



TMGT 358.01W Essentials of Project Management
COURSE SYLLABUS: Fall 2026

INSTRUCTOR INFORMATION

Instructor: Perry Moler Ph.D., Associate Professor
Office Location: Ag/ET 222M
Office Hours: M,T,W,R, F 8:30AM-9:30AM or By Appointment.
Office Phone: 903-886-5474
Office Fax: 903-886-5960
University Email Address: Perry.Moler@etamu.edu
Preferred Form of Communication: Office Hours or Email
Communication Response Time: 48 Hours for Email

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings
Course Materials will be provided in the D2L course shell.

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.

Course-Specific Student Learning Outcomes:

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.

The syllabus/schedule are subject to change.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

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

Instructional Methods

This course consists of a series of assignments, discussion boards, PMI certifications and project(s) to assist you in achieving the outcomes/objectives for the course. Each week you will work on various combinations of these.

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.

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

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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 It is 25% of your grade. One set of documents and a video presentation will be submitted by your group.

GRADING

Final grades in this course will be based on the following scale:

Assessment Type	Pts.
Discussion Forums	300
Assignments	350
Final Project	250
Certifications	100
Total	1000

Total points corresponding to the final letter grades

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

Course Outline/Calendar

Detailed due dates and times will be provided in D2L.

Week	Topics
1	Introduction and Preparation

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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

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>

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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, 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>

STUDENT RESPONSIBILITIES FOR COURSE

Attendance will be monitored in the LMS, in-class, and by the completion of course assignments. Late work **WILL NOT** be accepted. There is **NO** Extra Credit. **ALL** There are **NO** re-do's, do-overs, or re-submits in this 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.

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

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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

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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

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through D2L and/or 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. **Include the Following in Emails with Instructor:**

- Course name and subject in the subject line
- 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)

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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](#)

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).

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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.

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.

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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 <https://www.etamu.edu/counseling-center/>

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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