

# SE4381 Spring 2023 – Dr. Klyne Smith

## Course Syllabus

### Course Information

Course Prefix, Number, Section      SE4381.001  
Course Title                                *Software Project Management and Planning*

**Term: Spring 2023**

**January 17<sup>th</sup> – May 3<sup>rd</sup>**

**Section 001 (T/TH) – 11:30am-12:45am in ECSS 2.410**

### Professor Contact Information

Professor                                *Dr. Klyne Smith*  
Cell Phone                              *972-533-6460*  
Email Address                         *Klyne.smith@utdallas.edu*  
Office Location                        *ECSN 3.610 (only during office hours)*  
Office Hours                            *Thursday's 1pm-2pm and by appointment*  
Other Information                      *Appointments are available online, phone, and in-person*

### Course Modality and Expectations

|                           |   |
|---------------------------|---|
| <b>Instructional Mode</b> | <b>In Person</b> -The course will be taught with twice a week face-to-face class combined with online quizzes, exams, and assignments. Class will not be held online nor recorded lectures. |
| <b>Course Platform</b>    | All class material, i.e. HW, Quizzes, Project work, and Exams will be on eLearning (Blackboard).  |

### Course Pre-requisites, Co-requisites, and/or Other Restrictions

CS / SE / CE 3354 (Software Engineering)

### Course Description

Techniques and disciplines for successful management of software projects. Project planning and contracts. Advanced cost estimation models. Risk management process and activities. Advanced scheduling techniques. Definition, management, and optimization of software engineering processes.

### Student Learning Objectives/Outcomes

- Understand the fundamentals of Project Management Principles
- Understand the Five Project Management Process Groups (Initiating, Planning, Executing, Monitoring & Controlling, and Closing)
- Understand the Ten Project Management Knowledge Areas (Project Integration, Project Scope, Project Schedule, Project Cost, Project Quality, Project Human Resources, Project Communications, Project Risk, Project Procurement, Project Stakeholder)
- Understand how to lead and / or support a project from end to end.

## Required Textbooks and Materials

### Required Text

**Project Management: The Managerial Process by Gray & Larson 8th Edition**

### Required Software:

### MS Project

### Recommended Text

A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – Sixth Edition  
by Project Management Institute

| SE 4381 Course Layout - Spring 2023 |                                |  |   |   |  |
|-------------------------------------|--------------------------------|--|---|---|--|
| Module                              | Dates                          | Pre Work   | During Class  | Post Work   | Project Deliverables   |
| Module 1                            | January 17th -<br>February 3rd | Read Syllabus<br>Secure Book<br>Read Chapters 1-4<br>Review Team Assignments | Review Syllabus<br>Review eLearning<br>Review Project Assignments<br>Review HW Assignments<br>Review Test<br>Chapter Lecture Chapters 1-4 | Setup team meeting plan<br>Submit HW1<br>Submit PA1<br>Complete Module 1 Test<br>Team Meetings (Weekly) | Team Profile<br>Statement of Work<br>Initial WBS   |
| Module 2                            | February 6th -<br>March 3rd    | Read Chapters 5-8  | Review Module 1 Test<br>Review PA2<br>Review HW2<br>Chapter Lecture Chapters 5-8  | Submit HW2<br>Submit PA2<br>Complete Module 2 Test  | Finalized WBS<br>Initial Project Schedule<br>Initial Project Dashboard with<br>Risk & Milestones                     |
| Module 3                            | March 6th -<br>March 31st      | Read Chapters 9-12   | Review Module 2 Test<br>Review PA2<br>Review HW2<br>Chapter Lecture Chapters 9-12   | Submit HW 3<br>Submit PA3<br>Complete Module 3 Test   | Updated Project Schedule<br>Updated Project Dashboard with<br>RAID, Financials, Activities<br>Change Management Plan |
| Module 4                            | April 3rd -<br>April 30th      | Read Chapters 13-16  | Review Module 3 Test<br>Review PA2<br>Review HW2<br>Chapter Lecture Chapters 13-16  | Submit HW 4<br>Submit PA4<br>Complete Module 4 Test   | Updated Project Schedule<br>Updated Project Dashboard<br>Governance Plan   |

