

# **MGT 555: PROJECT MANAGEMENT**

## **Spring 2025 (Onsite Class)**

### **INSTRUCTOR INFORMATION**

Instructor: **David Adams, MBA, PMP, DTM, DASM**  
Office Location: Virtual – Email or text to set virtual meeting  
Office Hours: By Appointment (or send me an email or text anytime!)  
Office Phone: **214-708-2729** (My mobile number)  
University Email Address: **david.adams@tamuc.edu**  
Preferred Form of Communication: email/text/call  
Communication Response Time: within 24 hours

### **COURSE INFORMATION**

#### **Materials – Textbooks, Readings, Supplementary Readings**

- Optional Textbook: Just Enough Project Management, by Curtis R. Cook, 2004.
- Optional Software : GanttProject (free open-sourced software) or approved alternative such as MS Project or Excel (to build a project schedule).
- Other Optional Texts and/or Materials: Project Management Book of Knowledge 6<sup>th</sup> or 7<sup>th</sup> Edition

### **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. 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, 4, 5	Understand the four phases of a project and the project tools to complete to create a project plan.	In-class Participation Exams
2, 5	Understand the methods of controlling a project being executed to maintain scope, cost and time requirements, and how to handle scope changes.	In-class Participation Exams
3, 4	Understand as a leader of the responsibility of business ethics on a global stage	In-class Participation
1,4, 5	Present a final project report for project stakeholders.	Final Project Report

## COURSE REQUIREMENTS

### Minimal Technical Skills Needed

- Microsoft Word, Excel, and PowerPoint

### Instructional Methods

This course is taught as an in-class lecture with group exercises. The information and materials needed to complete the course is in this syllabus.

## GRADING

Component	Type	Value
Classroom Activities/Participation	Team	20.0%
Mid-Term Exam	Individual	30.0%
End-Term Exam	Individual	30.0%
Final Project Report	Individual	20.0%
<b>Course Total</b>		<b>100.0%</b>

**CLASSROOM ACTIVITIES/PARTICIPATION:**

Teamed based project activities will be worked on and presented for each unit of study. These project activities are in a case study form for the four phases of the project. Class activities include developing a project charter, task worksheet, project schedule, risk assessment, communication grid, RACI chart, procurement selection, customer acceptance checklist, scope change, project baseline, and lessons learned.

**MID-TERM AND END-TERM EXAMS:**

Exams will be administered to test understanding of project management concepts through the four phases of a project as taught from the lectures, completion of assignments, and knowledge and tips from the weekly lecture sessions.

**FINAL PROJECT REPORT:**

A Final Project Report will be assigned that brings together the completed class case study project presented as a team to the class. Additionally, each individual student will need to prepare a 1–2-page project report summary outlining the four phases of the project, specific project control measures used, key achievements, lessons learned and a conclusion.

**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 administrative

## COURSE OUTLINE / CALENDAR

<b>WORK ASSIGNED:</b> Group Exercises, Exams, & Final Project Report	<b>WORK DUE:</b>
<h1>Course Overview</h1>	
Unit 1: Project Management Overview/Business Ethics	Presentation 1/16/25
Unit 2: Project Charter	Presentation 1/21/25
Unit 3: Work Breakdown Structure	Presentation 1/23/25
Unit 4: Project Task Worksheet	Presentation 1/23/25
Unit 5: Project Schedule	Prep Work 1/28/25 Presentation 1/30/25
Unit 6: Communication Plan	Presentation 2/4/25
Unit 7: Risk Plan	Presentation 2/4/25
Unit 8: Quality Plan	Presentation 2/6/25
Unit 9: Procurement Plan	Presentation 2/11/25
Unit 10: Human Resources Plan	Presentation 2/11/25
Unit 11: Final Project Plan	Presentation 2/13/25
<b>MID-TERM EXAM - Initiating &amp; Planning Phases</b>	<b>EXAM 2/18/25</b>
Unit 12: Controlling the Project	Presentation 2/20/25
Unit 13: Scope Change	Presentation 2/25/25
Unit 14: Closing the Project	Presentation 2/27/25
Unit 15: Lessons Learned	Presentation 2/27/25
<b>Final Project Report</b>	<b>Presentation 3/4/25</b> <b>Individual Report 3/4/25</b>
<b>END-TERM EXAM - Controlling &amp; Closing Phases</b>	<b>EXAM 3/6/25</b>

## **ARTIFICIAL INTELLIGENCE POLICY**

East Texas A&M University 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

### **General Items**

- The syllabus and the associated schedule are subject to change.
- IT Support through [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu) or calling 1-903-468-6000.
- D2L Brightspace support by calling 1-877-325-7778.
- Student conduct, attendance, academic integrity, ADA, non-discrimination policy, and campus concealed weapon statement apply to latest procedures and policies of ETAMU (available upon request).