MGT 390-02W: PROJECT MANAGEMENT
Fall 2024 (Online Class)

INSTRUCTOR INFORMATION

Instructor: **Mei Lin, Microsoft Copilot 365 MVP, MBA, PMP, PMI-ACP, DASSM**
Office Location: Virtual – Email or text to set virtual meeting Office
Hours: By Appointment (send me an email or text anytime!) Office Phone:
972-816-9580 (My mobile number)
University Email Address: **mei.lin@tamuc.edu**
Preferred Form of Communication: text/email
Communication Response Time: within 48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

• Membership: Project Management Institute Student membership is required **$32.00/year PMI Student Membership or you will have to paid for the PMBOK and 3 additional certificates as a non PMI Member.**

• Textbook:

> • **PMBOK® Guide – Seventh Edition – FREE with PMI student membership**
>
> PMBOK Guide
>
> • **Just Enough Project Management, by Curtis R. Cook, 2004.**

• Software Required: GanttProject (free open-sourced software) or MS Project, Excel, Power Point, Word
  - o Scrum Guide (Free online)
  - o Agile Practice Guide (Free book online if are the PMI Student member or purchase online)
    - ▪ https://www.pmi.org/pmbok-guide-standards/practice-guides/agile
    - ▪ https://www.pmi.org/membership/student
  - o Tools
    - ▪ Smartsheet
    - ▪ Monday.com
    - ▪ Click Up
    - ▪ Trello

The *syllabus/schedule are subject to change*

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.

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
1.2, 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	Understand as a leader of the responsibility of business ethics on a global stage.	PMI and LinkedIn Course Certifications - by viewing videos and completing quizzes

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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 and cover business ethics and global business challenges.

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.

GRADING

Component	Type	Value
Homework Project Exercises	Ind/Group	40.0%
Quizzes	Individual	40.0%
Final Exam	Individual	20.0%
Course Total	Individual	**100.0%**
Extra Points		
CAPM		50 points
PMP		90 points
CSM		30 points
DASM		30 points
PMI courses		3 points

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, WBS, project schedule, risk assessment, communication grid, RACI chart. Additionally, there are two LinkedIn badges for PMI Kickoff that need to be posted on LinkedIn. Each student will need to create a LinkedIn account and connect with the instructor by September 1st.

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.

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 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 40% of your final grade.
6. Use of any Artificial Intelligence to generate reports and homework assignments is not forbidden as long as the student states usage of the A.I. tools and provides clear instructions of the prompt as an appendix in the last portion of the assignment. Submitting any work without proper review will severely drop your grade. (see details in page 7 - AI Policy for this Course)

Quizzes (General Comments):

Quizzes count 40% of your final grade.

Final Exam (General Comments):

The Final Exam will count 20% of your final grade. The scope includes the comprehensive review of project management as in the textbook, presented in the lectures, and topics covered in the bi-weekly Zoom sessions. Attendance to the weekly Zoom sessions is optional; each Zoom session will be recorded and posted for later viewing.

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MGT 390-02W PROJECT MANAGEMENT COURSE OUTLINE / CALENDAR

WORK ASSIGNED Lectures, Assignments, Quizzes, & Final Exam	WORK DUE
Course Overview - Online Class Version	
Unit 1: Project Management Overview	
Unit 2: Project Charter	LinkedIn (5%)
Unit 3: Project Scope - Work Breakdown Structure	
Unit 4: Project Schedule – Gantt Chart	Homework (5%)
Quiz 1 - Project Management Overview	**Quiz (10%)**
Unit 5: Project Management Tools	
Unit 6: Project Cost, Stakeholder, and Communication	
Unit 7: Risk Management	Homework (10%)
Quiz 2 - Project Charter/WBS	**Quiz (10%)**
Unit 8: Monitor and control	
Unit 9: Agile	
Unit 10: Scrum and Kanban	Homework (10%)
Quiz 3 - Project Schedule, Risk, Cost, and Communications	**Quiz (10%)**
Unit 11: Scope Change	
Unit 12: Closing the Project	
Unit 13: Lessons Learned	Homework (10%)
Quiz 4 – Agile, Scrum, Monitor, Control, and Close the Project	**Quiz (10%)**
Final Exam	**(20%)**

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AI Policy for this Course

Purpose:
This policy outlines the acceptable use of Artificial Intelligence (AI) tools in this course to ensure academic integrity while allowing students to leverage AI for learning and research purposes.

Use of AI in Coursework:
Permitted Use: Students are allowed to use AI tools for research and drafting their homework assignments. This includes generating text or images as part of the research and preparation process.
Prohibited Use: AI tools are not allowed during exams. All exam responses must be the student's original work, created without AI assistance.

Required AI Disclaimer:
IF AI TOOLS ARE USED, STUDENTS MUST INCLUDE A DISCLAIMER IN THE FIRST PARAGRAPH OF THEIR ASSIGNMENT. THIS DISCLAIMER MUST CLEARLY STATE:

The name of the AI tool(s) used (e.g., ChatGPT, DALL·E, etc.).
The type of content generated by the AI (e.g., text, image).
Specific prompts or questions used to generate the AI content.
Example Disclaimer: "This assignment was drafted with the assistance of ChatGPT, using the prompt 'Explain the role of a project manager in an agile environment.' The AI-generated content includes the initial draft of the introduction and conclusion."

Consequences for Non-Compliance:
If an assignment lacks the required disclaimer and is suspected of containing AI-generated content, the work will be scanned using AI detection tools.
IF AI-GENERATED CONTENT IS DETECTED AND NO DISCLAIMER IS PROVIDED, THE ASSIGNMENT WILL RECEIVE A GRADE OF 60.
Students who disagree with the assessment can appeal by providing proof that the AI detection tool is incorrect, and that the assignment was completed without AI assistance.

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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.

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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, 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.

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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

- 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/
    - Adobe Shockwave Player https://get.adobe.com/shockwave/
    - Apple Quick Time 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.

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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

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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ARTIFICIAL INTELLIGENCE POLICY

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