



TMGT 358.61W ESSENTIALS OF PROJECT MANAGEMENT

COURSE SYLLABUS: SPRING 2024

INSTRUCTOR INFORMATION

Instructor: Taewoo Ko Ph.D., Assistant Professor

Office Location: AG/ET 119B

Office Hours: M, T, W, R 10:00 am - 11:30 am or by appointment.

Office Phone: 9034688131

Office Fax: 9038865960

University Email Address: taewoo.ko@tamuc.edu

Preferred Form of Communication: Office Hours or Email

Communication Response Time: Emails will be responded to on the same day. Feel free to send an email at any time. Emails received during the weekend will be responded to on the evening of the same day.

Grading Response Time: Homework is due on Sunday nights; Initial discussion posts are due on Tuesdays at midnight. Grades will be posted the following Monday or Tuesday.

COURSE INFORMATION

Textbook:

Textbook Required: Project Management: Achieving Competitive Advantage. By: Jeffrey K. Pinto. Edition: 5th edition. Publisher: Pearson. Print ISBN: 978-0134730332. eText ISBN: 978-0134730509

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.

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Course Description

This course develops a foundation of concepts and solutions that support 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

After completing this course:

Upon completion of this course, the student will be able to:

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

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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 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.

Late submission of homework, assignments, discussion board posts/responses, or projects will not be accepted, and will result in a grade of zero for the submission. The only exception to this policy is for University-recognized excused absences (see Student Handbook and Attendance Policy).

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.

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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.

Weights of the assessments in the calculation of the final letter grade.

ITEM	WORTH
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

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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:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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>

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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**

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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. *“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.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty”

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Syllabus Change Policy

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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/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>

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](#)
[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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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](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

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.

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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COURSE OUTLINE / CALENDAR

Week	Date	Topics	Weight	Due Date
1	1/10 – 12	Introduction and Textbook preparation		
2	1/15 - 19	Chapter 1 <ul style="list-style-type: none"> • Read Chapter 1 • Discussion 1 initial post • Case Study 1 • Discussion 1 replies due 	100 100	01/16/2024 01/20/2024 01/20/2024
3	1/22 - 26	Chapter 2 <ul style="list-style-type: none"> • Read Chapter 2 • Discussion 2 initial post • Discussion 2 replies due 	100	01/23/2024 01/27/2024
4	1/29 - 2/2	Chapter 3 <ul style="list-style-type: none"> • Read Chapter 3 • Case Study 2 	100	02/03/2024
5	2/12 - 16	Chapter 4 <ul style="list-style-type: none"> • Read Chapter 4 • Discussion 3 initial post • Case Study 3 • Discussion 3 replies due 	100 100	02/13/2024 02/17/2024 02/17/2024
6	2/19 - 23	Chapter 5 <ul style="list-style-type: none"> • Read Chapter 5 • Case Study 4 • WBS 	100	02/24/2024
7	2/26 - 3/1	Chapter 6 <ul style="list-style-type: none"> • Read Chapter 6 • Case Study 5 • Team Building 	100	03/02/2024
8	3/4 - 8	No Class		
9	3/11 - 15	Spring Break		
10	3/18 - 22	Chapter 7 <ul style="list-style-type: none"> • Read Chapter 7 • Discussion 4 initial post • Discussion 4 replies due 	100	03/19/2024 03/23/2024
11	3/25 - 29	Chapter 8 <ul style="list-style-type: none"> • Read Chapter 8 • Discussion 5 initial post • Case Study 6 • Discussion 5 replies due 	100 100	03/26/2024 03/30/2024 03/30/2024

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12	4/1 - 5	Chapter 9 <ul style="list-style-type: none"> • Read Chapter 9 • Case Study 7 	100	04/06/2024
13	4/8 - 12	Chapter 10 <ul style="list-style-type: none"> • Read Chapter 10 • Case Study 8 • Gantt chart, 10.2, page 358 	100	04/13/2024
14	4/15 - 19	Chapter 12 <ul style="list-style-type: none"> • Read Chapter 12 • Case Study 9 • 12.3 on page 428 	100	04/20/2024
17	5/6 - 10	Final Project	200	

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