

OPRE 3330 – Online Course Syllabus

Course Information

<i>Course Number/Section</i>	OPRE 3330 (Updated 09/11/23, check eLearning for the updated syllabus)
<i>Course Title</i>	Project Management
<i>Term</i>	Fall 2023, Online 24/7 Distance Learning

Professor Contact Information

<i>Professor</i>	Shawn Alborz, PhD
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<i>Office Location</i>	SOM 3.707
<i>Office Hours</i>	By appointment
<i>TA</i>	TBD

Course Pre-requisites, Co-requisites, or Other Restrictions

No Pre-requisites

Course Description

Project management is the discipline of planning, organizing, and managing resources to complete specific project goals and objectives successfully. A project is a finite endeavor (having specific start and completion dates) undertaken to create a unique product or service which brings about beneficial change or added value. Project Management discipline includes critical path methods for planning and controlling projects, including time/cost tradeoffs, resource utilization, and other considerations.

Course Modality and Expectations

This is an online distance learning course. All instructions and exams will be online. Students may log into the eLearning platform at any time (24/7) and review lectures and other materials online/remotely. Students are expected to review the lectures and material on a weekly basis.

Students Learning Objectives/Outcomes

Students will be able to:

- Explain the project management phases
- Develop project charter, scope, and overall plan
- Develop project schedule with related dependencies, resources, costs, and slack
- Gain an understanding of the critical path and its impact on the project schedule

Required Textbooks and Materials

None

Suggested Reading Textbooks and Materials

No book is required. The instructor will provide all necessary material (e.g., slides, PDF documents) via the eLearning platform. Students are expected to research the concepts discussed in lectures to complement their learning and gain in-depth knowledge about those concepts. The following is a good reference book in which students can access online at UT Dallas Library:

- Project management: A systems approach to planning, scheduling and controlling, Harold Kerzner, 2013

Required Tools

- MS Excel is required for developing charts and graphs.
- MS Project is **required** for completing the project schedule assignment. Download the Microsoft Project software free from [Azure Dev Tools for Education](#) (see group assignments section on how to download).

MAC Users

Microsoft does not provide project management software for MAC users. So, consider [Project Plan 365](#) and download a trial version for 30 days. So, only download it when the project schedule assignment is posted. Alternatively, consider free open-source Project Software such as [Open Project](#).

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](#).

Technical Requirements

In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the [Getting Started with eLearning](#) webpage.

Course Access and Navigation

This course can be accessed using the UT Dallas NetID account on the [eLearning](#) website. Please see the course access and navigation section of the [Getting Started with eLearning](#) webpage for more information. To become familiar with the eLearning tool, please see the [Student eLearning Tutorials](#) webpage. UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The [eLearning Support Center](#) includes a toll-free telephone number for immediate assistance (1-866-588-3192), email request service, and online chat service.

Communication

This course utilizes online tools for interaction and communication. Some external communication tools such as regular email and a web conferencing tool may also be used during the semester. For more details, please visit the [Student eLearning Tutorials](#) webpage for video demonstrations on eLearning tools. Under normal circumstances, student emails and discussion board messages will be answered within 3 working days.

Distance Learning Student Resources

Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the [eLearning Current Students](#) webpage for more information.

Server Unavailability or Other Technical Difficulties

The University is committed to providing a reliable learning management system to all users. However, in the event of an unexpected server outage or any unusual technical difficulty which prevents students from completing a time-sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and also contact the online [eLearning Help Desk](#). The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.

Office of Student AccessAbility

It is the policy and practice of The University of Texas at Dallas to make reasonable accommodations for students with properly documented disabilities. However, written notification from the Office of Student AccessAbility (OSA) is required. If you are eligible to receive accommodation and would like to request it for this course, please discuss it with me and allow one-week advance notice. Students who have questions about receiving accommodations, or those who have, or think they may have, a disability (mobility, sensory, health, psychological, learning, etc.) are invited to contact the Office of Student AccessAbility for a confidential discussion. OSA is located in the Administration Building, suite 2.224. They can be reached by phone at 972-883-2098 or by email at studentaccess@utdallas.edu.

Tentative Course Schedule

The following schedule, which will be followed as closely as possible (changes will be announced if any).

