



Syllabus

MGMT 3334 Project Management

Spring 2024	
Instructor's Name	Atif Osmani, PhD
Course Abbreviation & Number	MGMT 3334 Z02, CRN 26787
Office Location	Remote (Not on-campus)
Office Phone	218-303-5725 [ONLY monitored during Office Hours (No Voicemails, No Texts)]
Email Address	atosmani@pvamu.edu The best way to communicate with me is through email. Emails will receive a response from the instructor, most likely within 24 hours, and definitely within 48 hours. Emails should ONLY be sent from your PVAMU email address.
Office Hours	By Appointment (Phone or Zoom) – MON & WED (8:30 to 9:30 am). https://pvpanther.zoom.us/j/3056272198?pwd=MlcwVUx1RUJlEQWx6NHVERE9Ya3VKZz09
Mode of Instruction	Asynchronous Online
Course Location	Asynchronous Online
Class Days & Times	Asynchronous Online
Catalog Description	Application of management processes to complex interdisciplinary organizational environments through the study of program and project management. Uses typical project management microcomputer software for project planning; resource allocation; project budgeting; and control of project cost, schedule and performance.
Pre-requisite	MGMT 3301 Business Statistics, MGMT 3310 Principles of Management
Course Overview	The course covers the application of management processes to complex interdisciplinary organizational environments through the study of program and project management. Typical project management techniques are used for project planning, resource allocation, project budgeting, and control of project cost, schedule, and performance.
Required Text	Project Management: The Managerial Process, 7th edition, <i>Erik Larson and Clifford Gray</i> , McGraw-Hill Publishers.
Required Software	Microsoft Excel 2019 or 365. Microsoft Excel 2016 is also acceptable.

Student Learning Outcomes:

	Upon successful completion of this course, students will be able to:	Program Learning Outcome # Alignment	Core Curriculum Outcome Alignment
1	Comprehend the body of knowledge of project management: initiation, planning, execution, and closure.	Mastery of Content	Critical Thinking
2	Understand project management tools and techniques, such as work breakdown structure, critical path method, cost and time tradeoff analysis, earned value management, resource management, and risk management.	Mastery of Content	Critical Thinking, Empirical and Quantitative skills
3	Appreciate the most common characteristics and skills of effective project managers and project team members for the successful completion of projects.	Mastery of Content	Critical Thinking;

Major Course Requirements:

Method of Determining Final Course Grade: This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes.

Grading Policy

Class Participation	02.5%	90-100% = A
End of module assignments	57.5%	80-89% = B
Mid-Term exam	20.0%	70-79% = C
Final exam	<u>20.0%</u>	60-69% = D
TOTAL	100%	< 60% = F

The instructor may “scale” grades up, resulting in a semester grade higher than the minimum indicated above. The instructor may adjust individual grades down in the following cases: 1) Cases of academic dishonesty; 2) Other improper student behavior.

Course Assessments

This course will cover ALL the sixteen chapters from the LARSON textbook (7th or 8th Ed) via recorded video lectures by the instructor.

EXAMS

The Mid-Term exam will encompass everything covered in Modules 1 thru 7. The mid-term is weighted as 20% of your overall course grade. The exam will be open-book and open-notes but will be subject to the PVAMU Honor Code requirements. The exam will have a 3-hour time limit and it must be completed in a single sitting on eCourses. You will have only one attempt at taking the exam.

The Final exam will encompass everything covered in Modules 9 thru 13. The final is weighted as 20% of your overall course grade. The exam will be open-book and open-notes but will be subject to the PVAMU Honor Code requirements. The exam will have a 3-hour time limit and it must be completed in a single sitting on eCourses. You will have only one attempt at taking the exam.

Course Procedures or Additional Instructor Policies

Taskstream: Taskstream is a tool that Prairie View A&M University uses for assessment purposes. At least one of your assignments **may be required** to be submitted as an “artifact,” an item of coursework that serves as evidence that course objectives are met. More information will be provided during the semester, but for general information, you can visit Taskstream via the link in e-Courses.

Class policy: Civility is expected from all students. Inappropriate language in your interaction with fellow students or with the instructor will lead to disciplinary action.

Submission of assignments: All assignments will be posted on e-Courses. All assessments **must** be turned in **BEFORE 11:59 pm on Sunday's**. Submissions will have to be made on e-Courses. Submissions sent by email will **not** be accepted. **No extension of the due date will be provided.**

Exams: The dates of the Exams (Mid-Terms & Final) will be communicated through e-course and email. No makeup exams will be given unless it is clearly established that the student was unable to take the exam for genuinely unavoidable reason.

