



Project Management

BUSN 5330 Spring 2020



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Class Hours: W 6:00 - 8:50 p.m.

GBC Room 110C

Office Hours: MW 8:00 - 11:15 a.m.

Required Textbook:

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) Sixth Edition (Paperback) written and published by the Project Management Institute.

ISBN: 9781628251845

Recommended Reference:

Microsoft Project 2013 Step by Step, 1st Edition by Carl Chatfield, Timothy Johnson (Paperback)

Published by Microsoft Press

ISBN: 9780735669116

Welcome to the Graduate Project Management Course. Official information for BUSN 5330, including grades, will be posted on Blackboard. You are responsible for reading and responding to Blackboard “Announcements”, “Assignments”, “Assessments”, and any other information concerning this course - check your Blackboard account daily!

Course description (*From Goldmine*)

This course spans the academic areas of Operations and Organizational Management covering both theory and practice of completing projects efficiently. This course introduces students to the conceptual framework and applied aspects of successful project management implementation.

Prerequisites: Department approval. Restricted to major of BSAD.

Objectives:

At the completion of this course students will be able to:

1. Understand organizational structures, staffing and management functions associated with project management.
2. Engage communications and conflict management methods conducive to successful project management.
3. Describe expectations of, identifiable elements of, and best practices associated with successful projects.
4. Engage planning, scheduling and cost estimation and control techniques critical to successful project management.
5. Understand the role and value of key metrics in determining project status.
6. Engage risk and quality management regimens that facilitate project success.
7. Relate the above objectives to specific topics/sections in the Project Management Institute’s Project Management Body of Knowledge (PMBOK).
8. Relate the above objectives to the Certified Associate in Project Management (CAPM) examination outline, as a CAPM exam preparation aid.
9. Understand the basic functionality of Microsoft Project 2013/2016 as a project management automation platform.



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Lectures

Important material from the textbook, reference books, and case studies will be covered in class. You should plan to read a lot and take careful notes. Discussion is strongly encouraged about the topics being covered.

Regular Exams

There will be three regular, non-comprehensive exams that cover class materials and chapters in the textbook and reference books, taught up to the date of the last class before the exam. All exams will be online – taken through Blackboard using the Respondus browser. If class size is less than 40 students, I may be able to schedule exams in one of the COBA computer labs. If the class is larger than that, or if Labs are not available, you will need to bring a fully updated computer that can login to the UTEP secure network, login to your Blackboard account and run the latest Respondus browser. You cannot leave and reenter the classroom, once an exam has begun. **There are no make-up exams.**

Grading Policy:

10 %	First Regular Exam	A =	numerical grade ≥ 90
15 %	Second Regular Exam	B =	$80 \leq$ numerical grade < 90
15 %	Third Regular Exam	C =	$70 \leq$ numerical grade < 80
15 %	Final Presentation	D =	$60 \leq$ numerical grade < 70
10 %	Attendance and Punctuality	F =	numerical grade < 60
20 %	Software Projects		
15 %	Homework and Quizzes		

Project Activity

Approximately 60% of our class days will be devoted to examining the Project Management Institute's (PMI) Project Management Body of Knowledge (PMBOK) and the associated Certified Associate in Project Management (CAPM) examination outline. This activity will serve as significant CAPM exam preparation guidance, for those students wishing to pursue CAPM certification upon completion of this class. For those students interested in early achievement of this key professional certification, it will of significant value to become a student member of PMI. Student membership is just \$32 and provides instant digital access to the PMBOK guide, which is the required text for this course. You can get your PMI student membership and instant PMBOK access here:

<https://marketplace.pmi.org/Pages/ProductDetail.aspx?GMProduct=00101041900>

Approximately 40% of our class days will be devoted to learning the basics of Microsoft Project 2013, a computer-aided software engineering tool that offers excellent automated project management capabilities. On these days it will be very advantageous to bring a laptop computer to class running Microsoft Project 2016, so that you can follow along with the class activity. You can get a full copy of Microsoft Project 2016, absolutely free, here:

<https://www.utep.edu/business/student-resources/windows-software-downloads.html>

Microsoft Project 2013 is installed on all COBA CALC lab computers, so you can complete requisite activities and assignments there as well.



