# Project Management
## OSCM 3335 Spring 2021

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**Class Hours:** 100% online, asynchronous
**Office Hours:** TWR 8:00-10:15 a.m. 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
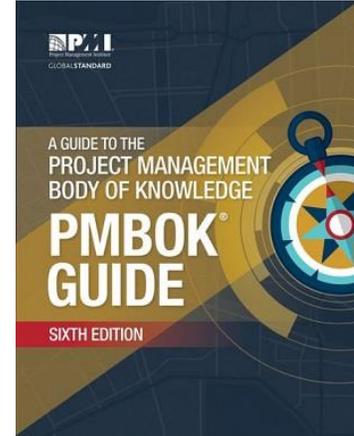
*Or:*

*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.

**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 2016 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. This class is 100% online, so class lectures will be delivered through short 10-15 minute lecture videos posted on Blackboard in the Lecture Videos content area. 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.  I strongly recommend that you view and understand the lecture videos associated with each day in the outline, on that particular day, to stay on top of all the material that you will need to master for each exam. 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, through regular discussion board assignments.

**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 generally be available for 24 hours, beginning on the date specified in the class outline.  You may take an exam anytime during that 24-hour period.  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 90 minutes to take exams.  You can save and exit the exam if you have some kind of issue or technology problem, but the 90-minute timer will keep running.  Even 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 90 minutes of the time you started it, including any interruptions.  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 virtual office hours via Blackboard Collaborate or Zoom.  I may reach out to you via a voice call for something urgent.  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**:

| | | | |
|---|---|---|---|
| 10 % | First Regular Exam | **A =** | numerical grade ≥ 90 |
| 15 % | Second Regular Exam | **B =** | 80 ≤ numerical grade < 90 |
| 15 % | Third Regular Exam | **C =** | 70 ≤ numerical grade < 80 |
| 15 % | Final Presentation | **D =** | 60 ≤ 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:

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

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 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 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. Participation and Engagement**
Just as it would be in a face-to-face class setting, your personal participation and engagement in class activities is essential to your success in this class, and will be worth 10% of your overall grade.  Your level of participation and engagement will be determined by:
- Completion of all class assignments
- Completion and level of engagement demonstrated in class discussion board posts
- Viewing of lecture video series as determined by "Lecture Keys."

In each video lecture series (one associated with each text chapter), I will embed or mention a Lecture Key – a word, phrase or number, that is unique to that lecture series, at some random point in the lecture.  I will post assignments calling for those lecture keys, as part of your participation and engagement score.

**4. Homework**
There will generally be one homework assignment for each text chapter, 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 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 form 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://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.

**COVID-19 Precautions and Requirements:**

**This class is 100% online, asynchronous and remote and you are not currently required be on campus for anything related to this course.** However, you may have the occasion to come to campus for some reason (e.g. to visit the library), so you must be aware of UTEP's COVID-19 policies and requirements. It is also possible that conditions and restrictions may change over the course of the semester, and we all need to be prepared for the time when on-campus operations and activity may begin to resume.

You must STAY AT HOME and REPORT if you (1) have been diagnosed with COVID19, (2) are experiencing COVID-19 symptoms, or (3) have had recent contact with a person who has received a positive coronavirus test. Reports should be made at https://adminapps.utep.edu/screening/Home/Launch. If you know anyone who should report any of these three criteria, encourage them to report. If the individual cannot report, you can report on their behalf by sending an email to COVIDaction@utep.edu.

For each day that you are on campus—for any reason—you must complete the questions on the UTEP screening website (https://adminapps.utep.edu/screening/Home/Launch) prior to arriving on campus. The website will verify if you are permitted to come to campus. Under no circumstances should anyone come to campus when feeling ill or exhibiting any known COVID-19 symptoms. Students are advised to minimize the number of encounters with others to avoid infection.

If you are on campus, wear face coverings when in common areas of campus or when others are present. You must wear a face covering over your nose and mouth at all times if you are inside of campus buildings or facilities. If you cannot wear a face mask for medical reasons, please contact the Center for Accommodations and Support Services (CASS) to discuss temporary accommodations for on-campus courses and activities. If you choose not to wear a face covering, you will not be able to enter campus facilities. If you remove your face covering, you will be asked to put it on or leave the facility. Students who refuse to wear a face covering and follow preventive COVID-19 guidelines while on campus will be dismissed from campus activities and will be subject to disciplinary action according to Section 1.2.3 *Health and Safety* and Section 1.2.2.5 *Disruptions* in the UTEP Handbook of Operating Procedures.

