Marketing and Business Analytics
A&M-COMMERCE

BUSA 428 Project Management
COURSE SYLLABUS: Spring Semester 2024

INSTRUCTOR INFORMATION

Instructor: *Joe Brodnax, CAP®*

Office Location: *BA 315C*
Office Hours: T/TH: 11:00-11:30am (Virtual); T: 7:00-8:00pm (Virtual)
T/TH: 11:00am-12:30pm (Commerce Office)

University Email Address: *Joe.Brodnax@tamuc.edu*
Department Phone: 903.886.5692
Department Fax: 903.886.5693

Preferred Form of Communication: Email
Communication Response Time: Within 48 hours

COURSE INFORMATION

Textbook(s) Required

Successful Project Management (6th Edition) by Gido
ISBN: 9781285068374

Software Required
Access to Microsoft Office 2013 Tool Suite (Excel, Word, Project).

Course Description

This course discusses the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

Student Learning Outcomes

1. Students will be able to demonstrate knowledge of project management concepts from project conception to successful execution

The *syllabus/schedule are subject to change.*

2. Students will be able to demonstrate an understanding of project management concepts and techniques by providing objective evidence through completing project scope and project tasks in solving a business related project.

3. Students will be able to demonstrate an understanding of technical execution of program management including identifying project constraints, project risks, life cycle management, earned value (EV) and schedule management

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the Learning Management System and Microsoft Office Project Management Tool

Instructional Methods

This course uses class lecture/discussion for content material presentation, Microsoft Power Point (lecture and tutorial slides), formal application project, and learning management system (see technical section below). Supplemental videos and documents will be provided to help reinforce course content.

Student Responsibilities

The University expects regular attendance by students in each course (whether in class or web based). Class attendance/participation is useful to the student as a means of acquiring knowledge and clarification. Frequent access to the course content and material is expected (both online and face/face classes). The instructor has access to login metrics for each student. Class participation is the active engagement in questions and answers, taking part in analyses of business situations, and contribution to material addressed in class. Additionally, students should check their official university email daily for information and guidance that may be provided by the course instructor.

GRADING

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89.9%

C = 70%-79.9%

D = 60%-69.9%

F = 59% or Below

The four criteria used to determine the grades earned for the course are as follows:

Assignments/Exams	Percentage
Individual Class Project	20%
Quizzes (4)	25%
Mid Term Exam	25%
Final Exam	30%
	100%

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Assessments

Chapter questions will be reviewed at the end of each topic discussion/lecture. These questions will form the bases for the assignment quiz questions. The quizzes are worth 25% for the weighting distribution. There is a midterm exam worth 25% and final exam worth 30% for each respective grade weighting distribution. Quizzes will consist of multiple-choice format but may include short answer or fill-in-the blank questions. Quizzes are always timed so preparation and familiarity with the material is important. The focus of the questions is on the course material but may include material from lectures, discussions, and chapter review questions.

Additionally, there is a class project that uses material discussed in class and provides additional topics of interest. When the project is complete, you will also have a course certification for the project along with the project grade. The class project is worth 20% of the grade weighting distribution. Class projects are individual projects. **Using someone else's words or ideas as if they were your own is plagiarism and fall within the academic integrity guidelines as noted below**. All class projects submitted will be evaluated for authorship.

Note: Compliant with COB Student Learning Objective 5: Students will be problem solvers in business environments (culmination in a class project).

Late projects are highly discouraged. A penalty of 15% per day (including weekends) will be assessed on late projects. Under NO circumstances will projects more than two days late be accepted.

Of note: All project deadlines and quiz times are US Central Time Zone. Please note that D2L will have a due date and end date noted for the class project and quiz. The due date in D2L is when the project is due as noted within the document and the end date in D2L is when the project closes and the student will not be allowed to submit.

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:

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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

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 here:

https://community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

Email is the preferred form of communication. Please be sure to include the course (number and section) to ensure a timely response. Emails are generally answered within 24 hours with the exception of weekends. When you have technical issues, please be sure to include screenshots as appropriate. Class slides, assignment descriptions, and the recording of grades are provided through MyLeo. Class announcements (e.g. change in quiz dates) will be sent to the student's email on record when available. **It is the students' responsibility to regularly check their University email.**

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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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: https://www.britannica.com/topic/netiquette

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

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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.

STATEMENT ON AI USE IN COURSES [MAY 2023]:
Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

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