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COURSE POLICIES

1. Electronic Devices

All electronic devices (cell phones, laptops, tablets, camera containing devices, etc.) should be completely turned off in class and should not be in the hands of students at any time during class lectures, except as noted in the Project Activities section above. The Professor reserves the right to temporarily confiscate electronic devices owned by students when electronic devices create distractions or disruptions. There will be absolutely no texting, phone calls, or social media interaction during class. All students are expected and required to comply. Keep in mind that adherence to this policy is part of your participation grade, and will be worth 10% of your overall grade.

2. Academic Integrity

Cheating is unethical and unacceptable. Using information or original wording in a paper or assignment without giving credit to the source of that information or wording is **plagiarism**, and is absolutely unacceptable. Do not submit work under your name that you did not do yourself. You may not submit work for this class that you did for another class. If you are found to be cheating or plagiarizing, you will be subject to disciplinary action, per UTEP catalog policy. Refer to <https://www.utep.edu/student-affairs/osccr/student-conduct/academic-integrity.html> for further information.

3. Attendance and Punctuality

Attendance will be logged and tracked automatically using geolocation through the Arkaive App. You must download the app on your phone or laptop, create an account, register for the class using **enrollment code DN7D**, then check in each class day. Please see <https://arkaive.com/our-product>, and Blackboard for detailed instructions. Attendance is valued in this class, just as it is in the workplace. Being absent or late to class sends a negative message to the Professor, just like it does to an employer, manager, or customer. You cannot contribute to class discussion when you are not present. Please keep in mind that missing one class is equivalent to missing 5 days of work.

Class attendance is required and expected. Exam and quiz material will be partially based on lectures, therefore you are responsible for all material covered in class. Please arrive on time and take your seat quickly and quietly. Arriving late hinders all students and is considered disruptive to everyone in class.

Please keep in mind this University policy on attendance (Class Attendance): “When in the judgment of the instructor, a student has been absent to such a degree as to impair his or her status relative to credit for the course, the instructor can drop the student from the class with a W before the course drop deadline or with a grade of F after the course drop deadline.” The instructor reserves the right to raise or lower student’s grade based on the quality and quantity of the student’s participation.

4. Homework

There will generally be one homework assignment given each week for the entire semester, taken from material previously covered in class. Please note that you should complete and turn in homework exclusively through Blackboard. Homework will not be accepted via hardcopy, email, or text messages and cannot be turned in after its due date. If you expect to miss class, make sure you will be able to do the homework before its due date. No late assignments will be accepted. Unless specifically stated otherwise in a homework assignment, all homework is a strictly individual and non-collaborative task.

5. Quizzes

There will generally be one reading quiz due each week, taken from textbook material that will be covered in the week to follow. These reading quizzes are structured to compel and reward you for reading ahead in the text in preparation for upcoming lectures. Reading quizzes will be administered through Blackboard



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and generally be due each Tuesday for the entire semester. Reading quizzes will usually cover one chapter, except in cases where two chapters are being covered in a subsequent week's lecture.

6. Need for Assistance

If you have a disability and need classroom accommodations, please contact The Center for Accommodations and Support Services (CASS) at 747-5148, or by email to cass@utep.edu, or visit their office located in UTEP Union East, Room 106. For additional information, please visit the Center for Accommodations and Support Service (CASS) website at <http://sa.utep.edu/cass>

7. Other Student Services

University Writing Center: <http://uwc.utep.edu/index.php>

Sexual Harassment Guide for students: <http://www.utep.edu/titleix>

University Counseling Center: <https://www.utep.edu/student-affairs/counsel/index.html>, 747-5302, 202 Union West; walk-ins OK.

Student Health and Wellness Center: <https://www.utep.edu/chs/shc/>, 747-5624. Many services free to students paid for through student health fee.

Student Engagement and Leadership Center: <https://www.utep.edu/student-affairs/selc/>, 106 Union West, 747-5670. Includes study space with workstations; family friendly room with lactation space.

University Career Center: <https://www.utep.edu/student-affairs/careers/>, 103 Union West, 747-5640.

Mine Tracker: <https://minetracker.utep.edu/>. Events, news and organizations.

