



Project Management

OSCM 3335 Spring 2023



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Class Hours: MW 3:00–4:20 pm

COBA Room 301

Office Hours: MW 9:00am - 12:30 pm, or by appointment

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 References: (*Either book will be fine – you only need one!*)

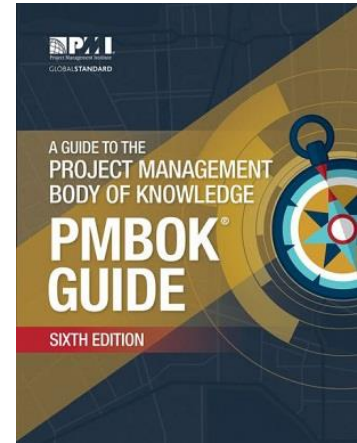
Microsoft Project 2019 Step by Step, 1st Edition, by Cindy Lewis, Carl Chatfield, Timothy Johnson (Paperback) Published by Microsoft Press

ISBN: 9781509307425

Or:

Microsoft Project 2016 Step by Step, 1st Edition, by Carl Chatfield, Timothy Johnson (Paperback) Published by Microsoft Press

ISBN: 9780735698741



Welcome to the undergraduate Project Management Course. Official information for OSCM 3335, 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*)

Project Management will examine various aspects of project management from conception and planning to project control and termination. Topics include: project scheduling, precedence diagramming, PERT, CPM, budgeting, and project management information systems. Organizational and conceptual issues such as project team development and management structure will be addressed.

Prerequisites: OSCM 3321 and QMB 3301 with minimum grades of D.

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.



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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 2019 as a project management automation platform.

Lectures

Important material from the textbook, reference books, case studies, multimedia sources, and homework problem examples will be covered in class lectures. The detailed class outline, at the end of this syllabus, shows you exactly what activity and book chapters will be covered during each week of the entire semester session. You should plan to read a lot and take careful lecture notes. Discussion and engagement with your classmates is strongly encouraged about the topics being covered, both in class and through discussion board assignments. **Please make sure that you have a computer that can run a recent version of Microsoft Project 2019. This will be required for homework, and will be very beneficial to have in class when I cover MS Project examples.**

Regular Exams

There will be three regular, non-comprehensive exams that cover class materials and chapters in the textbook and other materials, taught up to the date of the last class before the exam. Exams will be administered electronically **in class or in a COBA Computer Lab**, through Blackboard. You must use Respondus Lockdown Browser to take exams, and have a working webcam and microphone on the computer you are using. Respondus Monitor will be enabled and will be recording everything you do and say during your exam session. You will have 60 minutes to take exams. If you have some kind of problem with your computer or Internet connection, your answers will be saved, and you'll have plenty of time to restart and reenter the exam. You must complete the exam within 60 minutes of the time you started it, including any interruptions. Exams must be taken in class or in a Lab, **in person**. Exams will not be available remotely – no exceptions! **There are no make-up exams.**

How we will Communicate:

I will communicate with you through Blackboard announcements, global emails sent to the whole class and in office hours, either in-person or virtual. Your best way to communicate directly with me is via email to msgarcia4@utep.edu. I teach many classes and have many students, so please identify your course number and a message topic clearly in the Subject line of your email. A good example email Subject line would be:

Subject: OSCM 3335 – Question about Exam 1 Grades

If you do not include this information in the Subject line of your message, it may significantly delay my response. I will do my best get back to you within 1 business day.

Netiquette Guidelines:

Netiquette is a set of rules for behaving properly online. We must establish and maintain a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in a tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to dismiss or attack any individual. Working as a community of learners, we will build a polite and respectful course community.



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The following netiquette tips will enhance the learning experience for everyone in this course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately and professionally.
- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting. Popular emoticons, such as ☺, can be helpful to convey your tone but do not overdo or overuse them.
- Avoid using vernacular or slang language. This could possibly lead to misinterpretation.
- Never make fun of someone’s ability to read or write.
- Share tips with other students.
- Keep an “open-mind” and be willing to express even your minority opinion. Minority opinions will be respected.
- Think, pause, and edit before you push the “Send” button.
- Do not hesitate to ask for feedback.
- Be careful using humor – your perception of what is funny may be very different from someone else’s.

Grading Policy:

| | | | |
|------|----------------------------|------------|----------------------------------|
| 15 % | 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 | | |
| 10 % | Homework and Quizzes | | |

Project Activity

Approximately 30% 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:

<http://www.pmi.org/membership/student>

Approximately 30% of our class days will be devoted to learning the basics of Microsoft Project 2019, 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 2019, so that you can follow along with the class activity. You can get a full copy of Project Professional 2019, absolutely free, here:

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



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COURSE POLICIES

1. Electronic Devices

All electronic devices (cell phones, tablets, camera containing devices, etc.) should be completely turned off during exams and should not be in the hands of students at any time during an exam. There will be absolutely no texting, phone calls, or social media interaction during class or exams. Such activity will be captured and recorded by Respondus Monitor and will constitute grounds for disqualifying an exam attempt, resulting in a grade of zero.

2. Academic Integrity

Cheating is unethical and unacceptable. Using information or original wording in a paper, assignment or discussion board 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 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 make a contribution to the class if you are not present. Please keep in mind that missing 1 class is equivalent to missing 5 days of work.

Class attendance is required and expected. Exam and quiz material will be substantially 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.

4. Homework

There will generally be one homework assignment associated with each MS Project element 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 be out-of-pocket, 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, non-group, non-collaborative task**.

