Instructor: Mr. Michael S. Garcia  MSPM
E-mail: msgarcia4@utep.edu
Office: COBA 204  Phone: (915) 747-8631  Fax: (915) 747-5348

Class Hours:  MW 3:00–4:20 pm  COBA Room 301
Office Hours:  MW 1:30–3:00 pm, or by appointment
              T  8:00–9:00 am

Required Textbook:
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.
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.
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:

<table>
<thead>
<tr>
<th>%</th>
<th>Description</th>
<th>Grade</th>
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</thead>
<tbody>
<tr>
<td>10</td>
<td>First Regular Exam</td>
<td>A</td>
</tr>
<tr>
<td>15</td>
<td>Second Regular Exam</td>
<td>B</td>
</tr>
<tr>
<td>15</td>
<td>Third Regular Exam</td>
<td>C</td>
</tr>
<tr>
<td>15</td>
<td>Final Presentation</td>
<td>D</td>
</tr>
<tr>
<td>10</td>
<td>Attendance and Punctuality</td>
<td>F</td>
</tr>
<tr>
<td>20</td>
<td>Software Projects</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Homework and Quizzes</td>
<td></td>
</tr>
</tbody>
</table>

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

Microsoft Project is installed on all COBA TACC lab computers, so you can complete requisite activities and assignments there as well.
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/
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://minitracker.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.
## Detailed Course Outline:

<table>
<thead>
<tr>
<th>Week</th>
<th>Day</th>
<th>Date</th>
<th>Subject</th>
<th>Discussion</th>
<th>Comment</th>
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<tbody>
<tr>
<td>1</td>
<td>Mon</td>
<td>Jan 17</td>
<td>No Class</td>
<td>Martin Luther King Holiday</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Jan 19</td>
<td>Introduction</td>
<td>Class Introduction and Expectations</td>
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<tr>
<td>2</td>
<td>Mon</td>
<td>Jan 24</td>
<td>Section 1</td>
<td>Project Definitions, Processes Lifecycle, Structures</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Jan 26</td>
<td>MS Project Reading Quiz 1</td>
<td>Introduction to Microsoft Project PMBOK Chapters 1-2 on Blackboard</td>
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<tr>
<td></td>
<td>Mon</td>
<td>Jan 31</td>
<td>Section 2</td>
<td>PM Role, PMI Talent Triangle, Project Charter, Monitor/Control Work</td>
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<td></td>
<td>Wed</td>
<td>Feb 2</td>
<td>MS Project Reading Quiz 2</td>
<td>Team Project Definition and Selection PMBOK Chapters 3-4 on Blackboard</td>
<td>HW #1</td>
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<td>Mon</td>
<td>Feb 7</td>
<td>Section 3</td>
<td>Project Scope Management</td>
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<td>Wed</td>
<td>Feb 9</td>
<td>MS Project Reading Quiz 3</td>
<td>Working with Tasks PMBOK Chapter 5 on Blackboard</td>
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<td>4</td>
<td>Mon</td>
<td>Feb 14</td>
<td>CAPM</td>
<td>CAPM Exam Outline Part 1</td>
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<td></td>
<td>Wed</td>
<td>Feb 16</td>
<td>Section 4 Reading Quiz 4</td>
<td>Project Schedule Management PMBOK Chapter 6 on Blackboard</td>
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<td>5</td>
<td>Mon</td>
<td>Feb 21</td>
<td>Exam #1</td>
<td>One hour exam, covers Sections 1-3 PMBOK Chapters 1-5</td>
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<td></td>
<td>Wed</td>
<td>Feb 23</td>
<td>MS Project</td>
<td>Task Durations and Dependencies</td>
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<tr>
<td>6</td>
<td>Mon</td>
<td>Feb 28</td>
<td>Section 5</td>
<td>Project Cost Management</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Mar 2</td>
<td>MS Project Reading Quiz 5</td>
<td>Working with Resources PMBOK Chapter 7 on Blackboard</td>
<td>HW #2</td>
</tr>
<tr>
<td>7</td>
<td>Mon</td>
<td>Mar 7</td>
<td>Section 6</td>
<td>Project Quality Management</td>
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<tr>
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<td>Wed</td>
<td>Mar 9</td>
<td>MS Project Reading Quiz 6</td>
<td>Outputs and Reports PMBOK Chapter 8 on Blackboard</td>
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<td>8</td>
<td>Mon</td>
<td>Mar 14</td>
<td>No Class</td>
<td>Spring Break</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Mar 16</td>
<td>No Class</td>
<td>Spring Break</td>
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<tr>
<td>9</td>
<td>Mon</td>
<td>Mar 21</td>
<td>Section 7</td>
<td>Project Resource Management</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Mar 23</td>
<td>MS Project Reading Quiz 7</td>
<td>Updating Project Completion PMBOK Chapter 9 on Blackboard</td>
<td>HW #3</td>
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<td>10</td>
<td>Mon</td>
<td>Mar 28</td>
<td>Exam #2</td>
<td>One hour exam, covers Sections 4-6</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Mar 30</td>
<td>Activity</td>
<td>OSCM Leadership Activity</td>
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</table>
## Project Management
**OSCM 3335  Spring 2022**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Activity</th>
<th>Details</th>
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<tbody>
<tr>
<td>12 Mon</td>
<td>Apr 4</td>
<td>CAPM</td>
<td>CAPM Exam Outline Part 2</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Section 8 Reading Quiz 8</td>
<td>Project Communication Management PMBOK Chapter 10 on Blackboard</td>
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<tr>
<td>13 Mon</td>
<td>Apr 11</td>
<td>MS Project</td>
<td>Dealing with Change Orders</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Section 9 Reading Quiz 9</td>
<td>Project Risk Management PMBOK Chapter 11 on Blackboard</td>
</tr>
<tr>
<td>14 Mon</td>
<td>Apr 18</td>
<td>MS Project</td>
<td>In-Class Project Work Time</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Section 10 Reading Quiz 10</td>
<td>Project Procurement Management PMBOK Chapter 12 on Blackboard</td>
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<tr>
<td>15 Mon</td>
<td>Apr 25</td>
<td>CAPM</td>
<td>CAPM Exam Outline Part 3</td>
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<tr>
<td></td>
<td>Wed</td>
<td>Exam #3</td>
<td>One hour Exam, covers Sections 7-10</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Complete Final Projects/Papers Due April 22</td>
</tr>
<tr>
<td>16 Mon</td>
<td>May 2</td>
<td>Presentations</td>
<td>Final Project Presentations</td>
</tr>
<tr>
<td></td>
<td>Wed</td>
<td>Presentations</td>
<td>Final Project Presentations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Final Presentations Due</td>
</tr>
<tr>
<td></td>
<td>Fri</td>
<td>Final Exam</td>
<td>Final Exam – selected comprehensive questions from previous exams.</td>
</tr>
</tbody>
</table>

**Note:** This is a tentative syllabus and the Professor reserves the right to make changes at any time.
Spring 2022 Academic Calendar:

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  
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.

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