

Efraín Adames, MPA

OFFICE HOURS: BY APPOINTMENT

I will be available to offer help on any subject related to the course. As we progress in the course, I may make changes to this syllabus to accommodate any particular subject area. In that sense, this syllabus is a guideline, not a contract.

Course Description:

This course will provide the necessary tools to students that will be involved in the management of projects in various areas such as technology and management. We will address the issues related to the completion of projects within time, cost and requirements.

Required Text:

Contemporary Project Management 3e,

Kloppenborg, Timothy J. Cengage Learning 2015 ISBN 978-1-285-43335-6

I. **Objectives:** The student will be able:

1. Understand the concepts of project management and their application to the management of business, engineering and technology projects in the contemporary business environment.
2. Define and discuss the concepts and philosophy used by managers to complete projects within time, cost, and performance objectives requirements.
3. Analyze and explain specialized behavioral and organizational issues and management methods used to address the unique problems encountered during the management of projects.
4. Use specialized project management techniques required to organize, plan and perform projects.

Assessment: On-Line exams, written exercises and project activities.

2. **Assessments:**

- a. Module assessments are due on the date in the syllabus course schedule. Exams are not cumulative (except to the extent that one part builds upon another). Pay attention to the exam instructions for content. **Exams are time limited, you can stop and resume but the clock keeps running.**
- b. **It is a policy for this course that after the due date there will be no make-up or reposition for the work required; this policy includes all assessments, meaning; homework, exercises, assignments, and exams. Late or partially completed work is not accepted for grading purposes.**

3. **Attendance:**

Participation in the course is mandatory. Submissions are the equivalent to attending a lecture under the face-to-face mode. After missing four (4) submissions, students will be dropped from the course.

4. **Course Grading:**

The Blackboard does not take into consideration-missing grades (when the student does not take an assessment) when calculating the course grade. The student needs to be aware and manually calculate the grade if this is the case. Also, for attendance purposes.

The projected cutoff point for As, Bs, Cs, and Ds are based on a 90%, 80%, 70%, and 60%, respectively.

Distance Education Statement: Students enrolled in distance education courses have equal access to the university's academic support services, library resources, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should submit online assignments through Blackboard or SRSU email, which require secure login information to verify students' identities and to protect students' information. *[If the course requires students to take proctored exams or to purchase additional software or equipment, please describe those requirements here.]* The procedures for filing a student complaint are included in the student handbook. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

Americans with Disabilities Act: Sul Ross State University is committed to equal access in compliance with the Americans with Disabilities Act of 1973. It is the student's responsibility to initiate a request for accessibility services. Students seeking accessibility services must contact Kathy Biddick in Student Services, Room C-102 Uvalde campus. The mailing address is 2623 Garner Field Road, Rio Grande College-Sul Ross State University, Uvalde, Texas 78801. Telephone: 830-279-3003. Email: kbiddick@sulross.edu .

CLASS SCHEDULE FOR MGTR 4350, PROJECT MANAGEMET

Assessments are due at 11:59 pm of the scheduled date (first column below).

<u>Date</u>	<u>Chapter</u>	<u>Module</u>	<u>Description *</u>
Sep 5	1) Introduction to Project Management	1	Describe major activities and deliverables at each project life cycle stage. Assessment available on 8/28/23. 30 pts.
Sep 12	2) Project Selection and Prioritization	2	Describe how to select, prioritize, and resource projects. Assessment available on 9/6/2023. 30 pts.
Sep 19	3) Organizational Capability: Structure, Culture, and Roles	3	Compare and contrast the different methods of organization. Describe organizational culture elements. Assessment available on 9/13/2023. 30 pts.
Sep 26	4) Chartering Projects	4	Describe what a project charter is and why is critical to project success. Assessment available on 9/20/2023. 30 pts.
Oct 3	5) Stakeholder Analysis and Communication Planning	5	Enumerate, describe and prioritize each set of stakeholders for a project. Describe each section of a project communications plan. Assessment available on 9/27/2023. 30 pts.
Oct 10	6) Scope Planning	6	Describe the plan scope management. Describe the work breakdown structure (WBS) and explain its importance for project planning and control. Assessment available on 10/4/2023. 30 pts.
Oct 17	7) Scheduling Projects	7	Describe problems in estimating time. Use the activity on node (AON) method to develop a project schedule. Explain the use of leads, lags, and dependencies. Assessment available on 10/11/2023. 30 pts.
Oct 24	8) Resourcing Projects	8	Create a Human Resource Management Plan. Describe methods of resolving resource overloads, Assessment available on 10/18/2023. 30 pts.
Oct 31	9) Budgeting Projects	9	Describe issues in project cost estimating and how to deal with each. Assessment available on 10/25/2023. 30 pts.

Nov 7	10) Project Risk Planning	10	Describe how to plan for risk management, identify risks, analyze risks, and create response plans. Assessment available on 11/1/2023. 30 pts.
Nov 14	11) Project Quality Planning and Project Kickoff	11	Describe each core project quality concept and its importance to for planning and managing projects. Assessment available on 11/8/2023. 30 pts.
Nov 21	12) Project Supply Chain Management	12	Identify the role of supply management in project management and its importance for ensuring project success. Assessment available on 11/15/2023. 30 pts.
Nov 28	13) Leading and Managing Project Teams	13	Describe stages of team development and strategies to move teams through the project life cycle. Assessment available on 11/22/2023. 30 pts.
Dec 5	Determining Project Progress and Results	14	Create and present a project progress result. Assessment available on 11/29/2023. 30 pts.