COURSE SYLLABUS

CIDM/MGT 6390-01 Enterprise Project Management
Spring 2019
Chris Zimmer Ph.D.

Class Days, Times, & Location: Thursdays, 6:30-9:30 in CC206
Office Location: CC208b
Office Hours: M: 11:00am – 1:00pm & R: 11:00am – 6:00pm
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Social Media: Keep up with the latest happenings of your COB on Facebook and Twitter, connect with us on LinkedIn, and check out COB videos on YouTube.

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 Paul and Virginia Engler College of Business Mission Statement
The mission of the Paul and Virginia Engler 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.

Important Notice
This syllabus is an integral component of the course. It is very important that you read it in its entirety. A great deal of the material that you will need for this class, including power point presentations, exams and other related case material are only accessible via WTClass. You will be held accountable for understanding and following everything in this syllabus, as well as any instructions provided during the semester. Thank you for your attention and cooperation in this matter.

A Brief Note About Time
Central time is the official time of this course. All course assignments are due by 11:59:00pm Central Time. It is up to you to convert 11:59:00pm Central Time to your local time zone. For example, for our friends taking this course in Colorado, everything is due by 10:59:00pm since they are in the Mountain Time zone. WTClass will flag your assignment as late if you submit in that final minute between 11:59 and midnight.

1 I am in my office far more often than these stated office hours.
Learning Objectives of the WTAMU Paul and Virginia Engler College of Business Programs

The Engler 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 Paul and Virginia Engler College of Business are as follows:

- Leadership
- Communication
- Critical Thinking
- Business Integration
- Core Business Knowledge
- Global Business Environment
- Business Ethics and Corporate Governance

Course Materials (Text, calculator, etc.)

You need the following items for this course.


2. A reliable internet connection

Course Description

Examination of managerial and strategic issues associates with using IT in networked enterprise, and the role of information technology to manage organizational efficiency and transformation efforts in global competitive environment. Topics include IT and business strategy alignment, IT-enabled business models, IT security and legal issues.

Course Learning Objectives

1. Understand characteristics and phases of projects. Even though every project is different, they all have similar characteristics, and they go through predictable phases.

2. Understand the project management knowledge areas. According to the Guide to the Project Management Body of Knowledge, a publication put out by the Project Management Institute, there are currently 10 knowledge areas – 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, project procurement management, and project stakeholders management.

3. Use a project management tool to manage a project.
Map from COB Learning Objectives to Specific Course Objectives

<table>
<thead>
<tr>
<th>CLO</th>
<th>CLO Description</th>
<th>Assessment Plan</th>
<th>Alignment with COB Learning Goals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understand characteristics and phases of projects.</td>
<td>Test/quiz</td>
<td>#5. Core business knowledge</td>
</tr>
<tr>
<td>2</td>
<td>Understand the project management knowledge areas.</td>
<td>Test/quiz</td>
<td>#3. Critical thinking</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>#7. Business ethics &amp; corporate governance</td>
</tr>
<tr>
<td>3</td>
<td>Use a project management tool to manage a project.</td>
<td>Assignments with rubric</td>
<td>#2. Communication</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>#3. Critical thinking</td>
</tr>
</tbody>
</table>

Course Grading Policies
Grades are earned and assigned over the course of the semester—NOT in a "last minute" flurry of activity at the end of the semester. It is important to your success in this course that your overall commitments will allow you to participate in this course on a regular basis as described above, and as outlined in the schedule of activities. Only you can make that call. Keep in mind that everyone has a busy schedule, and that excuse will not be acceptable for late work or for lack of active participation in course activities. You need to consider these issues at the beginning of the semester and make arrangements from the beginning to be able to meet the course requirements as scheduled. To keep things simple, there are four basic policies surrounding assignments in this course—the 0day, 1day, 2day, and 3day rule—and the extra credit corollary.

Asking “Is This Good Enough?”—The 0 Day Rule
I do not pre-grade assignments. If you send me an email with your proposed submission asking me something to the effect of:

Hey Dr. Z,
What do you think of this assignment? Is it right? Will, I get an A on it?
Peace out,
Student X

I will acknowledge receipt of your email, but that is it. However, if you have a specific question about an assignment, keep reading as to the policy regarding that issue.

Last Minute Assignment Questions—the 1 Day Rule
I do not answer specific questions about an assignment if it is due within the next 24-hour time period. I will check my email the morning something is due. I will answer any questions about the assignment that is due. Once I have replied to those emails, I will not be checking email again until after the assignment is due. If you decide to wait for my reply after the assignment is due, keep reading as to what happens regarding late work.

Late Work Policy—the 2 Day Rule
Late work will be penalized 10% for 1 day late; 20% for two days late. After 3 days, the assignment will not be accepted and a zero will be entered in gradebook accordingly. I will typically have assignments graded and
returned within 48 hours of them being due (big research papers excepted). If you do not like what you see, keep reading.

Grade Challenges—the 3 Day Rule

I endeavor to make detailed comments on all work you submit, but if you want additional clarification about a score or have any other concerns (hey, I do make mistakes), they need to be brought to my attention within 3 days of the scores being posted. After three days, grades become final and are no longer subject to change. I will still answer questions, but I will not change the score.

Other Grade Policies—the Extra Credit Corollary

Many times, toward the end of the semester or after all assignments have been turned in and graded, students will come to me asking for extra credit, “Hey Dr. Z, I have an 87%, what can I do to get another 3%?” I believe extra credit is ex ante not ex post² so there will not be any extra credit available. At other times during the semester, there may be the opportunity for extra credit. I will announce any opportunities as they arise. I do typically offer extra credit with a “Zim twist” for completing the course evaluations.

