Course Syllabus

Course Number/Section/Name: CIDM/MGT 3390 Project Management
Professor: Dr. Jeffry Babb

Class Days/Times/Location or Other Format: Online
Office Location: CC208H
Office Hours: Monday and Wednesday, 1:30 to 5:00 P.M.
Office Phone: 806-651-2440
Email: jbabb@wtamu.edu
Social Media: Keep up with the latest happenings of your COB on Facebook: www.facebook.com/wtamuco and Twitter, #WTAMUCOB
Other: (Pre-requisite: CIDM2342)

Terms of Use
A student's continued enrollment in this course signifies acknowledgment of, and agreement with, the statements, disclaimers, policies, and procedures outlined within this syllabus and elsewhere in the WTClass environment. This Syllabus is a dynamic document. Elements of the course structure (e.g., dates and topics covered, but not policies) may be changed at the discretion of the professor.

WTAMU College of Business Mission Statement
The mission of the College of Business is to provide high quality undergraduate and graduate business education with a global perspective and ethical awareness. We accomplish this through emphasis on excellence in teaching, which is strengthened by faculty scholarship and supported by professional service.

Learning Objectives of the WTAMU College of Business Programs
The College of Business (COB) at West Texas A&M University (WTAMU) seeks to prepare students in the Bachelor of Business Administration (BBA), Master of Business Administration (MBA), Master of Professional Accounting (MPA), and the Master of Science, Finance and Economics (MSFE) degree programs for careers in business and to foster their professional growth and advancement via key learning goals and objectives.

The learning objectives of the College of Business are as follows:
- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
Global Business Environment
Business Ethics and Corporate Governance

Course Description

Management of projects and the quantitative methods used in managerial supervision. The course presents theoretical and practical applications of project planning, budgeting, scheduling, cost analysis, resource leveling and control, applications of Critical Path Method, Program Evaluation and Review Technique, and the use of computer for project planning and management.

Course Objectives

This course builds on the students’ knowledge of system analysis and design as well all software development. Upon the successful completion of this course, students should be able to:

1. Understand the theory of project management (Critical Path Method, Program Evaluation and Review)
2. Understand project initiation, planning execution monitoring and control and project closeout.
3. Understand the people, process, deliverable artifacts, work breakdown structure and milestones
4. Understand integration management, scope management, cost management, quality management, human resource management, communication management, risk management and procurement management.
5. Use a project management tool to build a comprehensive project plan

Course Materials (Text, calculator, etc.)


Microsoft Project 2016 Professional 2016, freely available via the CIDM department’s DreamSpark subscription

Map from COB Learning Objectives to Specific Course Objectives

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Course Grading Policies

I am using a percentage-weighted system for grading. The general categories of work you will engage in to earn these points are as follows:

- **Chapter Quizzes and Synoptic Essays:** 25%
- **Final Exam (Comprehensive):** 25%
• Microsoft Project Milestones: 15%
• Final Project: 25%
• Participation & Discussion: 10%

Your final letter grade will be assessed based on the following point accumulations:

• Letter grade of “A”: 90% or higher
• Letter grade of “B”: 80% up to, but not including 90%
• Letter grade of “C”: 70% up to, but not including 80%
• Letter grade of “D”: 60% up to, but not including 70%
• Letter grade of “F”: 59% or lower

Course Assignment, Examination, and or Project Policies

Chapter Quizzes and Synoptic Essays: We will review the chapter material by way of a quiz for each chapter. Additionally, a short essay will be required at the end of each chapter as well. Each will appear in WTClass each week as the week is upon us (and not beforehand).

Project Milestones: Students will complete a practice project assignment using project management software. Details will be outlined in an assignment document posted on WTClass. Students will submit deliverables at different points in the semester. This work will be completed individually.

Final Project: Using the example project, students will tackle a project management plan for a real IT/Software project to be completed by the end of the semester. We will utilize the basic components of project management in the pursuit and completion of this project.

