Rubric located 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

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Item	Worth
Syllabus Quiz	1 Bonus Point
Discussion Forums	40%
Case Studies	35%
Final Project	25%
Total	100%

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**

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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.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

Procedure for Assessing Academic Dishonesty

1. If academic dishonesty is suspected, the instructor will contact the student and meet to discuss the specific situation. The instructor should use this meeting to explain how academic dishonesty could be avoided in the future.
 2. If it is determined that the student is responsible for an academic dishonesty violation, the student will receive 0 points for the assignment and a written warning.
 3. Once academic dishonesty has been determined, the instructor will notify the Assistant Dean of the incident details and meeting date. The student's name and incident details will be recorded in a CID database of Written Warnings.
 4. The Assistant Dean will inform the instructor if a Written Warning has been reported in another CID course.
 5. If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
 6. If the student has a previous Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty.
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Academic Dishonesty Involving Algorithmically Plagiarized Work

- Students who use artificial intelligence tools to develop responses to assignments (unless specifically allowed in the assignment description) will be considered in violation of academic honesty.
- Tools used to assess distinctions between human-written and AI-generated content may be used to assess suspected violations of academic dishonesty. Results showing the

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writing is possibly or likely written by AI will be considered a violation of academic honesty.

- Academic dishonesty using AI-generated content will follow the Procedure for Assessing Academic Dishonesty

[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.

The Counseling Center at A&M-Commerce, located in the Halliday 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 the Counseling Center's events and confidential services, please visit www.tamuc.edu/counsel.

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Activity Types	Weight	Due Date
Student Introduction	1 Bonus Point	09/02/2023
Academic Honesty Policy	1 Bonus Point	09/02/2023
Syllabus Quiz	1 Bonus Point	09/02/2023
Getting to Know You	10	09/02/2023
Read Chapter 1		09/04/2023
Chapter 1 Discussion 1, Initial post	100	09/05/2023
Case Study 1	100	09/09/2023
Final Posts Due		09/09/2023
Read Chapter 2		09/11/2023
Chapter 2 Discussion 2, initial post		09/12/2023
Chapter 2 Discussion replies	100	09/16/2023
Read Chapter 3		09/18/2023
Case Study 2	100	09/23/2023
Read Chapter 4		09/25/2023
Chapter 4 Discussion 3, Initial post due.		09/26/2023
Chapter 4 Case Study 3	100	09/30/2023
Discussion 3 replies due	100	09/30/2023
Read Chapter 5		10/02/2023
Case Study 4, WBS	100	10/07/2023
Read Chapter 6		10/09/2023
Case Study 5, Team Building	100	10/14/2023
Read Chapter 7		10/16/2023
Chapter 7 Discussion 4, Initial post due		10/17/2023
Chapter 7 Replies due	100	10/21/2023
Read Chapter 8		10/23/2023
Chapter 8 Discussion 5, Initial post due		10/24/2023
Chapter 8 Replies due	100	10/28/2023
Case Study 6	100	10/28/2023
Read Chapter 9		10/30/2023
Complete the Case Study 7	100	11/04/2023
Read Chapter 10		11/06/2023
Complete Case Study 8 Gantt chart, 10.2, page 358	100	11/11/2023
Read Chapter 12		11/13/2023
Complete Case Study 9, 12.3 on page 428	100	11/18/2023
Final Project	200	12/11/2023

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