TMGT 458-01W – Project Management – 20347

COURSE SYLLABUS: SPRING 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Anika Jannat Rimu
Office Location: AG/ET 220 (Engineering and Technology Building 2nd floor)
Office Hours: By appointment
University Email Address: anika.rimu@tamuc.edu
Preferred Form of Communication: e-mail
Communications Response Time: 48 hours typical during weekdays

COURSE INFORMATION

Course Schedule*:* Online
Course Location*:* Online

Materials – Textbooks

Textbook Required
   • Project Management. Harold Kerzner. Wiley, 12th Edition. ISBN-9781119165354

Course Description

The course covers key components of project management including project integration, project scope management, project time and cost management, quality management, human resource considerations, communications, risk management, and procurement management.

Corequisites: TMGT 471.

Student Learning Outcomes
   Upon satisfactory completion of the course, the student shall be able to;

The syllabus/schedule are subject to change

• Recognize issues in a realistic project scenario,
• Employ work breakdown structures (WBS) in a project application,
• Demonstrate the use of appropriate network scheduling techniques,
• Produce a project proposal,
• Discuss the implementation of a proposed plan.

COURSE REQUIREMENTS

This course is completely online.   This course consists of a series of:

• Midterm exams,
• Project Presentations
• Quizzes,
• Final exam,
• Final project.

Student Responsibilities or Tips for Success in the Course

Students are encouraged to log on to D2L daily in support of the online training requirements. Assignments must be turned in on time or ahead of schedule to receive credit for the assignment. Student participation in the online segments of this class are required.

GRADING

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

The syllabus/schedule are subject to change

Assessments

Assessment Type & Point Distribution

Assessment Type	%
Quizzes (20)	40
Midterm Exam	15
Presentation Projects (2)	20
Final Exam	15
Coursera certification IBM	10
Total	**100**

Important Notes:

- Final project topic will be announced later.
- Discussion posts will be graded based on the following:

Rubric for Discussion posts	
The content of your post: Creativity, originality, clarity, thoroughness	40%
Scientific thought: Support of your ideas by using peer reviewed journal articles	30%

Creative participation in other students' posts, NOT including ONLY sentences such as
    • I like your idea
    • That's a good idea
    • I agree with you
Your participation MUST be adding value to the post by showing support with references or by sharing your own experiences. You are not evaluated by the number of replies you post, but by the **quality** of response.
	30%

Brief Explanation of Course Assessments

Quizzes:
Twenty multiple choice topical quizzes covering the 20 topics within the course will be administered worth 10 points each. Sample multiple choice quizzes are available at the end of each of the first twenty chapters in the textbook. These sample quiz questions and those presented as assessment quizzes come from the Project Management Institute's Project Management Certification Exam and cover the principles that support the knowledge areas and domain groups in the PMBOK® Guide. Quizzes are timed and can only be accessed once each; so, be ready to complete the entire quiz once it is entered. Quizzes automatically close at the posted deadline and will not be reopened for late submission. Each quiz MUST be completed by the posted deadline or a zero will be earned.

The syllabus/schedule are subject to change

Presentation Projects:
Presentation Projects will address various aspects of Project Management and may include individual and/or group assignments and peer review activities. Project presentations will be made in video format using Jing or other Web 2.0 technologies as assigned. Project details and specific requirements will be provided for each activity

Midterm and Final Exam:
The mid-term and final exams are evaluations of the learners' overall understanding of the principles that support the knowledge areas established by the premiere project management certification organization in the U.S., the Project Management Institute (PMI).

The questions for the exams will come from a test bank of randomly presented questions from the end of each chapter in a section labeled Studying Tips for the PMI® Project Management Certification Exam. Expect each exam to consist of 50 questions from a test bank of several hundred questions used in preparation for the PMP and CPMP Certification examinations. The mid-term and final exams will cover material from approximately and first and second halves of the term, respectively.

The final will cover content addressed after that which is covered on the mid-term exam. The exams are timed and can only be accessed once; so, be ready to complete the exam in its entirety once it is entered. Exams automatically close at the posted deadline and will not be reopened for late submission. Each exam MUST be completed by the posted deadline or a zero will be earned.