## Assignments

| SE4381 Assignment Dates - Spring 2023 |          |          |
|---------------------------------------|----------|----------|
| Project Assignments                   | Due Date | Due Time |
| Project Assignment 1                  | 31-Jan   | 1130am   |
| Project Assignment 2                  | 28-Feb   | 1130am   |
| Project Assignment 3                  | 28-Mar   | 1130am   |
| Project Assignment 4                  | 25-Apr   | 1130am   |
| Homework Assignments                  | Due Date | Due Time |
| Homework 1                            | 29-Jan   | 1130pm   |
| Homework 2                            | 26-Feb   | 1130pm   |
| Homework 3                            | 26-Mar   | 1130pm   |
| Homework 4                            | 23-Apr   | 1130pm   |
| Tests                                 | Due Date | Due Time |
| Module 1                              | 2-Feb    | 1245pm   |
| Module 2                              | 2-Mar    | 1245pm   |
| Module 3                              | 30-Mar   | 1245pm   |
| Module 4                              | 27-Apr   | 1245pm   |

Dates are tentative and could (most likely will change). All changes will be posted on eLearning

## Grading Policy

|  |                         |     |
|--|-------------------------|-----|
| <b>Grading<br/>(credit)<br/>Criteria</b> | Project Assignments (4) | 40% |
|  | Tests (4)               | 35% |
|  | Homework Assignments    | 20% |
|  | Attendance              | 5%  |

|                         |    |          |
|-------------------------|----|----------|
| <b>Grade<br/>Schema</b> | A  | 93-100   |
|                         | A- | 90-92    |
|                         | B+ | 87-89    |
|                         | B  | 83-86    |
|                         | B- | 80-82    |
|                         | C  | 70-79    |
|                         | D  | 60-69    |
|                         | F  | Below 60 |

## Course Policies

|                              |  |
|------------------------------|--|
| <b>Make-up Exams</b>         | Not allowed  |
| <b>Extra Credit</b>          | None   |
| <b>Late Work</b>             | 25% reduction in grade per for any late submissions  |
| <b>Special Assignments</b>   | Not Applicable   |
| <b>Class Attendance</b>      | <p>Class attendance is mandatory</p> <p>If you miss 4 unexcused classes, letter grade reduction</p> <p>If you miss 5+ unexcused classes, you will fail the class</p> <p>If you miss 6 days of excused or unexcused, you will fail the class</p>  |
| <b>Classroom Citizenship</b> | <p>Respect for your classmates and professor is always necessary</p> <p><b>No cell phone usage during class. Turn off the sound and put them out of reach.</b> Computers are allowed only for taking notes and class-related activities, not for other class activities. If you are doing other work in class, you will be asked to leave and marked absent.</p> |

## COVID-19 Guidelines and Resources

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record.

Please see <http://go.utdallas.edu/syllabus-policies>.

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## Classroom Conduct Requirements Related to COVID-19

UT Dallas requires that all students must wear a face covering that covers the nose and mouth in all university buildings and classrooms. To help protect the health and safety of students, instructors, and the University community, students who choose not to wear a face covering may not attend class in person but may attend a course remotely. Anyone attending class in person without a face covering will be asked to put one on or leave. Instructors may end the class if anyone present refuses to appropriately wear a face covering for the duration of class. Students should also be sure they are at least six feet away from their fellow students and faculty, and seated in a seat that is designated to ensure that distance. Students who either refuse to wear face coverings appropriately or to adhere to other social distancing protocols may face disciplinary action for [Student Code of Conduct](#) violations. Students who are unable to comply with the university policies including wearing a face covering should consult the [Comets United](#) webpage for further instructions.

Students who have tested positive for COVID-19 or may have been exposed should not attend class in person and should instead follow required disclosure notifications as posted on the university's website (see "[What should I do if I become sick?](#)" webpage)

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## Class Attendance

The University's attendance policy requirement is that individual faculty set their course attendance requirements. Regular and punctual class attendance is expected regardless of modality. Students who fail to attend class regularly are inviting scholastic difficulty. In some courses, instructors may have special attendance requirements; these should be made known to students during the first week of classes. These attendance requirements will not be used as part of grading (see Class Participation below for grading information).

In-person participation records may be used to assist the University or local public health authorities in performing COVID-19 occurrence monitoring. Please note – in-person attendance requires consistently adhering to University requirements, including wearing a face covering and other public safety requirements related to COVID-19, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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## Class Participation

Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class. It also includes engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs). Class participation is documented by faculty. Successful participation is defined as consistently adhering to University requirements, as presented in this syllabus. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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## Class Recordings

Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, students are expressly prohibited from recording any

part of this course. Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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### **Class Materials**

The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the [Student Code of Conduct](#).

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### **Comet Creed**

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

### **Academic Support Resources**

The information contained in the following link lists the University's academic support resources for all students.

Please see <http://go.utdallas.edu/academic-support-resources>.

### **UT Dallas Syllabus Policies and Procedures**

The information contained in the following link constitutes the University's policies and procedures segment of the course syllabus.

Please go to <http://go.utdallas.edu/syllabus-policies> for these policies.

***The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor and will be posted on eLearning.***