MGT 390: PROJECT MANAGEMENT
Fall 2025

INSTRUCTOR INFORMATION

Instructor: Nabila Zaidi, MBA, MA, PMP, CSM, SSM, PSM I, SMC, SMAC
Office Location: BA-233
Office Hours: Tuesday: 8:00am-9:30am, 2:00pm-3:00pm (or email me to schedule an appointment)
Office Phone: 214.620.0351 (Mobile)
University Email Address: nabila.zaidi@etamu.edu
Preferred Form of Communication: Email
Communication Response Time: 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required: 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 resources, communication, and procurement management, and develop a comprehensive project plan accordingly. This approach will assist the future manager, as one of the key project stakeholders, to understand the deliverables required of project managers and their teams.

Student Learning Outcomes:
1. Students will demonstrate proficiency in spoken communications by delivering clear and well-structured business presentations.

The *syllabus/schedule are subject to change.*

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 Quizzes Final Exam
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 Quizzes
3, 4	Understand as a leader of the responsibility of business ethics on a global stage	Video Link / Handout

COURSE REQUIREMENTS

Minimal Technical Skills Needed
• D2L Learning Management System (LMS)
• Microsoft Word, Excel, and PowerPoint

Instructional Methods
This course is delivered in a face-to-face lecture format, meetings on Tuesdays and Thursdays starting at 11:00am. Students will find most of the information and materials needed to successfully complete the course in this syllabus and on the D2L course management site.

Student Responsibilities or Tips for Success in the Course
Homework will be assigned in D2L based on lecture content. Each student will be required to log in regularly to the course website to access material and homework assignments. Quizzes will be based on the lecture material. The final exam covers all the material taught during the semester.

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GRADING

SCALE

Total points corresponding to the final letter grades:

A = 270 - 300 Points

B = 240 - 269 Points

C = 210 - 239 Points

D = 180 - 209 Points

F = < 180   Points

GRADING

Component	Value
Homework/Discussion Board (top 10 out of 14 @10pts. Each)	100 Points
Quizzes (4 @25pts. each)	100 Points
Final Exam (1 @100pts.)	100 Points
Course Total	**300 Points**

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.

QUIZZES AND FINAL EXAM: Quizzes will be administered in class to test understanding of project management concepts through the four phases of a project, as taught in the lectures. The final exam, a comprehensive review of project management, will be given during the Final week.

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 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).

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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/discussion board assignments count 100 points (33.34%). Your top 10 homework/discussion board assignments will be used in calculating your final grade. Your 4 lowest/missed homework/discussion board assignment grades will be dropped in calculating your final grade. No make-up assignment will be provided for any reason as I am already dropping your 4 lowest grades.

Quizzes and Final Exam (General Comments):

1. There are no makeup quizzes and no makeup final exam.
2. Quizzes count 33.33% of your final grade.
3. The Final Exam counts 33.33% of your final grade.

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DATE	WORK ASSIGNED: READINGS, ASSIGNMENTS, Quizzes, & EXAM	HOMEWORK / DISCUSSION BOARD DUE DATES
08/26/25	Introduction	
08/28/25	Project Management Overview	08/31
09/02/25	Project Charter	
09/04/25	Project Charter Cont'd Project Management Overview – **Quiz 1**	09/07
09/09/25	Work Breakdown Structure	
09/11/25	Work Breakdown Structure Cont'd	09/14
09/16/25	Project Task Worksheet	
09/18/25	Project Schedule Project Charter/WBS– **Quiz 2**	09/21
09/23/25	Communication Plan	
09/25/25	Communication Plan Cont'd	09/28
09/30/25	Risk Plan	
10/02/25	Risk Plan Cont'd Project Task Worksheet/Communication Plan – **Quiz 3**	10/05
10/07/25	Quality Plan	
10/09/25	Quality Plan Cont'd	10/12
10/14/25	Procurement Plan	
10/16/25	Procurement Plan Cont'd	10/19
10/21/25	Human Resource Plan	
10/23/25	Human Resource Plan Cont'd	10/26
10/28/25	Final Project Plan	
10/30/25	Final Project Plan Cont'd	11/02
11/04/25	Controlling the Project	
11/06/25	Controlling the Project Cont'd Project Schedule/Project Activities – **Quiz 4**	11/09
11/11/25	Scope Change	
11/13/25	Scope Change Cont'd	11/16
11/18/25	Closing the Project	
11/20/25	Closing the Project Cont'd	11/23
11/25/25	Lesson Learned	
11/27/25	**Thanksgiving Holiday**	
12/02/25	Lesson Learned Cont'd	
12/04/25	Review	12/07
12/09/25	**Final Exam (10:30am-12:30pm)**	Final Exam

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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, an ETAMUC 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

STUDENT RESPONSIBILITIES FOR THE COURSE

CWID and Password

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.

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Technology-Related Issues

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.

TECHNOLOGY REQUIREMENTS AND SUPPORT

Minimal Technical Skills Needed

Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Learning Management System (LMS) – D2L

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements:

- View the [Learning Management System Requirements Webpage.](#)

- Learn more on the [LMS Browser Support Webpage.](#)

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 on the [Brightspace Support Webpage.](#)

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication. Students are encouraged to check university email daily.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line

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- Salutation (Good afternoon, Dr. Jackson)

- Proper email etiquette (no "text" emails – use proper grammar and punctuation)

- Student name and CWID after the body of the email (possibly add to student signature on email)

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the Student Guidebook.

Students should also consult the Rules of Netiquette Webpage for more information regarding how to interact with students in an online forum.

ETAMU Attendance

For more information about the attendance policy, please view the Attendance Webpage and the Class Attendance Policy

Academic Integrity

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. For more details and the definition of academic dishonesty, see the following procedures:

Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03

Undergraduate Student Academic Dishonesty Form

Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10

Graduate Student Academic Dishonesty Form

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Use of Artificial Intelligence

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

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 University

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 Services

Nondiscrimination Notice

East Texas A&M University 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.

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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 University 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 ETAMU 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.

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

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, 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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

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