TECHNOLOGY REQUIREMENTS
Technology Support

Browser Support

D2L Brightspace 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 Brightspace 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 Brightspace 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 Brightspace products. Customers can report problems and receive support for issues. For an optimal experience, D2L Brightspace recommends using supported browsers with D2L Brightspace products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L Brightspace products. Customers can still report problems and receive

The syllabus/schedule are subject to change

support for critical issues; however, D2L Brightspace 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 D2L Brightspace Support features are now optimized for production environments when using the Google Chrome, Apple Safari, Microsoft Edge, Microsoft Internet Explorer, 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 Brightspace supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version.

The syllabus/schedule are subject to change

Device	Operating System	Browser	Supported Browser Version(s)
			Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

Basic Technology Requirements

- 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 (minimum 4MB) is strongly suggested for online courses
  - ✓ 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. The following settings are required:

- Pop-ups are allowed;
- JavaScript is enabled; and
- 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/

The syllabus/schedule are subject to change

- 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.

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

D2L Brightspace Support

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 D2L Brightspace, please contact D2L 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 E-mail.

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.

Assistance Through *The Writing Center*

The Writing Center at Texas A&M University is committed to assisting student writers at all levels. The Writing Center is located on-campus in the David A. Talbot Hall of Languages Building, Room 103. The hours of operation are Monday through Thursday from 9:00 a.m. until 4:00 p.m. and on Friday from 9:00 a.m. until 1:00 p.m. There is also an Online Writing Lab, accessed by sending an e-mail to: writing.tamuc@gmail.com

Interaction with Instructor Statement

- Correspondence with your instructor in this course will be done via e-mail.
The syllabus/schedule are subject to change

- All e-mails to your instructor must be written clearly in a formal business format.
- E-mails must be written to reflect your professionalism: complete sentences, correctly spelled words, correct punctuation, grammar, etc.
- Virtual Office Hours: Virtual office hours are noted on page 1 of this course syllabus. I check also my e-mail inbox regularly and try to reply to all messages within 24 hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
Course Specific Procedures/Policies

This class will operate according to the following policies to ensure fairness and equal treatment to all students:

- Work, vacation, travel, and sickness/accident/death outside your immediate family do **NOT** constitute approved excuse for failing to complete assignments and/or meeting course deadlines and due dates.
- If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and course policy, notify the instructor immediately in writing!
- Grading policies and requirements identified in this course syllabus are non-negotiable and will be adhered to in this course of study with all students held to an identical and equal standard.
- If you do not agree with any requirement herein, believe any requirement to be "unfair" or "unreasonable," or believe that less should be expected of you than your classmates in order to earn a comparable course grade, you should **WITHDRAW IMMEDIATELY** from this course and re-evaluate your dedication to the principle of academic integrity and success!
- Grades earned in this course will be based on a numerical value and the final course grade will be recorded/posted as a letter grade (see "Grading Scale").
- Numerical scores that determine the final course grade will not be rounded-up.
- The writing and reference formatting style identified in the current edition of the Publication Manual of the American Psychological Association (APA) is required for use on written assignments in this course and all courses offered within the TAMU-C Department of Engineering & Technology. The most critical aspect of writing with APA in this course is the observation of correct citation and reference requirements. Failing to properly cite the work of others constitutes plagiarism, an act of academic dishonesty resulting in disciplinary action. The approved TMGT Manuscript Guide provides program specific information on required and allowed variations from APA Style. These two sources are essential references in preparing written assignments for submission. Only specific assignment instructions supersede these established formatting and style requirements.
- In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating the intended message. All work submitted for credit in this course must also satisfy these general professional expectations as well as be

The syllabus/schedule are subject to change

appropriate for the specific purpose and audience for which the communication is intended. Quality of work will be reflected in the assignment scores.

- Make-up, extensions, resubmissions, or extra credit assignments are not available in this course unless student has a verified university recognized excuse for absence (per University policy and student handbook). Health issues must be confirmed by a valid institution.

NOTICE: If you are not willing to devote the time and effort necessary for the successful completion of this course or if you do not have the prerequisite knowledge/skills to successfully complete this course, you need to discuss this matter with your academic advisor immediately.

<p style="text-align:center; color:red;">Civility is the rule at all times!</p>

Syllabus Change Policy

This 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

The syllabus/schedule are subject to change

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](#)

Plagiarism

United States law recognizes that words and ideas have value and can be stolen. The expression of original ideas is considered intellectual property and is protected by copyright laws. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book, article, musical composition, or computer file).

All of the following are considered examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words and/or ideas from someone else without giving proper credit (references).
- Failing to put a quotation in quotation marks.
- Providing incorrect information about the source of a quotation or information source.
- Changing words but copying the sentence structure of a source without giving proper credit.
- Copying so many words or ideas from a source that it makes up the majority of the work you have written, whether you give credit or not.