5. Quizzes

There will generally be one short reading quiz for each text chapter, taken from material that will be covered in the days 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.

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 <https://www.utep.edu/student-affairs/cass/>



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7. Other Student Services

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

Sexual Harassment Guide for students: <https://www.utep.edu/titleix/Filing-a-Complaint.html>

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

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 overall campus safety, see

<https://www.utep.edu/student-affairs/dean-of-students-office/student-emergency/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.

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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Class Hours: MW 3:00–4:20 pm

COBA Room 301

Detailed Course Outline:

| Week | Day | Date | Subject | Discussion | Comment |
|------|-----|--------|------------------------------------|---|---------|
| 1 | Mon | Jan 16 | No Class | Martin Luther King Holiday | |
| | Wed | Jan 18 | Introduction | Class Introduction and Expectations | |
| 2 | Mon | Jan 23 | Section 1 Reading Quiz 1 | Project Defs, Processes, Lifecycle PMBOK Chapters 1-2 on Blackboard | |
| | Wed | Jan 25 | MS Project | Introduction to Microsoft Project PMBOK Chapters 1-2 on Blackboard | |
| 3 | Mon | Jan 30 | Section 2 Reading Quiz 2 | PM Role, Talent, Charter, Monitor/Control PMBOK Chapters 3-4 on Blackboard | |
| | Wed | Feb 1 | MS Project | Team Project Definition and Selection | HW #1 |
| 4 | Mon | Feb 6 | Section 3 Reading Quiz 3 | Project Scope Management PMBOK Chapter 5 on Blackboard | |
| | Wed | Feb 8 | MS Project | Working with Tasks | |
| 5 | Mon | Feb 13 | CAPM Reading Quiz 4 | CAPM Exam Outline Part 1 PMBOK Chapter 6 on Blackboard | |
| | Wed | Feb 15 | Section 4 | Project Schedule Management | |
| 6 | Mon | Feb 20 | Exam #1 | One hour exam, covers Sections 1-3 PMBOK Chapters 1-5 | |
| | Wed | Feb 22 | MS Project | Task Durations and Dependencies | |
| 7 | Mon | Feb 27 | Section 5 Reading Quiz 5 | Project Cost Management PMBOK Chapter 7 on Blackboard | |
| | Wed | Mar 1 | MS Project | Working with Resources | HW #2 |
| 8 | Mon | Mar 6 | Section 6 Reading Quiz 6 | Project Quality Management PMBOK Chapter 8 on Blackboard | |
| | Wed | Mar 8 | MS Project | Outputs and Reports | |
| 9 | Mon | Mar 13 | No Class | Spring Break | |
| | Wed | Mar 15 | No Class | Spring Break | |
| 10 | Mon | Mar 20 | Section 7 Reading Quiz 7 | Project Resource Management PMBOK Chapter 9 on Blackboard | |
| | Wed | Mar 22 | MS Project | Updating Project Completion | HW #3 |
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| 11 | Mon | Mar 27 | Exam #2 | One hour exam, covers Sections 4-6 | |
| | Wed | Mar 29 | Activity | OSCM Leadership Activity | |
| 12 | Mon | Apr 3 | CAPM Reading Quiz 8 | CAPM Exam Outline Part 2 PMBOK Chapter 10 on Blackboard | |
| | Wed | Apr 5 | Section 8 | Project Communication Management | |
| 13 | Mon | Apr 10 | MS Project Reading Quiz 9 | Dealing with Change Orders PMBOK Chapter 11 on Blackboard | HW #4 |
| | Wed | Apr 12 | Section 9 | Project Risk Management | |
| 14 | Mon | Apr 17 | MS Project Reading Quiz 10 | In-Class Project Work Time PMBOK Chapter 12 on Blackboard | |
| | Wed | Apr 19 | Section 10 | Project Procurement Management | |
| 15 | Mon | Apr 24 | CAPM | CAPM Exam Outline Part 3 | |
| | Wed | Apr 26 | Exam #3 | One hour Exam, covers Sections 7-10 | Complete Final Projects/Papers Due April 24 |
| 16 | Mon | May 1 | Presentations | Final Project Presentations | Final Presentations Due |
| | Wed | May 3 | Presentations | Final Project Presentations | |
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Note: This is a tentative syllabus and the Professor reserves the right to make changes at any time.



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Spring 2022 Academic Calendar:

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| Oct 25th | Spring Registration Begins |
| Jan 6th | Last Day to Clear Students on Suspension/Probation as well as those with Insufficient Prerequisites |
| Jan 7th | Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course |
| Jan 10th | Financial Aid is Disbursed |
| Jan 17th | Dr. Martin Luther King, Jr. Holiday – University Closed |
| Jan 18th | Spring classes begin |
| Jan 18th–21nd | Late Registration (Fees are incurred) |
| Feb 2nd | Spring Census Day |
| | Note: This is the last day to register for classes. Payments are due by 5:00 pm. |
| Feb 14th | 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. |
| Feb 18th | Graduation application deadline for degree conferral |
| Mar 14-18th | Spring Break |
| Mar 25th | Cesar Chavez Holiday – no classes |
| Apr 1st | Spring 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. |
| Apr 15th | Spring Study Day |
| Apr 15th | Deadline to submit candidates' names for degree conferral |
| May 5th | Spring – Last day of classes |
| May 6th | Dead day |
| May 9-13th | Spring Final Exams |
| May 14-15th | Spring Commencement |
| May 18th | Grades are Due |
| May 19th | Grades are posted to student records; students are notified of grades and academic standing |
| Payment Deadlines | For more information on payment deadlines, visit the Student Business Services Website |