Week	Lecture	Assignments & Due Dates (11:59pm)
Aug 21	LEC 01 – Introduction to project management, Project characteristics and types, program and portfolio management, methodology, project management plan, project lifecycle, PMI	
Aug 28	LEC 02 – Project selection methods, project prioritization methods, project scoring models (PP, NPV, IRR, BCR, etc.), project stages and gates, project charter and its components	
Sept 04	LEC 03 – Organizational structure, project governance, project stakeholders, project lifecycle, communication management	
Sept 11	LEC 04 – Scope management, plan scope management, mind mapping, WBS and its types, project scope template	Group Project charter due
Sept 18	Exam 1 – Online, lectures 1, 2, 3, 4	
Sept 25	LEC 05 – Human resource, organization and theory, RAM, RACI, team development stages, conflict resolution techniques, motivation and job performance, interpersonal skills	
Oct 02	LEC 06 – Risk management, internal and external risks, risk management processes, qualitative risks, quantitative risks, expected monetary value	Group Project scope due
Oct 09	LEC 07 – Schedule management, project activities, project network and sequencing, dependencies, lead, and lag, estimation, PERT and CPM, critical path analysis, forward and backward passes	
Oct 16	LEC 08 – Cost management, cost types, cost management plan, cost estimating methods, reserve cost	
Oct 23	Exam 2 – Online, lectures 5, 6, 7, 8	
Oct 30	LEC 08 – Cost management EVM, cost vs budget, determine budget, EVM concept, PV, EV, AC, SV, CV, SPI, CPI	Group Project schedule due
Nov 06	LEC 09 – Quality management, quality goals, quality methodology	
Nov 13	Project Presentation	
Nov 20	Fall-Break	
Nov 27	Project Presentation	Group Project Slides due
Dec 04	Exam 3 – Online, lectures 3, 6, 7, 8	

Grading Policy		Scale	
Exams	75%	97 – 100 A+	77 – 79 C+
All Assignments/Project	25%	94 – 96 A	74 – 76 C
Total	100%	90 – 93 A-	70 – 73 C-
		87 – 89 B+	67 – 69 D+
		84 – 86 B	64 – 66 D
		80 – 83 B-	60 – 63 D-
			Below 60 F
Grade Calculation (no curving and no rounding up)			
75 points exams [(exam1 + exam2 + exam3) / 150] x 75 = [(50 + 50 + 50) / 150] x 75 = 75			
25 points homework/project			
100 Points Total			

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.”***

Course Policy: Be Advised

General

- Read the syllabus thoroughly and get familiar with the course policy, assignments, due dates, and expectations.
- The office hours are to be used to discuss specific concerns and should not be viewed as an opportunity for additional instruction or tutoring.
- Always use your UTD email account when sending an email to the instructor, and make sure to include the course number, section, and time (i.e., OPRE 3330.0W1 in the subject line).
- Any student who is found responsible for committing an act of academic dishonesty will receive a grade of “F” or “0” (zero) on that quiz, exam, assignment, project, or course.
- The instructor reserves the right to:
 - *Change the grading policy without any notice due to unforeseen circumstances such as dishonesty, cheating, etc.*
 - *Change the already published grades on eLearning and/or Galaxy if there has been a miscalculation.*

Assignments

- Assignments must be submitted via eLearning (email submission receives a grade of zero).
- Late work (for any reason) will NOT be accepted and will receive a grade of zero.
- Your responsibility is to ensure you have internet access and submitted documents have been uploaded properly and are available to the instructor. If you have difficulty uploading a document to eLearning, try changing the browser, clearing cookies and browser cache, and turning off pop-up blockers. If you are still unable to upload a document, contact JSOM helpdesk support at 972-883-5800. Lastly, ask your team member to upload the document.
- Assignments will be graded based on the content and, most importantly, the formatting.
- The accepted files for submitting assignments are ONLY MS Word, Excel, PowerPoint, and MS Project files (No PDF file, a grade of zero will be assigned). Points will be deducted from assignments for not following the guidelines.

Group Assignments

- You will be assigned a group (a team of 3 members), and only one person from the group, typically the group lead submits the group assignments before the due dates. If a member drops from the group for any reason, then the group goes forward with two (2) members, and no additional member will be added.
- Everyone is required to work in a group setting and learn to be a team player.

Exams, Quizzes, Make-up, Extra Credit and Academic Dishonesty

- There are three online exams in this course, and each has 50 multiple-choice questions, 1 point each with a 60-minute duration. The online exam is open for 24 hours (12:00am to 11:59pm) and cannot be taken sooner or later than scheduled dates, no exceptions.
- All exams are closed books/notes (no materials are allowed during the testing session). Students are expected to memorize all formulas. A simple online calculator will be provided by the proctoring service (Honorlock). There is no need for a scientific calculator.
- When the grades are posted on eLearning, you have 72 hours to review and notify the instructor if there is an issue with your grade.
- Pay close attention to all the due dates and exam dates and plan/schedule your activities around those dates.
- You will receive a grade of zero or “F” for any missed assignment, exam, or quiz (no exceptions).
- There will be NO make-up for any missed assignment, quiz, exam, or any project for extra credit.
- In case of medical emergency, your make-up exam (written statement justifying the situation from a physician required) will include SIGNIFICANT discussion, essay, and short answer questions.

Honorlock Proctoring Tool

- You will need Google Chrome and download the [Honorlock Chrome Extension](#) to get started.
- Exams are CLOSED book/note exams. Using any book, textbook or note is NOT ALLOWED. You may use one sheet of scratch paper. You must remain in front of the computer for the exam duration (No Bathroom breaks).
- To successfully take an exam, you must have a web camera with a microphone, a laptop or desktop computer (no tablets/phones), **a Chrome browser**, a reliable internet connection, and your photo ID.