Be aware that your instructor will be actively looking for all occurrences of plagiarism and, when caught, the results may be devastating to your academic career (see "Academic Integrity"). To avoid plagiarism, a student must give credit whenever they:

- use another individual's idea, opinion, or theory.
- use facts, statistics, graphs, and drawings that are not common knowledge.
- use quotations of another individual's spoken or written words; or
- paraphrase another individual's spoken or written words.

Any works referenced should be properly cited in accordance with the APA 6th edition Publication Manual. *Turnitin*, or other similar plagiarism verification services, may be utilized to verify the absence of or presence of plagiarism in any or all student assignments, projects, and examinations or other coursework. In most cases plagiarism can be avoided by citing sources correctly. Simply acknowledging that certain material has been borrowed, and providing your audience with the necessary information to locate that source is usually enough to avoid a plagiarism charge.

Plagiarized assignments, projects, and examinations will receive a grade of F with zero (0) points

The syllabus/schedule are subject to change

Collaboration

All work in this course is to be completed individually, without collaboration from others.

Use of Outside Sources for Written Work, Papers, and Assignments

In this course, if it is determined that a student used paid services to obtain previously written work, have the service write course papers, or prepare course assignments, that student will receive a failing grade (0 points) on the work in question. In addition, the student may be subject to recourse according to University policy (see "Academic Integrity").

This type of practice is unethical and is not in keeping with the established tenets of obtaining a higher education degree. *Zero tolerance applies to this policy!*

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
Velma K. Waters Library - Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
E-mail: 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-

The syllabus/schedule are subject to change

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.

The syllabus/schedule are subject to change

COURSE OUTLINE / CALENDAR

Week #	Week of	Topic	Assessment
Days are for the week indicated in the first column. Weekly "Check-ins" required	Beginning Monday	Quizzes are due by midnight (CT), on Sunday of the week assigned and presentation activities and quizzes are due by midnight (CT), on Wednesday of the week indicated, unless otherwise indicated.	
1	Jan 13	Familiarize yourself with the courseware and follow the initial instructions provided in the online course. Post on-line introductions with photo for class roster. Acquire copy of text. Download and install the free version of Jing and begin experimenting.	Introduce yourself
2	Jan 20	Chapter 1 – Overview (of Project Management) Chapter 2 – Project Management Growth: Concepts and Definitions Presentation Project #1 research begins	Quiz 1 and Quiz 2
3	Jan 27	Chapter 3 – Organizational Structures [used in Project Management] Chapter 4 – Organizing and Staffing the Project Office and Team	Quiz 3 and Quiz 4
4	Feb 3	Chapter 5 – Management Functions Chapter 6 – Management of Your Time and Stress	Quiz 5 and Quiz 6
5	Feb 10	Chapter 7 – Conflicts Chapter 8 – Special Topics [in Project Management]	Quiz 7 and Quiz 8
6	Feb 17	Chapter 9 – The Variables for Success	Quiz 9
7	Feb 24	Presentation Project #1 due Chapter 10 – Working with Executives	Project #1 Presentation Due by 11:59PM Wednesday Quiz 10
8	Mar 3	MIDTERM	Mid-term Examination due by 11:59 PM Wednesday
9	**Mar 10-14**	**Spring Break**	
10	Mar 17	Chapter 11 – Planning	Quiz 11

The syllabus/schedule are subject to change

COURSE OUTLINE / CALENDAR (Continued)

Week #	Week of	Topic	Assessment
11	Mar 24	Chapter 12 – Network Scheduling Techniques Chapter 13 – Project Graphics Presentation Project #2 research begins	Quiz 12 Quiz 13
12	Mar 31st	Chapter 14 – Pricing and Estimating Chapter 15 – Cost Control	Quiz 14 Quiz 15
13	Apr 7	Chapter 16 – Trade-Off Analysis in a Project Environment Chapter 17 – Risk Management	Quiz 16 Quiz 17
14	Apr 14	Chapter 18 – Learning Curves Chapter 19 – Contract Management	Quiz 18 Quiz 19
15	Apr 21	Chapter 20 – Quality Management	Quiz 20
16	Apr 28	Presentation Project #2 due	Wednesday 11:59 PM
17	May 5	Final Exams Week Coursera certification IBM due	Due by 11:59 PM Wednesday

This schedule is tentative. It is subject to change.

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