



COURSE SYLLABUS
IE 4395/5390
Fall 2025, Tuesdays 6:00 – 8:50pm
Project Management

This Project Management course is designed to provide students with basic to intermediate knowledge of project management concepts, tools, and practices commonly used in industry. Furthermore, with hard work and study, it will provide the knowledge for students not currently practicing project management professionally, to be able to achieve CAPM Certification (when all PMI pre-requisites are met, and after passing the exam). For students currently practicing project management professionally, this course, supplemented with hard work and study, will provide the knowledge necessary to achieve PMP certification (when all PMI pre-requisites are met, and after passing the exam).

COURSE INSTRUCTOR INFORMATION

INSTRUCTOR	OFFICE	EMAIL
David Cuevas	N/A	Dcuevas7@utep.edu

OFFICE HOURS

Instructor was not assigned an Office at UTEP; therefore, no official office hours will be available. Office hours will be made by appointment only. Send an email with several time suggestions. Course instructor may be available at the following times (depending on personal commitments and circumstances): M, W, Th: 6:15 – 7:30pm; Tues: immediately before/after class.

PREREQUISITES

Basic Engineering/Business topics will be leveraged during the course of the course. Senior/Graduate level knowledge is encouraged as a pre-requisite.

Microsoft office suite experience encouraged. Basic to Intermediate computer skills needed.

COURSE TEACHING PHILOSOPHY/ LEARNING ACTIVITIES

In General, the course sessions will be Split in the following manner:

- Lecture
- Discussion
- Activity
- Closing Lecture

In the event of an exam or quiz, the duration of Lecture/Discussion/Activity/Closing Lecture may be reduced or some/all activities may be cancelled.

Generally speaking, in project management there is no better way to learn than by doing. With that in mind, it will be expected that the students participate in class activities throughout the semester.



COURSE GOALS AND OUTCOMES

By the end of this course you should be able to:

1. Define what a project is
2. Define typical roles and responsibilities for project team
3. Define and describe a typical project life cycle
4. Lead a Project Planning Session
5. Describe some of the main metrics used to track project success
6. Be Proficient in working in Microsoft Project
 - a. Build a detailed timeline with dependencies
 - b. Assign Resources and associated costs and time splits
 - c. Assign Milestones
 - d. Create task summaries
 - e. Work different views
 - f. Add Buffers
 - g. Create Reports for Presentations
 - h. Define and Describe Project Management Methodologies (Waterfall/Agile)
7. Lead a Project utilizing best practices

TEXTBOOKS AND MATERIALS

1. PmBok Guide, 7th ed.
2. The Agile Guide, 2017
3. Access to Microsoft Project (UTEP Provided)

HOW TO SUCCEED IN THIS COURSE

- Take Notes
- Download any class materials that the instructor posts
- Read assigned reading material
- Study notes, class materials, and assigned reading prior to any tests
- Work on Projects throughout the semester, pace yourselves; do not wait until last minute
- Complete homework
- Participate in class



Date	Lecture	Quiz*	Exam	Planned Topics**
Tuesday, August 26, 2025	Y			Introductions, Syllabus, Course Flow, Overview of PMBOK guide and how students should approach it, Key Terms/definitions/concepts, Program vs Project, Project Roles, Organization Types, PMOs vs Non-PMO
Tuesday, September 2, 2025	Y			Value Delivery, Project Governance, Financial Justification, Project Lifecycle, Project Kickoff, BEST PRACTICES (FROM START TO END), RACI, Scheduling (PERT, ETC), Planning Sessions (importance of participant expertise), Communication Plans (Types of communication tools, push, pull)
Tuesday, September 9, 2025	Y	Y		Timelines for different Forums, Risk Register, Managing Change
Tuesday, September 16, 2025	Y		Y	Project Metrics, Contracts
Tuesday, September 23, 2025	Y			Project Management Software options
Tuesday, September 30, 2025	Y	Y		Microsoft Project
Tuesday, October 7, 2025	Y			Microsoft Project
Tuesday, October 14, 2025	Y	Y		Microsoft Project
Tuesday, October 21, 2025	Y		Y	Microsoft Project Review
Tuesday, October 28, 2025	Y			Agile
Tuesday, November 4, 2025	Y	Y		Agile
Tuesday, November 11, 2025	Y			When is a project over? Close-out Activities, lessons learned, PIR Checklist. Why projects Fail? When can projects Fail? Start PMP, CAPM lectures
Tuesday, November 18, 2025	Y	Y		PMP, CAPM - Domains
Tuesday, November 25, 2025	Y			PMP, CAPM - Domains
Tuesday, December 2, 2025	Y	Y		SPARE
Dec 8 - 13				FINAL EXAMS (TBD***)

* Quiz Dates may change at instructor's discretion
 ** Planned topics may change depending on speed of discussion/activity and level of additional explanations required
 *** Final Exam may or may not occur. Instructor will decide by Tuesday, NOV. 11

Figure 1 - Use this as a guide for what to expect.

