

# University of North Texas at Dallas

## Summer 2024

### SYLLABUS

MGMT 4880 MANAGEMENT OF PROJECT CRE 3.0			
<b>Department of</b>	Business	<b>Division of</b>	School of Business
<b>Instructor Name:</b>	Dr. Subhro Mitra		
<b>Office Location:</b>	Building 2, Room 237		
<b>Office Phone:</b>	972 338 1808		
<b>Email Address:</b>	<a href="mailto:Subhro.mitra@unt.edu">Subhro.mitra@unt.edu</a>		
<b>Office Hours:</b>	And by appointment		
<b>Communication :</b>	All communication relating to the course should occur through Canvas. Communication unrelated to the course may be submitted to <a href="mailto:Subhro.mitra@unt.edu">Subhro.mitra@unt.edu</a> .		
<b>Classroom Location:</b>	Online		
<b>Class Meeting Days &amp; Times:</b>	Online		
<b>Course Catalog Description:</b>	Analysis and application of project management techniques and processes to large scale, complex and unique projects. Topics include project selection; planning and organization; negotiation and conflict resolution; budgeting and cost estimation; scheduling; resource allocation; monitoring and control;		
<b>Prerequisites:</b>			
<b>Required Text:</b>	Gray, C.F. and Larson, E.W. Project Management: The Managerial Process, 8th Edition ISBN 9781260736151, McGraw-Hill Irwin <i>PowerPoint Slides</i> : PowerPoint slides are supplementary materials that support, but cannot replace, the textbook. <b>The exam questions may or may not come from the PowerPoint slides.</b>		
<b>Recommended Text and References:</b>	Additional readings may be assigned to various topics throughout the semester.		
<b>Access to Learning Resources:</b>	<b>UNT Dallas Library:</b> phone: (972) 780-1616 web: <a href="http://www.untDallas.edu/library">http://www.untDallas.edu/library</a> email: <a href="mailto:library@untDallas.edu">library@untDallas.edu</a> <b>UNT Dallas Bookstore:</b> phone: (972) 780-3652 web: <a href="http://www.untDallas.edu/bookstore">http://www.untDallas.edu/bookstore</a> e-mail: <a href="mailto:untDallas@bkstr.com">untDallas@bkstr.com</a>		
<b>Supported Browsers:</b> Chrome 67 & 68, Firefox 60 & 61 Flash 29, 30 (for audio/video) Internet Explorer 11, Edge 41, 42 Respondus Lockdown Browser, Safari 10, 11 <b>Supported Devices:</b> iPhone, Android, Chromebook <i>(Tablet users can use the Canvas app)</i> <b>Screen Readers:</b> VoiceOver (Safari), JAWS (Internet Explorer) NVDA (Firefox) <i>Note: There is no screen reader support for Canvas in Chrome</i>		<b>Getting Help with Canvas:</b> <b>Canvas 24/7 Phone Support for Students: 1-833-668-8634</b> <b>Canvas Help Resources: Web:</b> <a href="#">Canvas Student Guide</a> <b>For additional assistance, contact Student Assistance (Distance Learning):</b> Founders Hall, Rm 124, phone: (972)338-5580, email: <a href="mailto:distancelearning@untDallas.edu">distancelearning@untDallas.edu</a> <b><i>If you are working with Canvas 24/7 Support to resolve a technical issue, make sure to keep me updated on the troubleshooting progress.</i></b> <p style="text-align: center;"><i><b>If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.</b></i></p>	

<b>Course Goals or Overview:</b>	
	<p>The objective of the course is to teach students how to approach project management and understand all the essential concepts from both a theoretical and applied perspective. This course provides a comprehensive overview of Project Management methods - without focusing on a specific methodology - providing a sound base of knowledge for project managers to work from. Students will learn some of the techniques utilized in practice by project managers.</p>
<b>Course Objective:</b>	
	<p>At the end of this course, the student will be able to:</p> <ol style="list-style-type: none"> <li><i>1) define what a project is what are the critical aspects of project management</i></li> <li><i>2) Determine risk projects are exposed to and quantify risks probability</i></li> <li><i>3) Estimate Project Times &amp; Costs from the work breakdown structure</i></li> <li><i>4) Schedule a project by identifying, sequencing, and estimating the duration of each activity</i></li> <li><i>5) Assign resources to activities to identify resource overloads and how to handle it</i></li> <li><i>6) Estimate the cost of a project and demonstrate an understanding of cost control techniques</i></li> </ol>

