

MGT 555: PROJECT MANAGEMENT

Spring 2025 (Online 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

- Textbook: Just Enough Project Management, by Curtis R. Cook, 2004.
- Software Required: GanttProject (free open-sourced software) or approved alternative.
- Optional Texts and/or Materials: Project Management Book of Knowledge 6th or 7th 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.	Project Assignments 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.	Project Assignments Exams
3, 4	Understand as a leader of the responsibility of business ethics on a global stage	LinkedIn Course Completion
1,4, 5	Present a final project report for project stakeholders.	Final Project Report

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.

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 Assignments 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 Assignments	Individual	50.0%
Mid-Term Exam	Individual	20.0%
End-Term Exam	Individual	20.0%
Final Project Report	Individual	10.0%
Course Total		100.0%

PROJECT ASSIGNMENTS:

Project assignments will be done as individual homework assignments. These project assignments are in a case study form and will be used to complete project management activities on the four phases of the project. Assignments 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 through D2L 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 Zoom sessions.

FINAL PROJECT REPORT:

A Final Project Report will be assigned that brings together the completed class case study project (delivered as a video report to a project sponsor). The report includes an executive summary and select completed documents from all the Project Assignments. See details in D2L.

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.

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 by 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 Assignments count 50% of your final grade. The lowest grade of all the homework assignments will be dropped.

Mid-Term and End-Term Exams (General Comments):

1. There are no makeup for the exams. You must start each exam before 11:59 PM of the due date deadline to gain access.
2. The Mid-Term Exam counts 20% of your final grade. The scope includes the comprehensive review of project management through the Final Project Plan step (Project Initiation and Project Planning) as presented in the lectures, completion of the assignments, and topics included in the weekly Zoom sessions.
3. The End-Term Exam counts 20% of your final grade. The scope includes the comprehensive review of project management through the Project Completion (Project Control and Project Closing) as presented in the lectures, completion of the assignments, and topics included in the weekly Zoom sessions.

General Items

- The syllabus and the associated schedule are subject to change.
- IT Support through 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).

COURSE OUTLINE / CALENDAR

WORK ASSIGNED: Assignments, Exams, & Final Project Report	WORK DUE:
Course Overview	
Unit 1: Project Management Overview/Business Ethics	Assignment 1/17/25
Unit 2: Project Charter	Assignment 1/24/25
Unit 3: Work Breakdown Structure	Assignment 1/31/25
Unit 4: Project Task Worksheet	Assignment 1/31/25
Unit 5: Project Schedule	Assignment 2/14/25
Unit 6: Communication Plan	Assignment 2/21/25
Unit 7: Risk Plan	Assignment 2/28/25
Unit 8: Quality Plan	Assignment 3/7/25
Unit 9: Procurement Plan	Assignment 3/21/25
Unit 10: Human Resources Plan	Assignment 3/21/25
Unit 11: Final Project Plan	Assignment 3/28/25
MID-TERM EXAM - Initiating & Planning Phases	EXAM 3/31/25-4/4/25
Unit 12: Controlling the Project	Assignment 4/18/25
Unit 13: Scope Change	Assignment 4/18/25
Unit 14: Closing the Project	Assignment 4/25/25
Unit 15: Lessons Learned	Assignment 4/25/25
Final Project Report	Video Submit 5/4/25
END-TERM EXAM - Controlling & Closing Phases	EXAM 5/5/25-5/9/25

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