

**Sam Houston State University  
College of Business Administration  
Department of Management & Marketing  
Course Syllabus**

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Project Management 4350**

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### **Course Materials**

#### **Suggested (Not Required):**

**Join Project Management Institute: [www.pmi.org](http://www.pmi.org). Student membership is \$32.00.**

#### **Recommended:**

**Project Management Body of Knowledge: PMBOK Guide, 5<sup>th</sup> Edition, ISBN: 978-935589-67-9. (Free through a membership in PMI). \$40.00 + online.**

### **Course Description**

This course focuses on the planning, implementation, and control of projects. Coverage will include the ten knowledge areas and lifecycle of projects. The appropriate intellectual foundation will be established so that students can work, individually and in teams to solve project related problems. Prerequisites: MGMT 3310 and BANA 2372. Credit 3. (SHSU Undergraduate Catalog).

**Students are expected to read, take notes, participate in activities and discussions, and complete all course requirements.**

### **Course Objectives**

- 1) Demonstrate an understanding of terminology and knowledge areas, process groups, and processes identified in project management.
- 2) Demonstrate analytical skills using processes and quantitative methods used in project management for decision making and controlling.
- 3) Demonstrate an understanding of the project lifecycle and project management lifecycle.

The following link will take you to the University's Policies and Procedures

**<http://www.shsu.edu/dept/academic-affairs/aps/aps-students.html>**

## **ONLINE CLASS ATTENDANCE POLICY**

Students must meet all due dates to receive credit for the discussions and assignments. Late work is not accepted. It is the student's responsibility to complete all assigned work and to participate in discussions and activities. Participation means to respond to discussion questions, emails, activities, projects etc.

### **Academic Policy Statement 800401**

1.01 Regular and punctual class attendance is expected of each student at Sam Houston State University.

1.02 Each instructor is obligated to clarify his/her classroom policy regarding absences in writing to each student enrolled in class at the beginning of the semester or summer session.

1.03 Each faculty member will announce to his/her classes the policies for accepting late work or providing make-up examinations. Students are expected to show appropriate cause for missing or delaying major assignments or examinations.

1.04 A student shall not be penalized for three or fewer hours of absences when examinations or other assigned class work have not been missed; however, a student may be penalized for more than three hours of absences at the discretion of the instructor.

## **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session

in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

## **DISABLED STUDENT POLICY**

It is the policy of Sam Houston State University that no otherwise qualified disabled individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any academic or Student Life program or activity. Disabled students may request help with academically related problems stemming from individual disabilities from their instructors, school/department chair, or by contacting the Chair of the Committee for Continuing Assistance for Disabled Students and Director of the Counseling Center, Lee Drain Annex, or by calling (936) 294-1720.

### **Honesty**

Each student is responsible for their own work. Academic dishonesty will not be tolerated. Plagiarism will not be tolerated. Software may be employed to identify individuals that plagiarize and/or cheat.

The Academic Success Center Handout on Plagiarism.

<http://www.shsu.edu/centers/academic-success-center/writing/handouts/wp/WP-2.pdf>

## **Examinations & Other Assignments**

There will be three (3) exams (100 points each). **There will be no makeup exam.** The exams must be submitted on or before the due date by 6:00 pm. Exams will be taken online.

<b>Exams (3)</b>	<b>300</b>
<b>Team Exercises (5)</b>	<b>150</b>
<b>Peer Evaluation</b>	<b>50</b>
<b>Participation &amp; Individual Assignments</b>	<b><u>100</u></b>
<b>TOTAL POINTS</b>	<b>600 points</b>

### **Grade Structure**

540 +	A
539-480	B
479-420	C
419-360	D
359 or below	F

**Instructor reserves the right to change the schedule as is necessary in relation to unforeseen events such as weather, power outages etc.**