8. Campus Carry:

Persons who hold a Concealed Handgun License can lawfully carry their gun into a UTEP classroom as long as it remains concealed. Open carry remains prohibited on campus. Should you feel someone is intentionally displaying a gun (or any other weapon for that matter), do not hesitate to call Campus Police (ext. 5611) or 911. For information on campus concealed carry, see <https://www.utep.edu/campuscarry/>. For more information on campus safety and emergency response, see: <https://www.utep.edu/student-affairs/dean-of-students-office/student-safety/emergency-response/index.html>.

Please note that the GBC is a designated **Campus Carry Exclusion Zone** – a property leased by the University which has existing tenant leases *prohibiting weapons*. For more on Exclusion Zones see: <https://www.utep.edu/campuscarry/exclusion-zones/index.html>

9. Student Responsibility

Individual students must operate with integrity in their dealings with faculty and other students; engage learning materials with appropriate attention and dedication; maintain engagement when challenged by difficult learning activities; contribute to the learning of others; and perform to standards set by the faculty.

Note: This is a tentative syllabus and the Professor reserves the right to make changes at any time.

Please see detailed class outline, beginning on the following page. Please note that all the exams are pre-scheduled on very specific dates that cannot change – so plan your personal activity accordingly and well in advance, **as there are no makeup exams, and late work is not accepted.**



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GBC Room 110C

Detailed Course Outline:

Session	Day	Date	Subject	Discussion	HW
	Mon	Jan 20	No Class	Martin Luther King Holiday	
1	Wed	Jan 22	Introduction	Class Introduction and Expectations	
			Section 1 Reading Quiz 1	Project Definitions, Processes Lifecycle, Structures PMBOK Chapters 1-2 on Blackboard	
2	Wed	Jan 29	MS Project	Introduction to Microsoft Project	#1
			Section 2 Reading Quiz 2	PM Role, PMI Talent Triangle, Project Charter, Monitor/Control Work PMBOK Chapters 3-4 on Blackboard	
3	Wed	Feb 5	MS Project	Team Project Definition and Selection	#2
			Section 3 Reading Quiz 3	Project Scope Management PMBOK Chapter 5 on Blackboard	
4	Wed	Feb 12	MS Project	Working with Tasks	#3
			CAPM	CAPM Exam Outline Part 1	
5	Wed	Feb 19	Section 4 Reading Quiz 4	Project Schedule Management PMBOK Chapter 6 on Blackboard	
			Exam #1	One hour exam, covers Sections 1-3 PMBOK Chapters 1-5	
6	Wed	Feb 26	MS Project	Task Durations and Dependencies	#4
			Section 5 Reading Quiz 5	Project Cost Management PMBOK Chapter 7 on Blackboard	
7	Wed	Mar 4	MS Project	Working with Resources	#5
			Section 6 Reading Quiz 6	Project Quality Management PMBOK Chapter 8 on Blackboard	
8	Wed	Mar 11	MS Project	Outputs and Reports	#6
			Section 7 Reading Quiz 7	Project Resource Management PMBOK Chapter 9 on Blackboard	
			No Class	Spring Break	
			No Class	Spring Break	
9	Wed	Mar 25	MS Project	Updating Project Completion	#7
			Exam #2	One hour exam, covers Sections 4-6	



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10	Wed	Apr 1	CAPM	CAPM Exam Outline Part 2	
			Section 8 Reading Quiz 8	Project Communication Management PMBOK Chapter 10 on Blackboard	
11	Wed	Apr 8	MS Project	Dealing with Change Orders	#8
			Section 9 Reading Quiz 9	Project Risk Management PMBOK Chapter 11 on Blackboard	
12	Wed	Apr 15	MS Project	In-Class Project Work Time	#9
			Section 10 Reading Quiz 10	Project Procurement Management PMBOK Chapter 12 on Blackboard	
13	Wed	Apr 22	In-Class Activity	PM Leadership Activity	
			CAPM	CAPM Exam Outline Part 3	
14	Wed	Apr 29	In-Class Activity	PM Leadership Activity	#10
			Exam 3	One hour Exam, covers Sections 7-10	
15	Wed	May 6	Presentations	Final Project Presentations	
	Wed	May 13	Final Exam 7:00-9:45pm		