## Course Outline

This schedule is subject to change by the instructor. Any changes to this schedule will be communicated to students

May 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

July 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Day	Topic	Chapter
Monday, May 13, 2024	Modern Project Management, Defining the Project	1, 4
Monday, May 13, 2024	MS Project Tutorial 1, Tutorial 2, Tutorial 3 and Tutorial 4	
Saturday, May 18, 2024	Quiz 1 on Ch. 1 and 4 (Open Saturday 18 May at 6 am, and closes Sunday 19 May at 10 pm)	
Monday, May 20, 2024	Estimating Project Times & Costs	5
Monday, May 20, 2024	MS Project Tutorial 5, Tutorial 6, Tutorial 7 and Tutorial 8	
Saturday, May 25, 2024	Quiz 2 on Ch. 5 (Open Saturday 25 May at 6 am and closes Sunday 26 May at 10 pm)	
Monday, May 27, 2024	Developing a Project Plan	6
Monday, May 27, 2024	MS Project Tutorial 5, Tutorial 9, Tutorial 10 A, B and Tutorial 11	
Saturday, June 1, 2024	Quiz 3 on Ch. 6 (Open Saturday 1 June at 6 am and closes Sunday 2 June at 10 pm)	
Monday, June 3, 2024	Managing risk	7
Monday, June 3, 2024	MS Project Tutorial 12	
Saturday, June 8, 2024	Quiz 4 on Ch. 7 (Open Saturday 8 June at 6 am and closes Sunday 9 June at 10 pm)	
Sunday, June 9, 2024	Exam 1 on chapter 1, 4, 5, 6, 7 (Open Sunday 9 June at 6 am and closes Sunday, June 9 at 11:30 pm)	
Monday, June 10, 2024	Scheduling Resources & Costs	8
Monday, June 10, 2024	MS Project Tutorial 13 A, B and Tutorial 14	
Saturday, June 15, 2024	Quiz 5 on Ch. 8 (Open Saturday 15 June at 6 am and closes Sunday 16 June at 10 pm)	
Monday, June 17, 2024	Reducing Project Duration	9
Monday, June 17, 2024	MS Project Tutorial 15 and Tutorial 16	
Saturday, June 22, 2024	Quiz 6 on Ch. 9 (Open Saturday 22 June at 6 am and closes Sunday 23 June at 10pm)	
Monday, June 24, 2024	Outsourcing	12
Monday, June 24, 2024	MS Project Tutorial 17, Tutorial 18 and Tutorial 19	
Monday, July 1, 2024	Project and performance measurement	13
Monday, July 1, 2024	MS Project Tutorial 20, Tutorial 21 and Tutorial 22	
Wednesday, July 3, 2024	Quiz 7 on Ch. 12, 13 (Open 3 July, Wednesday at 6 am, and closes 3 July, Wednesday at 10pm)	
Wednesday, July 3, 2024	Exam 2 on chapter 8, 9, 12, 13 (Open Wednesday 3 July at 6 am and closes Wednesday 3 July at 11:30 pm)	

- Exams – There are 2 online exams
- Quizzes – There are 7 online quizzes

**Grading Matrix:**

Instrument	Value (points or percentages)
Exam 1	35 %
Exam 2	35 %
Quiz	25%
Online participation	5%
Total:	100%

**GRADED ELEMENTS DETAILS**

1. QUIZ (25 %): Quizzes for the assigned chapters open at 6:00AM of the day assigned in the syllabus, and will close at 11.59 PM the following day. The time assigned for the quiz is 10 minutes. One attempt is allowed on the quiz. You should pay particular attention to the key learning objectives of the chapters. All examination and quiz questions will be linked to the learning objectives.