During exams, you may be required to use Examity, Lockdown browser and/or Zoom.

Communication: The best way to communicate with me is through email. Emails will receive a response from the instructor, most likely within 24 hours, and definitely within 48 hours. Emails should be sent ONLY from your PVAMU email address. I will NOT respond to ANY emails sent from personal or work accounts.

Course Schedule: A tentative course schedule is indicated below.

Tentative Course Schedule

Week	Topics	Chapters
Week 1 Jan 16 – 21	Module 01 (includes online quiz)	Ch. 1
Week 2 Jan 22 – 28	Module 02 (includes take home quiz)	Ch. 2
Week 3 Jan 29 – Feb 04	Module 03 (includes online quiz)	Ch. 3 and Ch. 4
Week 4 Feb 05 – 11	Module 04 (includes take home quiz)	Ch. 5
Week 5 Feb 12 – 18	Module 05 (includes take home quiz)	Ch. 6
Week 6 Feb 19 – 25	Module 06 (includes online quiz)	Ch. 7 & Appendix
Week 7 Feb 26 – Mar 03	Module 07 (includes online quiz)	Ch. 10 and Ch. 11
Week 8 Mar 04 – 10	Module 08 (Mid-Term Exam)	Modules 1-7
Week 9 Mar 11 – 17	SPRING BREAK	
Week 10 Mar 18 – 24	Module 09 (includes take home quiz)	Ch. 8
Week 11-12 Mar 25 – Apr 07	Module 10 (includes take home quiz)	Ch. 9
Week 13 Apr 08 – 14	Module 11 (includes online quiz)	Ch. 12 and Ch. 14
Week 14 Apr 15 – 21	Module 12 (includes online quiz)	Ch. 13
Week 15 Apr 22 – 28	Module 13 (includes online quiz)	Ch. 15 and Ch. 16
Week 16 Apr 29 – May 05	Module 14 (Final Exam)	Modules 9-13

Student Support and Success

John B. Coleman Library

The library and its partners have as their mission to provide resources and instructional material in support of the evolving curriculum, as a partner in Prairie View A&M University's mission of teaching, research, and service and to support the University's core values of access and quality, diversity, leadership, relevance, and social responsibility through emphasis on ten key areas of service. It maintains library collections and access both on campus, online, and through local agreements to further the educational goals of students and faculty. <https://www.pvamu.edu/library/>
Phone: 936-261-1500

The Learning Curve (Center for Academic Support)

The Learning Curve offers Tutoring via peer tutoring. The services include workshops (i.e., Save My Semester, Recalculate Your Route), seminars (i.e., Tools You Can Use: TI-84), group review sessions (i.e., College Algebra Topic Reviews, GRE Preparation), group study opportunities (i.e., TSIA, HESI, Study Break, Exam Cram), and test-taking strategies (How to take Notes, Study Buddy, 5 Day Study Guide). The Learning Curve is a nationally certified tutoring program through the National Tutoring Association. The peer tutors are trained and certified by the coordinator each semester. Location: J.B. Coleman Library Rm. 207F. Phone: 936-261-1561

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS)

The Center for the Oversight and Management of Personalized Academic Student Success (COMPASS) is designed to help Prairie View students in their second year and beyond navigate towards graduation by providing the following services: Academic Advisement, Targeted Tutorials for Personalized Learning, Campus-Wide Referrals, and Academic & Social Workshops. Location: J.B. Coleman Library Rm. 306. Phone: 936-261-1040

Writing Center

The Writing Center provides student consultants on all aspects of the writing process and a variety of writing assignments. Writing Center consultations assist students in such areas as prewriting, brainstorming, audience awareness, organization, research, and citation. Students taking on-line courses or courses at the Northwest Houston Center or College of Nursing may consult remotely or by email. Location: Hilliard Hall Rm. 121. Phone: 936-261-3724.

