University of North Texas at Dallas
Fall 2024
Syllabus

CSCE 3055 - IT Project Management (3 hrs.)	
School	Liberal Arts and Life Sciences
Department of	Mathematics and Information Technology
Instructor Name:	Dr. Nushwan Al-Nakash
Office Location:	FH-207
Office Phone:	9723381980
Email Address:	Nushwan.Al-nakash@untdallas.edu
Office Hours:	**Monday** and **Wednesday** 1. **9:00 AM-10:00 AM in Office.** **The Office door is kept open during this time.** 2. **1:00 PM-2:00 PM Online.** **By appointment only, email, or other electronic communication with students.**
Course Format/Structure	Face-to-face
Classroom Location:	**FH 307**
Class Meeting Days & Times:	**Monday/ Wednesday: 10:00 AM – 11:20 PM.**
Course Catalog Description:	Provides students with the tools and techniques needed to manage a wide variety of IT systems projects, including software design and development, IT systems design and installation, network management and support and others. Students develop and practice skills by working on case studies and other
Prerequisites:	CSCE-2100
Optional Text:	A Guide to the Project Management Body of Knowledge (PMBOK Guide) 6th Edition: by PMI (Author) ISBN-13: 978-1628251845 Agile Practice Guide 1st Edition by: PMI (Author) Project Management: A Systems Approach to Planning,
Access to Learning Resources:	**UNT Dallas Library:** phone: (972) 780-1616 web: http://www.untdallas.edu/library email: library@untdallas.edu **UNT Dallas Bookstore:** phone: (972) 780-3652 web: http://www.untdallas.edu/bookstore e-mail: untdallas@bkstr.com

Supported Browsers:	Getting Help with Canvas:
Chrome 67 & 68 Firefox 60 & 61 Flash 29, 30 (for audio/video) Respondus Lockdown Browser Safari 10, 11 **Supported Devices:** iPhone Android Chromebook *(Tablet users can use the Canvas app)*	**Canvas 24/7 Phone Support for Students: 1-833-668-8634** **Canvas Help Resources:** **Web:** Canvas Student Guide **For additional assistance, contact Student Assistance (Distance Learning):** DAL1, Room 157 phone: (972)338-5580 email: distancelearning@untdallas.edu ***If you are working with Canvas 24/7 Support to resolve a technical issue,***

Screen Readers: VoiceOver (Safari) JAWS (Internet Explorer) NVDA (Firefox) *Note: There is no screen reader support for Canvas in Chrome*	*make sure to keep me updated on the troubleshooting progress.* *If you have a course-related issue (course content, assignment troubles, quiz difficulties) please contact me during office hours or by email.*

Course Goals or Overview: The goals of this course are as follows -

Understand the fundamentals of project management in the information technology industry:
1) Understand the importance of project management and how to apply specific tools, life cycles, models and processes.
2) Expose you to project management software tools and demonstrate their usefulness for planning and scheduling projects.
3) Raise awareness of the project management knowledge areas and their importance.
4) Demonstrate how to manage issues, risks, scope, and quality to bring projects to successful completion within the cost and time requirements.
5) Provide an understanding of project deliverables and responsibilities of project

Learning Objectives/Outcomes: At the end of this course, students will be able to:

1	Articulate the roles and responsibilities of the project manager.
2	Identify the major components of the project management process.
3	Recognize the Importance of soft skills including oral and written communication skills, emotional intelligence, leadership skills, and the ability to
4	Define and describe key terms in IT project management.
5	Develop knowledge of project management techniques, tools, and skills required to manage projects to completion.
6	Create project schedules and task boards using project management software tools.
7	Create and assign project resources and identify the critical path in a project using project management software tools.
8	Create project deliverables such as a project charter and WBS from real world case studies.
9	Manage changes to a project and adjust plans based on the customer's needs and changing environment.
10	Articulate ethical reasoning and conclusions on real world IT project case studies.

Course Outline

Date	Topic	Quizzes Due Date See CANVAS Page
8/26	**Chapter 1: Project Management: Past and Present.**	

8/28	**Chapter 2: Project Management Overview**	
9/4	**Chapter 3: The Project Life Cycle**	**Quiz 1**
9/9	**Chapter 4: Framework for Project Management**	**Quiz 2**
9/11	**Chapter 5: Project Stakeholder Management**	**Quiz 3**
9/16	**Chapter 6: Culture and Project Management**	**Quiz 4**
9/18-9/23	**Chapter 7: Project Initiation**	
9/25	**Chapter 8: Overview of Project Planning**	
9/30-10/2	**Chapter 9: Scope Planning**	
10/7	**MID-TERM Examination Chapters 1,2,3, 4,5,6,7,8, and 9.**	
10/14-10/16	**Chapter 10: Project Schedule Planning**	
10/21-10/23	**Chapter 11: Resource Planning**	**Quiz 5**
10/28-10/30	**Chapter 12: Budget Planning**	**Quiz 6**
10/23	**Chapter 12: Budget Planning**	**Quiz 7**
11/4-11/6	**Chapter 13: Procurement Management**	**Quiz 8**
11/11	**Chapter 14: Quality Planning**	**Quiz 9**
11/13	**Chapter 15: Communication Planning**	**Quiz 10**
11/18	**Chapter 16: Risk Management Planning**	
11/20	**Chapter 17: Project Implementation**	
11/25-11/27	**Chapter 18: Project Completion**	

12/2	**Review of Chapters 10.11.12.13.14.15.16.1.7 and 18.**	
12/9	**Final TERM Examination Chapters 10.11.12.13.14.15.16.1.7 and 18.** **Note: In Class Exam 2 Date may change depending on UNT Dallas Examination Time Schedule. You will be notified, by me, on CANVAS and your UNT Dallas Email, so watch out for this.**	

Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course.

- Attendance
- Quizzes
- Midterm Exam
- Final Term Exam

GRADING   MATRIX

Instrument	Percentage
Class Participation	**5%**
Attendance	**5%**
10 **Quizzes** 5 points Each	**50%**
Midterm Exam	**20%**
Final Term Exam	**20%**
Total Percentage	**100%**

GRADE DETERMINATION

Final Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

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 [UNTDdisability@untdallas.edu]() on the first floor of the Student Center.

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.

Discussion Posts: Discussion posts should be posted as scheduled. No posts accepted 7 days past the due date except for documented emergencies (See Student Handbook).

Assignment Policy: Assignments must be submitted by the due date. There is a penalty of 10 points each day your assignment is late except for documented emergencies (See Student Handbook).

Project Policy: Projects should be submitted as scheduled. NO LATE PROJECTS will be allowed except for documented emergencies (See Student Handbook).

Exam Policy: Exams should be taken as scheduled. NO MAKEUP EXAMINATIONS will be allowed except for documented emergencies (See Student Handbook). 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.

<u>Web-based Plagiarism Detection</u>: 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.

Classroom Disruption:
Students are expected to engage with the instructor and other students in this class in a respectful and civil manner at all times to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absent for that class period and any other classes the student misses as a result of not meeting with the Dean of Students. The student is responsible for material missed during all absences and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (UNTD Policy 7.001 found at https://www.untdallas.edu/hr/upol**)** describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or

causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Inclement Weather and Online Classes: Online classes may or may not be affected 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":
This refers to "the correct or acceptable way of communicating on the internet", thus 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]()