University of North Texas at Dallas
Summer 2017
SYLLABUS

MGMT 5240 PROJECT MANAGEMENT CRE 3.0

Department of	Business	Division of	School of Business

Instructor Name:	Subhro Mitra
Office Location:	Building 2, Room 237
Office Phone:	972 338 1808
Email Address:	Subhro.mitra@unt.edu

Office Hours:	And by appointment
Communication:	All communication relating to the course should occur through Blackboard. Communication unrelated to the course may be submitted to Subhro.mitra@unt.edu. All assignments will be turned-in using Blackboard.

Classroom Location:	Online
Class Meeting Days & Times:	Online

Course Catalog Description:	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; project auditing; and termination.

Prerequisites:	

Required Text:	Gray, C.F. and Larson, E.W. Project Management: The Managerial Process, 6th ed., McGraw-Hill Irwin *PowerPoint Slides:* PowerPoint slides are supplementary materials that support, but cannot replace, the textbook. The slides are designed to cover important, but not all, points or notes of the textbook, therefore, they are considered a guideline that you refer to when studying. However, it is required that you read all assigned chapters carefully to learn key concepts and information in each chapter. **The exam questions may or may not come from the PowerPoint slides.**

Recommended Text and References:	Additional readings may be assigned to various topics throughout the semester.

Access to Learning Resources:	UNT Dallas Library: phone: (972) 780-3625; web: http://www.unt.edu/unt-dallas/library.htm UNT Dallas Bookstore: phone: (972) 780-3652; e-mail: 1012mgr@fheg.follett.com

Course Goals or Overview:	
	The specific objectives of the course are: *1) To introduce the student to area of project management; this includes an exposure to the terminology, concepts, techniques, etc. associated with the area.* *2) To develop a basic understanding of the techniques used by project managers in real world organizations.* *3) To apply an experiential learning environment that allows for understanding the management of projects.*

Course Outline

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

May 2017

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 2017

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 2017

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
22nd May, Monday	Modern Project Management, Defining the Project	1, 4
22nd May, Monday	MS Project Tutorial 1, Tutorial 2, Tutorial 3 and Tutorial 4	
27st May, Saturday	*Quiz 1 on Ch. 1 and 4 (Open Saturday 27th May at 6 am, and closes Sunday 28th May at 10pm)*	
29th May, Monday	Estimating Project Times & Costs	5
29th May, Monday	MS Project Tutorial 5, Tutorial 6, Tutorial 7 and Tutorial 8	
1st June, Thursday	Project Assigned (POM1 Project – Part 1 and Part 2)	
3rd June, Saturday	*Quiz 2 on Ch. 5 (Open Saturday 3rd June at 6 am and closes Sunday 4th June at 10pm)*	
5th June, Monday	Developing a Project Plan	6
5th June, Monday	MS Project Tutorial 5, Tutorial 9, Tutorial 10 A, B and Tutorial 11	
10th June, Saturday	*Quiz 3 on Ch. 6 (Open Saturday 10th June at 6 am and closes Sunday 11th June at 10pm)*	
12th June, Monday	Managing risk	7
12th June, Monday	MS Project Tutorial 12	
17th June, Saturday	*Quiz 4 on Ch. 7 (Open Saturday 17th June at 6 am and closes Sunday 18th June at 10pm)*	
18th June, Sunday	**Exam 1 on chapter 1, 4, 5, 6, 7** *(Open Sunday 18th June at 6 am and closes Monday 19th June at 11 pm)*	
19th June, Monday	Scheduling Resources & Costs	8
19th June, Monday	MS Project Tutorial 13 A, B and Tutorial 14	
24th June, Saturday	*Quiz 5 on Ch. 8 (Open Saturday 24th June at 6 am and closes Sunday 25th June at 10pm)*	
26th June, Monday	Reducing Project Duration	9
26th June, Monday	MS Project Tutorial 15 and Tutorial 16	
1st July, Saturday	*Quiz 6 on Ch. 9 (Open Saturday 1st July at 6 am and closes Sunday 2nd July at 10pm)*	
3rd July, Monday	Outsourcing	12
3rd July, Monday	MS Project Tutorial 17, Tutorial 18 and Tutorial 19	
10th July, Thursday	Project and performance measurement	13
10th July, Thursday	MS Project Tutorial 20, Tutorial 21 and Tutorial 22	
10st July, Friday	Project Due	
12th July, Wednesday	*Quiz 7 on Ch. 12 , 13 (Open 12th July, Wednesday at 6 am, and closes 13th July, Thursday at 10pm)*	
13th July, Thursday	**Exam 2 on chapter 8, 9, 12, 13** *(Open Thursday 13th July at 6 am and closes Friday 14th July at 11 pm)*	

Course Evaluation Methods

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

- Exams – There are 2 online exams
- Quizzes – There are 7 online quizzes
- Project – There is 1 project

Grading Matrix:

Instrument	Value (points or percentages)
Exam 1	30 %
Exam 2	30 %
Quiz	20%
Project	15%
Online participation	5%
Total:	100%

GRADED ELEMENTS DETAILS

1. QUIZ (20 %): 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 20 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 (60%): There will be two exams. The exams will be online. Referring to the syllabus for the exam date. Exam open at 6:00AM of the day assigned in the syllabus, and will close at 11.00 PM the next day. The time assigned for the exam is 2 hour. 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 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. PROJECT (15%): Project assigned to the class and will account for 15% of the overall grade. The project is designed to create a practical understanding of project management and an integrative approach to management. All submissions should be typed and uploaded in the grade center under the PROJECT column.

