TMGT 358.01W ESSENTIALS OF PROJECT MANAGEMENT

COURSE SYLLABUS: Fall 2025

INSTRUCTOR INFORMATION

Instructor: Dr. Perry Moler, Assistant Professor
Office Location: AG/ET 213A
Office Hours: M, T, W, R, F 9:00 am - 10:00 am or by appointment.
Office Phone: 9038865474
Office Fax: 9038865960
University Email Address: Perry.Moler@etamu.edu
Preferred Form of Communication: Office Hours or Email

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

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.

The syllabus/schedule are subject to change.

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.

Instructional Methods

There are several assignments due each week; among them will be Case Studies, Discussion posts, and 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 **Wednesday** by 11:59PM of each week when discussions are assigned. Final replies (2 or more) will be due on Sunday 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).

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 35% 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	30%
Case Studies	35%
Final Project	25%
Certifications	10%
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 East Texas A&M 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@etamu.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 ETAMU 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 48 hours provided the correspondence follows the requirements listed below.

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. *"East Texas A&M 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

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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.

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

ETAMU Attendance

For more information about the attendance policy please visit the Attendance webpage.

Academic Integrity

Students at East Texas A&M 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.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.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
East Texas A&M Velma K. Waters
Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@ETAMU.edu

Website: Office of Student Disability Resources and Services

http://www.ETAMU.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

East Texas A&M 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 East Texas A&M 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 East Texas A&M 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.ETAMU.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903- 886-5868 or 9-1-1.

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COURSE OUTLINE / CALENDAR OVERVIEW
Detailed due dates and times will be provided in D2L.

Week	Topics
1	Introduction and Textbook preparation
2	**Chapter 1** • Read Chapter 1 • Discussion 1 initial post • Case Study 1 • Discussion 1 replies due
3	**Chapter 2** • Read Chapter 2 • Discussion 2 initial post • Discussion 2 replies due
4	**Chapter 3** • Read Chapter 3 • Case Study 2
5	**Chapter 4** • Read Chapter 4 • Discussion 3 initial post • Case Study 3 • Discussion 3 replies due
6	**Chapter 5** • Read Chapter 5 • Case Study 4 • WBS
7	**Chapter 6** • Read Chapter 6 • Case Study 5 • Team Building
8	**Chapter 7** • Read Chapter 7 • Discussion 4 initial post • Discussion 4 replies due
9	**Chapter 8** • Read Chapter 8 • Discussion 5 initial post • Case Study 6 • Discussion 5 replies due

Week	Topics
10	**Chapter 9** • Read Chapter 9 • Case Study 7

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11	**Chapter 10** • Read Chapter 10 • Case Study 8 • Gantt chart, 10.2, page 358
12	**Chapter 12** • Read Chapter 12 • Case Study 9 • 12.3 on page 428
13	**Certifications Due**
14	**Thanksgiving-No School Work**
15	**Work On Final Project**
16	**Final Project Due**

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