Course Grade Calculations

A student's final grade will be based on the graded activities listed below. The academic performance of each student will be assessed on these criteria and will be weighted as follows:

<table>
<thead>
<tr>
<th>Element</th>
<th>Quantity</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Papers</td>
<td>1 research paper</td>
<td>150</td>
</tr>
<tr>
<td>Project</td>
<td>Group project</td>
<td>225</td>
</tr>
<tr>
<td>Exams</td>
<td>3 Exams @ 100 points each</td>
<td>300</td>
</tr>
<tr>
<td>Homework</td>
<td>3 homework assignments @ 75 points each</td>
<td>225</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td><strong>900</strong></td>
</tr>
</tbody>
</table>

A letter grade of A is considered outstanding student achievement and reserved for such. A letter grade of B is considered competent graduate work. A letter grade of C is below graduate level expectation and indicates a need for improvement. Grades will be based on the following percentage: a need for improvement. Grades will be based on the following percentages:

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>810-900</td>
<td>A</td>
</tr>
<tr>
<td>720-809.99</td>
<td>B</td>
</tr>
<tr>
<td>630-719.99</td>
<td>C</td>
</tr>
<tr>
<td>540-629.99</td>
<td>D</td>
</tr>
<tr>
<td>&lt;539.99</td>
<td>F</td>
</tr>
</tbody>
</table>

Course Assignment, Examination, and or Project Policies

As you can see from the table above, there are four different types of assignments you’ll be completing this semester. WT Class will have more information about these assignments. What follows here is the broad stokes view of these assignments.

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² For those of you not up to date on your Latin, ex ante means based on forecasts rather than actual results. Ex post is the opposite. There will be no extra credit or additional assignments once you know for certain how many points you need for a final course grade.
On March 31st, a 2,000 word paper on some aspect of project management is due. You are to select a topic germane to project management and write a research paper about it. If you need help focusing on a topic, let me know. If you are not sure if your topic is appropriate, ask me. WT Class has more details about this assignment.

On April 21st, you have a group project due. This deliverable for this assignment is a project. This document spans from project charter to project close. Your group should be working on this assignment little by little all semester. Do not wait until the week it is due. If you need help focusing on a project, let me know. If you are not sure if your project is appropriate, ask me. WT Class has more details about this assignment.

Around February 3rd, March 10th, and April 21st you will take 3 multiple choice tests. These tests cover the readings for the course. WT Class has more details about the chapters covered on each exam.

On January 27th, February 10th, and March 3rd you will have homework assignments due. The homework is comprised of questions from the text. WT Class has more details about these assignments.

Course Topics - Tentative Calendar of Readings, Topics, and Due Dates

<table>
<thead>
<tr>
<th>Week &amp; Date</th>
<th>Class Date</th>
<th>Reading</th>
<th>Assignment Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 20</td>
<td>Jan 17</td>
<td>Chapters 1 &amp; 2</td>
</tr>
<tr>
<td>2</td>
<td>Jan 27</td>
<td>Jan 24</td>
<td>Chapter 3 &amp; 4</td>
</tr>
<tr>
<td>3</td>
<td>Feb 3</td>
<td>Jan 31</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>4</td>
<td>Feb 10</td>
<td>Feb 7</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>5</td>
<td>Feb 17</td>
<td>Feb 14</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>6</td>
<td>Feb 24</td>
<td>Feb 21</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>7</td>
<td>Mar 3</td>
<td>Feb 28</td>
<td>Chapter 9</td>
</tr>
<tr>
<td>--</td>
<td>Mar 10</td>
<td>Mar 7</td>
<td><strong>SPRING BREAK</strong></td>
</tr>
<tr>
<td>8</td>
<td>Mar 17</td>
<td>Mar 14</td>
<td>Chapter 10</td>
</tr>
<tr>
<td>9</td>
<td>Mar 24</td>
<td>Mar 21</td>
<td>Chapter 11</td>
</tr>
<tr>
<td>10</td>
<td>Mar 31</td>
<td>Mar 28</td>
<td>Chapter 12</td>
</tr>
<tr>
<td>11</td>
<td>Apr 7</td>
<td>Apr 4</td>
<td>Chapter 13</td>
</tr>
<tr>
<td>12</td>
<td>Apr 14</td>
<td>Apr 11</td>
<td>Chapter 14</td>
</tr>
<tr>
<td>fin</td>
<td>Apr 21</td>
<td>Apr 18</td>
<td>----</td>
</tr>
</tbody>
</table>

**WTAMU Paul and Virginia Engler 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.

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3 Test 2 will be open from March 7th to March 10th. Spring break is officially from March 11 – 15. This schedule makes it look like I’m giving an assignment during spring break, but I am not.
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. 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. For WTAMU Writing Center information (for students needing writing assistance, guidance, and feedback), please visit their website.

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 1304 (Business Communication), BUSI 3320 (Digital Collaboration and Communication), BUSI 4333 (Cross-Cultural Issues in Business Communications), BUSI 4350 (Current Issues in Management Communications), BUSI 4375 (Healthcare Communication), 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), or 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 (see more about this unsavory topic below)
- 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.

Academic Integrity
All work must be completed individually unless otherwise stated. Commission of any of the following acts shall 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 exam
is given in any 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. For more information, see the Code of Student Life.

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 WTClass (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 WTClass. Students must contact WTClass if they have problems accessing and/or using the WTClass 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
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
- Visit the Notalone website

For more information, see the Code of Student Life.

WT Attendance Policy for Core Curriculum Classes
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 2018. Annual review of the syllabus is a formal part of the COB continuous improvement process.