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.**

**Class Hours: 100% online, asynchronous**

## Detailed Course Outline:

| Week | Day | Date | Subject | Discussion | Comment |
|------|-----|------|---------|------------|---------|
| 1 | Tue | Jan 19 | Introduction | Class Introduction and Expectations | |
| | Thurs | Jan 21 | Section 1 | Project Definitions, Processes Lifecycle, Structures | |
| 2 | Tue | Jan 26 | MS Project **Reading Quiz 1** | Introduction to Microsoft Project PMBOK Chapters 1-2 on Blackboard | |
| | Thurs | Jan 28 | Section 2 | PM Role, PMI Talent Triangle, Project Charter, Monitor/Control Work | |
| 3 | Tue | Feb 2 | MS Project **Reading Quiz 2** | Team Project Definition and Selection PMBOK Chapters 3-4 on Blackboard | |
| | Thurs | Feb 4 | Section 3 | Project Scope Management | |
| 4 | Tue | Feb 9 | MS Project **Reading Quiz 3** | Working with Tasks PMBOK Chapter 5 on Blackboard | |
| | Thurs | Feb 11 | CAPM | CAPM Exam Outline Part 1 | |
| 5 | Tue | Feb 16 | Section 4 **Reading Quiz 4** | Project Schedule Management PMBOK Chapter 6 on Blackboard | |
| | Thurs | Feb 18 | **Exam #1** | **One hour exam, covers Sections 1-3 PMBOK Chapters 1-5** | Take anytime from Noon, Feb 18 to Noon, Feb 19 |
| 6 | Tue | Feb 23 | MS Project | Task Durations and Dependencies | |
| | Thurs | Feb 25 | Section 5 | Project Cost Management | |
| 7 | Tue | Mar 2 | MS Project **Reading Quiz 5** | Working with Resources PMBOK Chapter 7 on Blackboard | |
| | Thurs | Mar 4 | Section 6 | Project Quality Management | |
| 8 | Tue | Mar 9 | MS Project **Reading Quiz 6** | Outputs and Reports PMBOK Chapter 8 on Blackboard | |
| | Thurs | Mar 11 | Section 7 | Project Resource Management | |
| 9 | Tue | Mar 16 | **No Class** | **Spring Break** | |
| | Thurs | Mar 18 | **No Class** | **Spring Break** | |
| 10 | Tue | Mar 23 | MS Project **Reading Quiz 7** | Updating Project Completion PMBOK Chapter 9 on Blackboard | |
| | Thurs | Mar 25 | **Exam 2** | **One hour exam, covers Sections 4-6** | Take anytime from Noon, Mar 25 to Noon, Mar 26 |
| 11 | Tue | Mar 30 | Activity | OSCM Leadership Activity | |
| | Thurs | Apr 1 | CAPM | CAPM Exam Outline Part 2 | |
| | | | | | |

| 12 | Tue | Apr 6 | Section 8<br>**Reading Quiz 8** | Project Communication Management<br>PMBOK Chapter 10 on Blackboard | |
|----|-----|-------|------|------|---|
| | Thurs | Apr 8 | MS Project | Dealing with Change Orders | |
| 13 | Tue | Apr 13 | Section 9<br>**Reading Quiz 9** | Project Risk Management<br>PMBOK Chapter 11 on Blackboard | |
| | Thurs | Apr 15 | MS Project | In-Class Project Work Time | |
| 14 | Tue | Apr 20 | Section 10<br>**Reading Quiz 10** | Project Procurement Management<br>PMBOK Chapter 12 on Blackboard | |
| | Thurs | Apr 22 | CAPM | CAPM Exam Outline Part 3 | |
| 15 | Tue | Apr 27 | **Exam 3** | **One hour Exam, covers Sections 7-10** | Take anytime from Noon, Apr 27 to Noon, Apr 28 |
| | Thurs | Apr 29 | Presentations | Final Project Presentations | |
| 16 | Tue | May 4 | Presentations | Final Project Presentations | |
| | Thurs | May 6 | Class Wrap-Up | **Last Day of Class1** | |
| | | | | | |
| | Thurs | May 13 | **Final Exam** | Final Project Presentations will count as Final Exam Grade. | |

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

**Spring 2021 Academic Calendar:**

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|---|---|
| **Oct 26th** | Spring Registration Begins |
| **Jan 7th** | Last Day to Clear Students on Suspension/Probation as well as those with Insufficient Prerequisites |
| **Jan 8th** | Drops for Students with Unsatisfactory Academic Standing, Insufficient Prerequisites, and Prior Grades of C in the Course |
| **Jan 11th** | Financial Aid is Disbursed |
| **Jan 18th** | Dr. Martin Luther King, Jr. Holiday – University Closed |
| **Jan 19th** | Spring classes begin |
| **Jan 19th–22nd** | Late Registration (Fees are incurred) |
| **Feb 3rd** | Spring Census Day<br>Note:  This is the last day to register for classes.  If payment is not received by this day, students will be dropped. |
| **Feb 15th** | 20th Class Day<br>Note: Students who were given a payment deadline extension will be dropped at 5:00 pm if payment arrangements have not been made. |
| **Feb 19th** | Graduation application deadline for degree conferral |
| **Mar 21st** | Midterm Spring 2021 Grades Due |
| **Mar 15-19th** | Spring Break |
| **Mar 26th** | Cesar Chavez Holiday – no classes |
| **Apr 1st** | Spring Drop/Withdrawal Deadline<br>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 2nd** | Spring Study Day |
| **Apr 16th** | Deadline to submit candidates' names for degree conferral |
| **May 6th** | Spring – Last day of classes |
| **May 7th** | Dead day |
| **May 10-14th** | Spring Final Exams |
| **May 15-16th** | Spring Commencement |
| **May 19th** | Grades are Due |
| **May 20th** | 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** |