Topic	Date Opens	Any Activity, Assignment and/or Discussion Due	Subject	Activities	
<b>Module A</b>		<b>Overview of Project Management</b>			Points Per Session
Introduction of Project Management	August 23	August 31 by 6 pm	Class Expectations Introduction	Syllabus Review Complete Discussion Board Watch 2-Hour House Video Complete Discussion Board	Two discussion boards 5 points each. <b>Total of 10 points</b>
A: Characteristics of a Project Manager	August 30	September 7 <sup>th</sup> by 6 pm	What makes a good Project Manager	Watch Lecture Complete Discussion Individual Assignment on Characteristics	Characteristics Assignment 5 points Discussion Board 5 points <b>Total of 10 points</b>
A: Project Management Essentials & Selection	September 6	September 14 by 6 pm	Project Constraints Project Section	Watch Lecture Watch Video Discussion Question	Q-Sort 10 points Discussion on environment 5 points <b>Total of 15 points</b>
A: 10 Knowledge Areas & 5 Process Groups	September 13	September 21 by 6 pm	Overview of the knowledge areas and process groups.	Watch Lecture Discussion Team Assignments	Discussion Board <b>5 Points</b>
<b>Module B</b>		<b>Knowledge Areas of Integration, Stakeholders &amp; Scope</b>			
B: Project Management Knowledge Area: Integration	September 20	September 28 by 6 pm	Project Integration Processes	Watch Lecture Discussion Question Download PDF files on processes Team Exercise 1	Discussion Board 5 points Team Exercise 1 30 points <b>Total of 35 points</b>
B: Project Management Knowledge Area: Stakeholders	September 27	October 5 by 6 pm	Project Stakeholders Processes	Watch Lecture Discussion Question Download PDF files on processes	Team Exercise 2 30 points Discussion Board 5 points <b>Total of 35 points</b>

				Team Exercise 2	
B: Project Management Knowledge Area: Scope	October 4	October 12 by 6 pm	Project Scope Processes	Watch Lecture Variance Assignment Download PDF files on processes	Variance Analysis <b>10 points</b>
B: Exam	October 11	October 19 by 6 pm	Exam 1 will cover Module A & B	Take Exam 1	<b>Exam 100 points</b>
<b>Module C</b>		<b>Knowledge Areas of Time, Cost, Quality, HR &amp; Communication</b>			
C: Project Management Knowledge Area: Time	October 18	October 26 by 6 pm	Project Time Processes	Team Exercise 3 Watch Lecture and other videos	Team Exercise 3 <b>30 points</b>
C: Project Management Knowledge Area: Cost	October 25	November 2 by 6 pm	Project Cost Processes	Individual Assignment Watch Lecture and other videos	Discussion Board 5 points Assignment 10 points <b>Total of 15 Points</b>
C: Project Management Knowledge Area: Quality	November 1	November 9 by 6 pm	Project Quality Processes	Discussion Question Team Exercise 4 Watch Lecture	Discussion Board 5 points Team Exercise 4 30 points <b>Total of 35 points</b>
C: Project Management Knowledge Areas: HR & Communications	November 8	November 14 by 6 pm	Project HR Processes Project Communication Processes	Team Exercise 5 Discussion Question Watch Lecture	Team Exercise 5 30 points Discussion Board 5 points <b>Total of 35 points</b>
C: Exam	November 15	<b>November 24 by 6 pm**</b>	Exam 2 will cover Module C	Take Exam 2	<b>Exam 100 Points</b>
<b>Module D</b>		<b>Knowledge Areas Risk and Procurement</b>			
D: Project Management Knowledge Area: Risk	November 22	November 27 by 6 pm**	Project Risk Processes Project Procurement Processes	Peer Evaluations Discussion Question Watch Lecture	Peer Evaluation 50 points Completing peer evaluation 10 points

					Discussion Board 5 points <b>Total of 65 Points</b>
D: Project Management Knowledge Area: Procurement	November 27	December 1 by 6 pm**	Project Procurement Processes Debrief	Final Exam (Reflective Essay)	
	December 4	December 6 by 6: pm**	Final		<b>Exam 100 points</b>