Student Counseling Services

The Student Counseling Services unit offers a range of services and programs to assist students in maximizing their potential for success: short-term individual, couples, and group counseling, as well as crisis intervention, outreach, consultation, and referral services. The staff is licensed by the State of Texas and provides assistance to students who are dealing with academic skills concerns, situational crises, adjustment problems, and emotional difficulties. Information shared with the staff is treated confidentially and in accordance with Texas State Law. Location: Owens-Franklin Health Center Rm. 226. Phone: 936-261-3564

Testing

The Department of Testing administers College Board CLEP examinations, the HESI A2 for pre-nursing majors, LSAT for law school applicants and MPRE for second-year law students, the Experiential Learning Portfolio option, the Texas Success Initiative (TSI) Assessment, which determines college readiness in the state, and exam proctoring, among other service such as SAT and ACT for high school students. Location: Delco Rm. 141. Phone: 936-261-4286

Office of Diagnostic Testing and Disability Services

As a federally-mandated educational support unit, the Office of Disability Services serves as the repository for confidential disability files for faculty, staff, and students. For persons with a disability, the Office develops individualized ADA letters of request for accommodations. Other services include: learning style inventories, awareness workshops, accessibility pathways, webinars, computer laboratory with adapted hard and software, adapted furniture, proctoring of non-standardized test administrations, ASL interpreters, ALDs, digital recorders, livescribe, Kurtzweil, and a comprehensive referral network across campus and the broader community. Location: Evans Hall Rm. 317. Phone: 936-261-3585

Veteran Affairs

Veterans Services works with student veterans, current military and military dependents to support their transition to the college environment and continued persistence to graduation. The Office coordinates and certifies benefits for both the G.I. Bill and the Texas Hazlewood Act. Location: Evans Hall Rm. 323. Phone: 936-261-3563

Office for Student Engagement

The Office for Student Engagement delivers comprehensive programs and services designed to meet the co-curricular needs of students. The Office implements inclusive and accessible programs and services that enhance student development through exposure to and participation in diverse and relevant social, cultural, intellectual, recreational, community service, leadership development and campus governance. Location: Memorial Student Center Rm. 221. Phone: 936-261-1340

Career Services

Career Services supports students through professional development, career readiness, and placement and employment assistance. The Office provides one-on-one career coaching, interview preparation, resume and letter writing, and career exploration workshops and seminars. Services are provided for students at the Northwest Houston Center and College of Nursing in the Medical Center twice a month or on a requested basis. Distance Learning students are encouraged to visit the Career Services website for information regarding services provided. Location: Evans Hall Rm. 217. Phone: 936-261-3570

University Rules and Procedures

Disability Statement (Also See Student Handbook):

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, in Evans Hall, Room 317, or call 936-261-3585/3.

Academic Misconduct (See Student Handbook):

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with your Student Handbook, especially the section on academic misconduct. Students who engage in academic misconduct are subject to university disciplinary procedures.

Forms of Academic Dishonesty:

1. Cheating: deception in which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the instructor on assignments or examinations.
2. Academic misconduct: tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation and/or paraphrase of someone else's words, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the Internet and submitting them as one's own work also constitutes plagiarism.

Nonacademic Misconduct (See Student Handbook)

The university respects the rights of instructors to teach and students to learn. Maintenance of these rights requires campus conditions that do not impede their exercise. Campus behavior that interferes with either (1) the instructor's ability to conduct the class, (2) the inability of other students to profit from the instructional program, or (3) campus behavior that interferes with the rights of others will not be tolerated. An individual engaging in such disruptive behavior may be subject to disciplinary action. Such incidents will be adjudicated by the Dean of Students under nonacademic procedures.

Sexual Misconduct (See Student Handbook):

Sexual harassment of students and employers at Prairie View A&M University is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action.

Title IX Statement

Prairie View A&M University (PVAMU) is committed to supporting students and complying with the Texas A&M University System non-discrimination policy. It seeks to establish an environment that is free of bias, discrimination, and harassment. If you experience an incident of sex- or gender-based discrimination, including sexual harassment, sexual assault or attempted sexual assault, we encourage you to report it. While you may talk to a faculty member about an incident of misconduct, the faculty member must report the basic facts of your experience to Ms. Alexia

Taylor, PVAMU's Title IX Coordinator. If you would like to speak with someone who may be able to afford you privacy or confidentiality, there are individuals who can meet with you. The Title IX Coordinator is designated to handle inquiries regarding non-discrimination policies and can assist you with understanding your options and connect you with on- and off-campus resources. The Title IX Coordinator can be reached by phone at 936-261-2123 or in Suite 013 in the A.I. Thomas Administration Building.

Class Attendance Policy (See Catalog for Full Attendance Policy)

Prairie View A&M University requires regular class attendance. Attending all classes supports full academic development of each learner whether classes are taught with the instructor physically present or via distance learning technologies such as interactive video and/or internet.

Excessive absenteeism, whether excused or unexcused, may result in a student's course grade being reduced or in assignment of a grade of "F". Absences are accumulated beginning with the first day of class during regular semesters and summer terms. Each faculty member will include the University's attendance policy in each course syllabus.