Software Development Project Management Software: We will also include the use of Team Foundation Server which provides exposure to IT-specific project management skills. Use of this software will be incorporated into the final project.

Project Management Institute: Most of the information we discuss and learn in this course is related to the Project Management Body of Knowledge (PMBOK) as is maintained by the Project Management Institute (PMI). This is foundational knowledge for the Project Management Professional (PMP) certification from PMI.

Course Topics - Tentative Calendar of Readings, Topics, and Due Dates
• Introduction to Project Management
• The Project Management and Information Technology Context
• The Project Management Process Groups
• Project Integration Management
• Project Scope Management
• Project Time Management
• Project Cost Management
• Project Quality Management
• Project Human Resource Management
• Project Communications Management
• Project Risk Management

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- Project Procurement Management
- Project Stakeholder Management

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<th>Week</th>
<th>Topic</th>
<th>Reading</th>
<th>Remarks</th>
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<td>01 – 06/05 to 06/11</td>
<td>Introduction to Project Management</td>
<td>Chapter 1</td>
<td>Chapter 1 Quiz;</td>
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<tr>
<td></td>
<td>The Project Management and Information Technology Context</td>
<td>Chapter 2</td>
<td>Chapter 2 Quiz</td>
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<td>02 – 06/12 to 06/18</td>
<td>The Project Management Process Groups: A Case Study</td>
<td>Chapter 3</td>
<td>Chapter 3 Quiz;</td>
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<tr>
<td></td>
<td>Project Integration Management</td>
<td>Chapter 4</td>
<td>Chapter 4 Quiz</td>
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<td>03 – 06/19 to 06/25</td>
<td>Project Scope Management</td>
<td>Chapter 5</td>
<td>Chapter 5 Quiz,</td>
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<td>Project Time Management</td>
<td>Chapter 6</td>
<td>Chapter 6 Quiz</td>
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<tr>
<td>04 – 06/26 to 07/02</td>
<td>Project Cost Management</td>
<td>Chapter 7</td>
<td>Chapter 7 Quiz,</td>
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<td>Project Quality Management</td>
<td>Chapter 8</td>
<td>Project Milestone 3</td>
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<tr>
<td>05 – 07/03 to 7/09</td>
<td>Project Human Resource Management</td>
<td>Chapter 9</td>
<td>Chapter 9 Quiz</td>
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<td>06 – 07/10 to 07/16</td>
<td>Project Communications Management</td>
<td>Chapter 10</td>
<td>Chapter 10 Quiz,</td>
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<td>Project Risk Management</td>
<td>Chapter 11</td>
<td>Project Milestone</td>
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<td>07 – 07/17 to 07/23</td>
<td>Project Procurement Management</td>
<td>Chapter 12</td>
<td>Chapter 12 Quiz</td>
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<td></td>
<td>Project Stakeholder Management</td>
<td>Chapter 13</td>
<td>Chapter 13 Quiz</td>
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<tr>
<td>08 – 07/24 to 07/30</td>
<td>Final Project and Final Exam</td>
<td>Final Exam</td>
<td>Comprehensive – chapters 1 - 13</td>
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</table>

**Additional Course Policies**

*Participation:* As this is an online course, it will imperative that you check in with the WTC class online learning management system at least 3 to 4 times per week. Also, there will be discussions to engage in (graded for points), and also knowledge development exercises (also graded for points), and in both cases it will be important to logon and let your thoughts/voice be heard there. Also, I will provide occasional videos and offer other such supplements, you should avail yourself of these resources.
**Timeliness of Work:** Also as this is a rather large online course, managing student work will have its challenges. Therefore, students are responsible for handing in assignment on time. Late submissions (within 24 hours) will be assessed one letter grade lower. After 24 hours, no late submission will be accepted. Discussion about a grade/score you have received is welcome within a week after the grade is published. After that, no argument/discussion will be entertained.

**WTAMU COB Student Code of Ethics**
Each student enrolled in COB courses accepts personal responsibility to uphold and defend academic integrity and to promote an atmosphere in which all individuals may flourish. The COB Student Code of Ethics strives to set a standard of honest behavior that reflects well on students, the COB and West Texas A&M University. All students enrolled in business courses are expected to follow the explicit behaviors detailed in the Student Code of Ethics.

