COURSE SYLLABUS
IE 4395/5390
Fall 2026, 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

No official office hours will be available. Office hours will be made by appointment only. Students may also request time after class.

HYBRID COURSE

This course is officially listed by the IE department as a hybrid course. Students are expected to be flexible to attending class in a F2F format when the course instructor holds F2F lectures. By the same token, if the instructor holds remote lectures, students will be expected to log in to their computers and attend the lecture remotely.

- It is unreasonable to expect to pass the class or do well in the class if you do not attend the class or if you can never attend F2F lectures. You will not be allowed to take this class if you do not live in the UTEP geographical area.

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, 8th ed.
2. The Agile Guide, 2nd ed.
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

CLASS ASSIGNMENTS AND WEIGHT

Type	Weight	Expected Quantity (subject to change)
Project	35%	1
Exams*	30%	2 - 4

Quizzes	20%	3 - 6
Homework	9%	4 - 8
Class Participation	3%	3 - 7
Attendance	3%	Taken Daily regardless of remote or F2F class

* 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.

Most exams will be assigned through blackboard and will be computer-based. Some exams will be assigned during F2F class, while others will be remotely taken. Its encouraged for students to study the notes for exams. Its not conducive to learning toward a certification to use AI to help you during exams.

Quizzes:

Quizzes will be 3 – 25 questions long. In some cases, they may be "take-home" quizzes. Exam guidelines apply to quizzes. 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, unless extenuating circumstances are present. It will be up to instructor to make this determination. Few exceptions will be made.

Policy on late work

No Late work will be accepted, unless extenuating circumstances are present. It will be up to instructor to make this determination. Few exceptions will be made.

Policy on Attendance

You must attend to receive attendance credit. The instructor commits to cancelling no more than 4 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 2026 Academic Calendar

Aug 24th	Fall classes begin
Aug 24th-28th	Late registration period (fees are incurred)
Sept 7th	Labor Day holiday - University Closed
Sept 9th	Fall Census Day Note: This is the last day to register for classes. Payments are due by 5:00 pm.
Sept 21st	20th 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 2nd	Graduation application deadline for degree conferral
Oct 21st	Freshman Midterm grades are due
Oct 30th	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 13th	Deadline to submit candidates' names for commencement program
Nov 26-27th	Thanksgiving Holiday - University Closed
Dec 3rd	Fall last day of classes
Dec 4th	Dead Day
Dec 7-11th	Fall Final Exams
Dec 12-13th	Fall Commencement
Dec 15th	Grades are due
Dec 16th	Grades are posted to student records; students are notified of grades and academic standing