4. ONLINE PARTICIPATION (5 %) Questions will be posted in 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):
The University of North Texas Dallas is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 – The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. For more information, you may visit the Student Life Office, Suite 200, Building 2 or call 972-780-3632.

The Department of BLANK is committed to full academic access for all qualified students, including those with disabilities. In keeping with this commitment and in order to facilitate equality of educational access, faculty members in the department will make reasonable accommodations for qualified students with a disability, such as appropriate adjustments to the classroom environment and the teaching, testing, or learning methodologies when doing so does not fundamentally alter the course.

If you have a disability, it is your responsibility to obtain verifying information from the Office of Student Life and to inform me of your need for an accommodation. Grades assigned before an accommodation is provided will not be changed. Information about how to obtain academic accommodations can be found in UNTD Policy 7.004, Disability Accommodations for Students, and by visiting Student Life, building 2, Suite 200. 972-780-3632, studentlife@unt.edu.

Student Evaluation of Teaching Effectiveness Policy:
The Student Evaluation of Teaching Effectiveness (SETE) is a requirement for all organized classes at UNT. 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 the SETE to be an important part of your participation in this class.

Exam Policy:
Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook).

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 the Student Code of Academic Integrity at http://www.unt.edu/unt-dallas/policies/Chapter%2007%20Student%20Affairs,%20Education,%20and%20Funding/7.002%20Code%20of%20Academic_Integrity.pdf *for complete provisions of this code.*

In addition, all academic work submitted for this class, including exams, papers, and written assignments should include the following statement:

On my honor, I have not given, nor received, nor witnessed any unauthorized assistance that violates the UNTD Academic Integrity Policy.

Cheating, plagiarism, or other inappropriate assistance on **examinations**, homework, or cases will be treated with **zero tolerance** and will result in a grade of "F" for the course. Any work on the assignments or cases is to be treated identically to examination: the work must be entirely yours with ABSOLUTELY NO outside help or assistance. When working on the assignments, you must not discuss your work with anyone (other faculty or other students) unless specifically approved by the instructor. You must footnote any outside sources used when preparing your assignments or cases. Copying or using material from assignments or cases previously submitted by other students (at UNT or other learning institutions) or downloaded from the Internet is plagiarism. If you quote material, you must cite your sources. **Large scale "cutting and pasting" from other sources, even if properly footnoted does not meet the criterion of submitting your own work and will result in a failing grade for the course. All team members will be held accountable for any material presented in the case analyses.** Students may only discuss the case assignments with other members within their case team. Students may research materials from outside sources; however, the use of any case analyses or any related material that have been previously submitted in another course (even if at another university or learning institution), obtained from a student outside of their team, purchased on-line, downloaded from an on-line source, or obtained in any

other manner constitutes plagiarism for this course. **If any team member has plagiarized any content submitted for the case analysis, then the entire team will receive a failing grade for the entire course.** The examination instructions are very clear regarding what materials may be used on the exam. **If you use any materials other than those permitted on the exam, talk with other individuals during the exam, exchange information about an exam with an individual that has not taken the exam, or copy or use material from another individual's exam, you will receive a failing grade for the course.** Any student discovered using an examination from a previous semester of this course will receive a failing grade. According to University policy, if you become aware of any misconduct related to academic integrity, you should inform me or another proper authority such as the department chair or associate dean.

Bad Weather Policy:

On those days that present severe weather and driving conditions, a decision may be made to close the campus. In case of inclement weather, call UNT Dallas Campuses main voicemail number (972) 780-3600 or search postings on the campus website www.unt.edu/dallas. *Students are encouraged to update their Eagle Alert contact information, so they will receive this information automatically.*

Attendance and Participation Policy:

The University attendance policy is in effect for this course. Class attendance 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 class. The dynamic and intensive nature of this course makes it impossible for students to make-up or to receive credit for missed classes. Attendance and participation in all class meetings is essential to the integration of course material and your ability to demonstrate proficiency. Students are responsible to notify the instructor if they are missing class and for what reason. Students are also responsible to make up any work covered in class. It is recommended that each student coordinate with a student colleague to obtain a copy of the class notes, if they are absent.

Diversity/Tolerance Policy:

Students are encouraged to contribute their perspectives and insights to class discussions. 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 Office of Student Life as the instructor deems appropriate.

Optional Policies:

- *Use of WebCT/Blackboard*
- *Use of Cell Phones & other Electronic Gadgets in the Classroom*
- *Food & Drink in the Classroom*
- *Use of Laptops*
- *Grade of Incomplete, "I"*