**Code of Ethics**

- Do not use notes, texts, solution manuals, or other aids for a quiz or exam without instructor authorization.
- Do not copy the work of others and/or allow others to view your answers or copy your work during a quiz, exam, or on homework assignments.
- Do not allow other parties to assist in the completion of your quiz, exam, homework, paper, or project when not permitted.
- Do not work with other students on projects or assignments without authorization from the course instructor.
- Properly cite and specifically credit the source of text, graphic, and web materials in papers, projects, or other assignments.
- Do not forge the signature of an instructor, advisor, dean, or another student.
- Provide truthful information for class absences when asking faculty for excused absences or for a make-up for a quiz, exam, or homework.
- Provide truthful information on your resume including work history, academic performance, leadership activities, and membership in student organizations.
- Respect the property, personal rights, and learning environment of all members of the academic community.
- Live up to the highest ethical standards in all academic and professional endeavors.

Students violating the Student Code of Ethics will be reported to the Dean’s office and are subject to penalties described in the West Texas A&M University Code of Student Life, which may include suspension from the University. In addition, a violator of the Student Code of Ethics may become ineligible for participation in student organizations sponsored by the COB and for recognition for College academic honors, awards, and scholarships.

**COB Student Resources Link**
The COB has developed a **Student Resources** repository (e.g., APA writing style information, business core reviews, facilities, and other helpful supplements), which can be found on the COB Website: [http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx](http://www.wtamu.edu/academics/college-business-facilities-and-resources.aspx). Additionally, WTAMU has developed an Academic Study Skills information site to assist students (e.g., study habits, supplemental instruction, tutoring, writing and math skills), which can be found on the WTAMU Website: [http://www.wtamu.edu/student-support/academic-study-skills.aspx](http://www.wtamu.edu/student-support/academic-study-skills.aspx). For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit: [http://www.wtamu.edu/academics/writing-center.aspx](http://www.wtamu.edu/academics/writing-center.aspx).
COB Communications Component
Students earning a BBA degree must complete at least one course with a communications component as part of the business core requirements. The COB communications component is a requirement in the following courses: ACCT 4373 (Accounting Communications), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4380 (Conflict Resolution and Negotiation), BUSI 4382 (Emerging Media Law), CIDM 3320 (Digital Collaboration and Communication), ECON 4370 (Economics of Health Care), FIN 3350 (Personal Financial Planning), FIN 4320 (Investments), FIN 4321 (Portfolio Theory), MGT 3335 (Organizational Behavior), MGT 4380 (Conflict Resolution and Negotiation), and MKT 3342 (Consumer Behavior).

Students in a communications component course are explicitly required to demonstrate knowledge of communication skills. Specific objectives may include but are not limited to the following concepts put forth by the National Business Education Association: (1) ability to organize a written and an oral message coherently and effectively, (2) ability to use technology for communication, (3) ability to research a topic, prepare a report, and present the findings to all organizational levels, and (4) ability to demonstrate critical-thinking skills. Specific course requirements and the role of the communications component with respect to student grading policy are at the discretion of the course instructor of record.

Student Travel Opportunities
In multiple business courses, there may be opportunities for student travel supplemented by student fees. If you have an interest in such opportunities as they become available, please notify a faculty member.

Dropping/Repeating the Course
Should a student decide to drop the course, it is the student’s responsibility to be aware of the final drop dates and adhere to the WTAMU Add/Drop policy. Any student participating in the course after the WTAMU posted drop date will be considered active and a grade will be administered at the end of the course for that student. Students are charged a fee for any course attempted for a third or subsequent time at WTAMU other than a non-degree credit developmental course or exempted courses.