CLASS ASSIGNMENTS AND WEIGHT

Type	Weight	Expected Quantity (subject to change)
Project	35%	1
Exams*	30%	2 - 4
Quizzes	20%	5
Homework	9%	4
Class Participation	3%	7
Attendance	3%	N/A

* Includes Final Exam. Note, weight of final exam is equal to all other exams

Project: The project will be based on the majority of the concepts covered in the class. The best way to get this done is by working on different components of the project as the semester progresses. The project will be to come up with a project plan, consisting of a Financial model, Charter/Project Story, Risk Register, Resource Plan, Stakeholder Engagement Matrix, Communication Plan and Timeline. The class instructor will assign projects. Instructor will determine if projects will be done individually or in teams of 2. Below are some examples of the types of project that may be assigned. Prompts will be given for each project assigned.

- **Fundraising Event:**
- **Home Renovation:**
- **Website Development:**
- **Company Event:**
- **Process Improvement:**
- **Remote Work Plan:**
- **Product Launch:**
- **Software Development:**
- **Construction Project:**
- **Marketing Campaign:**
- **Research Project:**
- **Healthcare Project:**
- **Educational Project:**
- **Manufacturing Project:**
- **Financial Project:**
- **Retail Project:**
- **Energy Project:**

**Exams:**

Exams will be based on course content up to the date of the exam. They will be between 7 and 50 questions long. There will be open-ended and multiple-choice questions. In some cases, you may have to do some simple calculations. No notes will be allowed during the test. 4 function calculators are allowed for exams; no other type of calculator is allowed. No Cell Phones allowed during exam and laptops/computers/tablets cannot be in use during exam.

Quizzes:

Quizzes will be 3 – 8 questions long. In some cases, they may be “take-home” quizzes. For in-class quizzes, exam rules apply. For take-home quizzes, it is expected that students work independently and completed quiz is due at the next class meeting/date.

Homework:

Homework will be assigned in class and completed assignment due date will be specified at time of assignment.

Makeup policy

No Makeups will be offered

Policy on late work

No Late work will be accepted

Policy on Attendance

You must attend to receive attendance credit. The instructor commits to cancelling no more than 2 classes/semester with advanced notice (barring an emergency)

Special policies

No “Extra Credit” opportunities will be provided. There is no expectation that “low” grade(s) will be dropped from any of the assignment categories; however, this may occur at the instructor’s discretion and will occur across a single category for all students if it occurs.

UNFORESEEN CIRCUMSTANCES AND ADAPTATION OF THE SYLLABUS

Note: Information in the syllabus is subject to change. Changes will be announced in class and posted on the course site.



Fall 2025 Academic Calendar

March 24	FY24	FY25	Fall Registration Begins
Aug 14th			Last day to clear students on Suspension/Probation as well as those with insufficient prerequisites
Aug 15th			Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course
Aug 18th			Financial Aid is Disbursed
Aug 25th			Fall classes begin
Aug 25th-29th			Late registration period (fees are incurred)
Sept 1st			Labor Day holiday - University Closed
Sept 10th			Fall Census Day
			Note: This is the last day to register for classes. Payments are due by 5:00 pm.
Sept 22nd			20 th Class Day
			Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made.
Oct 3rd			Graduation application deadline for degree conferral
Oct 22nd			Freshman Midterm grades are due
Oct 31st			Fall Drop/Withdrawal deadline
			Note: Student-initiated drops are permitted after this date, but the student is not guaranteed a grade of W. The faculty member of record will issue a grade of either W or F.
Nov 14th			Deadline to submit candidates' names for commencement program
Nov 27-28th			Thanksgiving Holiday - University Closed
Dec 4th			Fall last day of classes
Dec 5th			Dead Day
Dec 8-12th			Fall Final Exams
Dec 13-14th			Fall Commencement
Dec 17th			Grades are due
Dec 18th			Grades are posted to student records; students are notified of grades and academic standing