2. EXAMS (70%): There will be two exams. The exams will be online. Referring to the syllabus for the exam date. Exam opens at 6:00 AM of the day assigned in the syllabus and will close at 11.00 PM the following day. The time assigned for the exam is 1:30 hours. One attempt is allowed on the exam. The exams will consist of questions drawn from the readings, lectures, speakers, presentations, and out-of-class assignments. You are responsible for the material even if it is not emphasized or covered during the lectures. The exams will emphasize the material identified in my objectives for each chapter or topic. There will be no make-up exams except in extraordinary situations that require approval before the scheduled exam. The exams are not cumulative; however, you must be familiar with basic concepts covered earlier in the class.

3. ONLINE PARTICIPATION (5 %) Questions will be posted on the discussion board by Professor Mitra and students are expected to contribute answers and discussion to the topic.

**Grade Determination:**

A = 400 – 360 pts; i.e. 90% or better

B = 320 – 359 pts; i.e. 80 – 89 %

C = 280 – 319 pts; i.e. 70 – 79 %

D = 240 – 279 pts; i.e. 60 – 69 %

F = 239 pts or below; i.e. less than 60%

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

#### **Chapter 7(7.004) Disability Accommodations for Students:**

The University of North Texas at Dallas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see [Disability Services Office](#). You may also contact them by phone at 972-338-1777; by email at [UNTDisability@untdallas.edu](mailto:UNTDisability@untdallas.edu) or at Building 2, room 204.

#### **Canvas Instructure Accessibility Statement:**

University of North Texas at Dallas is committed to ensuring its online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. [Canvas Instructure Accessibility Statement is also provided.](#)

**NOTE:** Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

#### **Course Evaluation Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

**Assignment Policy:** (According to the instructor's discretion while working in concert with the division/program's guidelines).

**Exam Policy:** (Online exams and the ability to retake is solely at the instructor's discretion). **NOTE:** Online exams may be proctored on campus per instructor's discretion.

#### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to [UNT Dallas' Student Code of Academic Integrity](#) for complete provisions of this code.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

**Web-based Plagiarism Detection:** Please be aware in some online or hybrid courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

## **Classroom Policies**

**Online Attendance and Participation:**

The University attendance policy is in effect for this course. Class attendance in the Canvas classroom and participation is expected because the class is designed as a shared learning experience, and because essential information not in the textbook will be discussed in the discussion board. Online presence and participation in all class discussions is essential to the integration of course material and your ability to demonstrate proficiency.

Attendance for this online or hybrid course is considered when you are logged in and active in Canvas, i.e., posting assignments, taking quizzes, or completing Discussion Boards. To maintain financial aid award eligibility, activity must occur before the census date of the session or term of the course. Refer to [UNT Dallas' Registrar](#) for specific dates. If you are absent/not active in the course shell, it is YOUR responsibility to let the instructor know immediately, upon your return, the reason for your absence if it is to be excused. All instructors must follow university policy 7.005 covering excused absences; however, it is the instructor's discretion, as outlined in the course syllabus, of how unexcused absences may or may not count against successful completion of the course.

**Inclement Weather and Online Classes:** Online classes may or may not be effected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

**Online "Netiquette":**

In any social interaction, certain rules of etiquette are expected and contribute to more enjoyable and productive communication. Emails, Discussion Board messages and/or any other forms of written communication in the online environment should use proper "netiquette" (i.e., no writing in all caps (usually denotes yelling), no curse words, and no "flaming" messages (angry, personal attacks).

Racial, ethnic, or gender slurs will not be tolerated, nor will pornography of any kind.

Any violation of online netiquette may result in a loss of points or removal from the course and referral to the Dean of Students, including warnings and other sanctions in accordance with the University's policies and procedures. Refer to [UNT Dallas Student Code of Conduct](#). Respect is a given principle in all online communication. Therefore, please be sure to proofread all of your written communication prior to submission.

**Diversity/Tolerance Policy:**

*Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.*

**Technology Assistance:** In order to successfully access the materials in an online or hybrid course, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you experience difficulty accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Student Assistance (Distance Learning) at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups. For more information see:

- [UNT Dallas Canvas Technical Requirements](#)
- [Canvas Instructure Supported & Unsupported Operating Systems](#)