Scholastic Dishonesty
It is the responsibility of students and instructors to help maintain scholastic integrity at the University by refusing to participate in or tolerate scholastic dishonesty. Commission of any of the following acts shall constitute scholastic dishonesty. This listing is not exclusive of any other acts that may reasonably be said to constitute scholastic dishonesty: acquiring or providing information for any assigned work or examination from any unauthorized source; informing any person or persons of the contents of any examination prior to the time the examination is given in subsequent sections of the course or as a makeup; plagiarism; submission of a paper or project that is substantially the same for two courses unless expressly authorized by the instructor to do so; submission of a paper or project prepared by another student as your own. You are responsible for being familiar with the University's Academic Integrity Code, as well as the COB Student Code of Ethics listed in this document.

Viewpoints/External Websites Disclaimer
The views expressed in this document, web-based course materials, and/or classroom presentations and discussions are those of the professor and do not necessarily represent the views of West Texas A&M University, its faculty and staff, or its students. Views expressed by students are likewise those of the person making such statements. It is understood and expected that each individual within this course will respect and allow individual difference of opinion.
Neither the professor, the COB, nor WTAMU are responsible for the content of external websites discussed in the classroom and/or linked to via online course materials, emails, message boards, or other means. Referred websites are for illustrative purposes only, and are neither warranted nor endorsed by the professor, COB, or WTAMU. Web pages change frequently, as does domain name ownership. While every effort is made to ensure proper referencing, it is possible that students may on occasion find materials to be objectionable for reasons beyond our control.

**Acceptable Student Behavior**
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (Code of Student Life). Unacceptable or disruptive behavior will not be tolerated. Students engaging in unacceptable behavior may be instructed to leave the classroom. Inappropriate behavior may result in disciplinary action or referral to the University’s Behavioral Intervention Team. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc.

**Technology Requirements**
All technological requirements for the successful completion of this course are the responsibility of the student, including access to a working computer and or to a device with secure broadband Internet connection, data storage and retrieval, and state-of-the-art security. The student is responsible for all technological problems not related to WTAMU, including but not limited to equipment failures, power outages, and Internet breakdowns. Furthermore, students are responsible for all necessary technical and operational skills for completing this course, and for being familiar with WTC (the Blackboard Learning System) both in a general sense and in a specific sense as pertaining to this course and any materials stored within. The professor is not responsible for any technical matters related to WTC. Students must contact WTC if they have problems accessing and/or using the WTC environment.

**Physical or Educational Access - ADA Statement**
West Texas A&M University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student’s responsibility to register with Student Disability Services (SDS) and to contact faculty members in a timely fashion to arrange for suitable accommodations. Contact Information: Student Success Center, CC 106; www.wtam.edu/disability; phone 806-651-2335.

**Title IX Statement**
West Texas A&M University is committed to providing a learning, working and living environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here:
- WTAMU Title IX Coordinator Becky Lopez – Kilgore Research Center 147, or call 806.651.3199
- WTAMU Counseling Services – Classroom Center 116, or call 806.651.2340
- WTAMU Police Department – 806.651.2300, or dial 911
- 24-hour Crisis Hotline – 800.273.8255, or 806.359.6699, or 800.692.4039
  https://www.notalone.gov/
For more information, see the Code of Student Life.

**WT Attendance Policy for Core Curriculum Classes**

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For the purposes of learning assessment and strategic planning, all students enrolled in Core Curriculum or developmental courses at West Texas A&M University must swipe their Buff Gold cards through the card reader installed in the classroom/lab for each class/lab meeting.

**Evacuation Statement**
If you receive notice to evacuate the building, please evacuate promptly but in an orderly manner. Evacuation routes are posted in various locations indicating all exits, outside assemble area, location of fire extinguishers, fire alarm pull stations and emergency telephone numbers (651.5000 or 911). In the event an evacuation is necessary; evacuate immediately do not use elevators; take all personal belongings with you; report to outside assembly area and wait for further information; students needing assistance in the evacuation process should bring this to the attention of the instructor at the beginning of the semester.

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* Syllabus template approved by COB Curriculum Committee May 2015. Annual review of the syllabus is a formal part of the COB continuous improvement process.*