SYLLABUS

MGMT3343 Project Management
Summer 2021

Instructor: Peter Wibawa Sutanto, Ph.D.
Section # and CRN: Z01, 32938
Office Location: Room 459, Agriculture/Business Building
Office Phone: 936-261-9212
Email Address: pwsutanto@pvamu.edu
Office Hours: Online via Zoom, TR, 2:00 PM – 3:00 PM or by appointment

Mode of Instruction: Online via eCourses (synchronous)
Course Location: Online via eCourses

Class Days & Times: MTWR 9:10 AM – 11:50 AM

Catalog Description: Credit 3 semester hours. 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.

Prerequisites: MGMT 3013 Business Statistics, MGMT 3103 Principles of Management


Required Software: Microsoft Excel 2019 or 365 with Solver add-in and Data Analysis add-in. Microsoft Excel 2016 is acceptable.

Student Learning Outcomes:

<table>
<thead>
<tr>
<th>Upon successful completion of this course, students will be able to:</th>
<th>Program Learning Outcome #</th>
<th>Core Curriculum Outcome Alignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Comprehend the body of knowledge of project management: initiation, planning, execution, and closure.</td>
<td>Mastery of Content</td>
<td>Critical Thinking</td>
</tr>
<tr>
<td>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.</td>
<td>Mastery of Content</td>
<td>Critical Thinking, Empirical and Quantitative skills</td>
</tr>
<tr>
<td>3 Appreciate the most common characteristics and skills of effective project managers and project team members for the successful completion of projects.</td>
<td>Mastery of Content</td>
<td>Critical Thinking</td>
</tr>
</tbody>
</table>
Major Course Requirements

Method of Determining Final Course Grade

<table>
<thead>
<tr>
<th>Course Grade Requirement</th>
<th>Value</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1) Midterm exam</td>
<td>220</td>
<td>22%</td>
</tr>
<tr>
<td>2) Final exam</td>
<td>280</td>
<td>28%</td>
</tr>
<tr>
<td>3) Quizzes and homework</td>
<td>450</td>
<td>45%</td>
</tr>
<tr>
<td>4) Discussions</td>
<td>50</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Grading Criteria and Conversion:
A = 900 – 1000 points
B = 800 – 899 points
C = 700 – 799 points
D = 600 – 699 points
F = 0 – 599 points

Detailed Description of Course Components Assignments:

<table>
<thead>
<tr>
<th>Course Component</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>Tests that are used to measure the learning progress and achievement.</td>
</tr>
<tr>
<td>Quizzes</td>
<td>Short tests that are designed to encourage students to study regularly.</td>
</tr>
<tr>
<td>Homework</td>
<td>Out-of-class assignments that are designed to increase the learning capabilities of students.</td>
</tr>
<tr>
<td>Discussions</td>
<td>Asynchronous discussions on eCourses where students and instructor can share their thoughts about the course materials.</td>
</tr>
</tbody>
</table>

Course Procedures or Additional Instructor Policies

Succeeding in this Course
- The course is delivered online via PVAMU eCourses, but it is not a self-paced course. Quizzes, assignments, and exams must be completed on a certain times and dates.
- To be successful in the course, you should study every day or as close to that as possible. You should set aside a certain amount of time per day for studying. No matter how busy you are, you must have sufficient time to study.
- Write down your own summary notes.
- Do not wait until the last minutes to complete your quizzes or assignments. It creates unnecessary stress and anxiety. You can pretend that an assignment or quiz is due one day early, giving you an extra time if needed. Finishing assignments early means you have more time to make improvements. You can ask questions by posting in discussion forum. Your instructor or classmates may give you some hints on assignments or quiz.
- You must focus on the big picture why you take this course in the first place.

Microsoft Excel
Microsoft Excel 2019 or 365 with Solver addin and Data Analysis addin will be used extensively throughout the course. Most quantitative problems in the course are not suitable for hand calculation or calculator.

Exams
- There will be a midterm exam and a final exam. Exams may consist of calculation problems, essay questions, fill-in-the-blank questions, and multiple-choice questions. Each exam will be between 90 minutes and 120 minutes long.
- The exams will be open-book tests. You may use your notes, textbook, and computer. However, the time limits
will be strictly followed; there is not much time to refer to notes and books during an exam. You must be well-prepared for the exams.

- You cannot access any videos during exams.
- The final exam will be a comprehensive (cumulative) test. You cannot browse the internet during exams.
- Exams must be solved on your own. You cannot collaborate with anyone during examination. You should not discuss the content of an exam with anyone until the end of the exam period.
- The midterm exam will be held on Monday, 7/26/2021, 9:30 AM – 11:30 AM.
- The final exam will be held on Wednesday, 8/11/2021, 9:30 AM – 11:30 AM.
- You must start taking exam at 9:30 AM. Late start will not be allowed.
- A grade 0 (zero) will be given for a missed exam.
- In case of extremely rare case of documented personal emergency, you must contact the instructor at least one day before the exam time via email. Assuming you have a valid excuse, you must make arrangements with the instructor to take the exam within a period of 2 days of the original exam date.
- Additional exam rules will be posted on eCourses.