Student Academic Appeals Process

Authority and responsibility for assigning grades to students rests with the faculty. However, in those instances where students believe that miscommunication, errors, or unfairness of any kind may have adversely affected the instructor's assessment of their academic performance, the student has a right to appeal by the procedure listed in the Undergraduate Catalog and by doing so within thirty days of receiving the grade or experiencing any other problematic academic event that prompted the complaint.

TECHNICAL CONSIDERATIONS

Minimum Recommended Hardware and Software:

- Intel PC or Laptop with Windows 7; Mac with OS X; Smartphone or iPad/Tablet with Wi-Fi with **built in camera or webcam**
- High speed Internet access
- 8 GB Memory
- Hard drive with 320 GB storage space
- 15" monitor, 800x600, color or 16 bit
- Sound card w/speakers
- Microphone and recording software
- Keyboard & mouse
- Most current version of Google Chrome, Safari, Internet Explorer or Firefox

Note: Be sure to enable Java & pop-ups in the Web browser preferences

Participants should have a basic proficiency of the following computer skills:

- Sending and receiving email
- A working knowledge of the Internet
- Proficiency in Microsoft Word (or a program convertible to Word)
- Proficiency in the Acrobat PDF Reader
- Basic knowledge of Windows or Mac O.S.

Netiquette (online etiquette):

Students are expected to participate in all discussions and virtual classroom chats as directed. Students are to be respectful and courteous to others on discussions boards. Foul or abusive language will not be tolerated.

Technical Support:

Students should go to <https://mypassword.pvamu.edu/> if they have password issues. The page will provide instructions for resetting passwords and contact information if login issues persist. For other technical questions regarding eCourses, call the Office of Distance Learning at 936-261-3283

Communication Expectations and Standards:

Emails or discussion postings will receive a response from the instructor, usually in less than 48 hours. Urgent emails should be marked as such. Check regularly for responses.

COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the COVID-19 pandemic, Prairie View A&M University has adopted policies and practices for the Fall 2020 academic term to limit virus transmission. Students must observe the following practices while participating in face-to-face courses and course-related activities (office hours, help sessions, transitioning to and between classes, study spaces, academic services, etc.):

- **Self-monitoring** - Students should follow CDC recommendations for self-monitoring. Students who have a fever or exhibit symptoms of COVID-19 should participate in class remotely and should not participate in face-to-face instruction.
- **Face Coverings** - Face coverings (cloth face covering, surgical mask, etc.) must be properly worn in all non-private spaces including classrooms, teaching laboratories, common spaces such as lobbies and hallways, public study spaces, libraries, academic resource and support offices, and outdoor spaces where 6 feet of physical distancing is difficult to reliably maintain.
- **Physical Distancing** - Physical distancing must be maintained between students, instructors, and others in course and course-related activities.
- **Classroom Ingress/Egress** - Students must follow marked pathways for entering and exiting classrooms and other teaching spaces. Students should leave classrooms promptly after course activities have concluded, should not congregate in hallways and should maintain 6-foot physical distancing when waiting to enter classrooms and other instructional spaces.
- **Face-to-face Class** - To attend a face-to-face class, students must wear a face covering (or a face shield if they have an exemption letter). If a student refuses to wear a face covering, the instructor should ask the student to leave and join the class remotely. If the student does not leave the class, the faculty member should report that student to the Office for Student Conduct for adjudication. Additionally, the faculty member may choose to teach that day's class remotely for all students.
- **COVID-19 Guidelines for Student Conduct Adjudication** - The mandatory COVID-19 Training/Certification taken by all students serves as the 1st Warning for violation of COVID-19 Guidelines.
 - 1st incident: upon review of Incident Report and finding of responsibility — Conduct Probation
 - 2nd incident: upon review of Incident Report and finding of responsibility — Suspension
 - Consult the Code of Student Conduct in the Student Planner or [Student Conduct website](#) for additional information on Conduct Probation and Suspension.
- **Personal Illness and Quarantine** - Students required to quarantine must participate in courses and course-related activities remotely and must not attend face-to-face course activities. Students should notify their instructors of the quarantine requirement. Students under quarantine are expected to participate in courses and complete graded work unless they have symptoms that are too severe to participate in course activities. Students experiencing personal injury or illness that is too severe for the student to attend class qualify for an excused absence. To receive an excused absence, students must provide appropriate documentation to the Office for Student Conduct, studentconduct@pvamu.edu.