**Homework**

- Homework assignments may have essay questions and quantitative problems.
- You will be required to submit reports using Microsoft Word and Excel. You must keep backup copies of your documents and spreadsheets until the end of the semester. You should prepare reports in a professional manner. Sloppy assignments will be penalized heavily.
- Every homework assignment must be submitted on the due date by 11:59 PM Central Time on eCourses. A grade 0 (zero) will be given for a missed homework. No makeup homework will be given.
- Late submission is not permitted.
- With respect to homework, some amount of discussion and sharing among classmates is allowed, however you are expected to solve each homework on your own. All work handed in for grading must be your own. You may use suggestions by your classmates, but you may not copy their works.
- Some homework may be presented in the online discussion forums.

**Quizzes**

- A quiz is a short test that may have multiple-choice questions, fill-in-the-blank questions, and calculation problems.
- Every quiz must be submitted on the due date by 11:59 PM Central Time on eCourses. You will receive a grade 0 (zero) if you miss a quiz. No makeup quiz will be given.
- Late submission is not permitted.
- You can see the solution for a quiz after the quiz is closed.

**Discussions**

- Discussion forums is good place to interact with your classmates. Because this course is an online course, you have to participate in online discussion. Active participation in online discussion forums is crucial.
- Your instructor or your classmates may post discussion questions directly to you. In this case, you should reply within 48 hours after a question is posted.
- You may post a specific question about a specific course topic or a specific problem. Your post must reference textbook page numbers or problem number (where applicable). You must also show how you have attempted to answer the problem or understand the topic.
- You must write your discussion responses in your own words in order to get credit.
- You must be respectful and courteous to others in the discussion forum. Proper spelling, grammar, punctuation, and English usage are expected. Unprofessional language and slang are unacceptable.
- It is strongly suggested that you type your discussion postings in a word processor and save it to your computer. Once grammatical and other typographical errors have been corrected in the word processor, you can copy and paste discussion postings to the discussion forum.
Email Communications with Instructor
- Private emails to me (instructor) must be sent via eCourses e-mail.
- Responses by me (instructor) will be returned to you as soon as possible—usually within 24 hours.
- If the email on eCourses is not accessible, you can send email to me (instructor) via PVAMU email at pwsutanto@pvamu.edu. However, you may receive a delayed response from me (instructor).
- Student postings of comments and questions for discussion with other students regarding the course materials should be posted to the discussion forum.

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic Description</th>
<th>Readings</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/7 (W), 7/8</td>
<td>Project management concepts.</td>
<td>Chapter 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7/12 (M), 7/13</td>
<td>Identifying and selecting projects</td>
<td>Chapter 2</td>
</tr>
<tr>
<td>7/14, 7/15</td>
<td>Defining scope, quality requirements, and activity sequence</td>
<td>Chapter 4</td>
</tr>
<tr>
<td>7/19 (M), 7/20</td>
<td>Developing schedule</td>
<td>Chapter 5</td>
</tr>
<tr>
<td>7/21, 7/22</td>
<td>Resource utilization</td>
<td>Chapter 6</td>
</tr>
<tr>
<td>7/26 (Monday), 9:30 AM – 11:30 AM</td>
<td>Midterm Exam</td>
<td></td>
</tr>
<tr>
<td>7/27, 7/28</td>
<td>Determining cost and budget</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>7/29, 8/2 (M)</td>
<td>Earned value management</td>
<td>Chapter 7</td>
</tr>
<tr>
<td>8/3</td>
<td>Managing risk</td>
<td>Chapter 8</td>
</tr>
<tr>
<td>8/4</td>
<td>Closing the project</td>
<td>Chapter 9</td>
</tr>
</tbody>
</table>
### Course Topics and Calendar (continued)

<table>
<thead>
<tr>
<th>Date:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/5, 8/6</td>
<td>The project manager</td>
<td>Chapter 10</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Topic Description</th>
<th>Readings:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/9, 8/10</td>
<td>The project team</td>
<td>Chapter 11</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date:</th>
<th>Examination:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/11 (W), 9:30 AM – 11:30 AM</td>
<td>Final exam</td>
</tr>
</tbody>
</table>

The instructor reserves the right to make changes to the above schedule as necessary. Students are responsible to be aware of changes announced in class and/or posted on eCourses.

### 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/](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; with Wi-Fi
- 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.

Discussion Requirement:
Online courses often require minimal to no face-to-face meetings. However, conversations about the readings, lectures, materials, and other aspects of the course can take place in a seminar fashion. This will be accomplished by the use of the discussion board. The exact use of discussion will be determined by the instructor.

It is strongly suggested that students type their discussion postings in a word processing application and save it to their PC or a removable drive before posting to the discussion board. This is important for two reasons: 1) If for some reason your discussion responses are lost in your online course, you will have another copy; 2) Grammatical errors can be greatly minimized by the use of the spell-and-grammar check functions in word processing applications. Once the post(s) have been typed and corrected in the word processing application, it/they should be copied and pasted to the discussion board.
COVID-19 Campus Safety Measures

To promote public safety and protect students, faculty, and staff during the coronavirus pandemic, PVAMU has adopted policies and practices to limit virus transmission.

- **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.) are recommended in 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 should be maintained between students, instructors, and others in course and course-related activities where possible.

- **Personal Illness and Quarantine** - Students required to quarantine are to 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.