

# OPRE 3330 – Course Syllabus

## Course Information

Course Number/Section	OPRE 3330
Course Title	Project Management
Term, Day, and Time:	Summer 2025

## Contact Information

Professor:	Juan J. Flores, PhD
Office and Office Hours:	By appointment, please send an email to schedule
Email:	<a href="mailto:juan.flores@utd.edu">juan.flores@utd.edu</a>
Phone:	202-486-5956

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

## 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

## Suggested Reading Textbooks and Materials

No book is required. The instructor will provide all necessary material 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 that students can access online at UT Dallas Library:

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

## Required Tools

- MS office for creating documents.
- MS Excel for developing charts, graphs, and simple project schedule. MS project professional software will be discussed but it is not a required tool.

## 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](#).

## **Essential Information: Be Advised**

### **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 (1866-588-3192), 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](mailto:studentaccess@utdallas.edu).

## Course Schedule: OPRE 3330 Project Management

This is a **tentative schedule** and will be followed as closely as possible (changes will be announced if any).

Day	Lecture	Assignments & Due Dates (Sunday by 11:59pm)
June 2	Chapter 1 – Introduction to Project Management	<ul style="list-style-type: none"> <li>Discussion 1</li> <li>Technical Paper 1</li> </ul>
June 9	Chapter 2 – Organization Strategy and Project Selection	<ul style="list-style-type: none"> <li>Discussion 2</li> <li>Technical Paper 2</li> </ul>
June 16	Chapter 3 – Organizational Structure and Culture	<ul style="list-style-type: none"> <li>Discussion 3</li> </ul>
June 23	Chapter 4 – Defining the Project	<ul style="list-style-type: none"> <li>Discussion 4</li> <li>Technical Paper 3</li> </ul>
June 30	Chapter 5 – Estimating Project Times & Costs	<ul style="list-style-type: none"> <li>Discussion 5</li> </ul>
July 7	MIDTERM EXAM ESSAY	<ul style="list-style-type: none"> <li>Midterm Exam</li> </ul>
July 14	Chapter 6 – Developing a Project Schedule	<ul style="list-style-type: none"> <li>Discussion 6</li> <li>Case Study 1</li> </ul>
July 21	Chapter 7 – Managing Risk	<ul style="list-style-type: none"> <li>Discussion 7</li> </ul>
July 28	Chapter 8 – Scheduling Resources & Costs	<ul style="list-style-type: none"> <li>Discussion 8</li> <li>Technical Paper 4</li> </ul>
August 4	Chapter 9 – Reducing Project Duration	<ul style="list-style-type: none"> <li>Chapter 9 Discussion</li> </ul>
August 11	FINAL EXAM ESSAY ( <b>Due Friday, August 15<sup>th</sup> at 11:59 PM</b> )	<ul style="list-style-type: none"> <li>Final Exam</li> </ul>

Grading Policy	Scale
Technical Papers / Case Studies 25%	97 – 100: A+
Discussions Board Assignments 15%	77 – 79: C+
Midterm Exam 30%	94 – 96: A
Final Exam 30%	74 – 76: C
<b>Total 100%</b>	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

### 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 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 emailing the instructor, and include the course number, section, and time (i.e., OPRE 3330.5W1 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 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***

- Always attach an actual file when submitting an assignment. Submissions with only a link to a file in a shared drive will receive a grade of zero.
- Assignments must be submitted via eLearning only and will be graded based on the content and the formatting.
- Late work (for any reason) will NOT be accepted and will receive a grade of zero.
- As always, if you use a source, please provide a reference at the end of your document to uphold the integrity of your research.
- Students must have reliable internet access to submit assignments by the scheduled due dates. Your responsibility is to ensure that submitted documents have been uploaded correctly 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 cannot upload a document, contact JSOM helpdesk support at 972-883-5800. Lastly, ask your team member to upload the document, if it is a group assignment.

## ***Group Assignments and Participation***

- Effective teamwork is essential for the success of group assignments, and students are expected to adhere to this policy to ensure fairness and accountability.
- 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, the group goes forward with two (2) members, and an additional member will be added if available.
- It is imperative that all team members check their UTD's emails regularly and respond promptly (within 24 hours).
- Each team member is expected to actively participate and contribute to the group assignments. Active participation includes, but is not limited to, attending group meetings, contributing to discussions, and completing assigned tasks.
- Team members should proactively assess their contributions to group assignments regarding meeting attendance and participation, task completion, contributions to discussions and planning, and any other group activities.
- **Non-Participation/Contribution** ○ It is crucial for all team members to promptly respond to team communications, as this demonstrates commitment and ensures teams cooperate and collaborate effectively.
  - If a team member fails to respond to the team communications within 24 hours, in that case, the team should make at least two more attempts to reach the non-participating member via UTD's email and other communication methods.
  - If a team member fails to contribute to the team assignment, the team should email the students, discuss the situation with the non-contributing student, and find a solution.
  - If there is still no response or improvement in participation or contribution, the team may notify the instructor with the documentation of their attempts and seek guidance. In some situations, the team may ask to remove the team member from the group, ensuring a fair and transparent process.
  - If, after review, it is determined that a team member has not made a reasonable effort to contribute, the instructor may take action to ensure fairness and the effectiveness of group work, which could include removing the member from the group. A team member who is dropped from the team must complete all assignments individually.

## ***Exams, Quizzes, and Academic Dishonesty***

- The UTD Testing Center will administer exams. Students [must register/reserve their seats online](#) through RegisterBlast (exam scheduling tool) no later than 48 hours before the exam time. This is absolutely important.
- You will receive a grade of zero or "F" for any missed assignment, exam, or quiz (no exceptions). There will be NO makeup for any missed assignment, quiz, or exam, and no project for extra credit.
- There are three online exams, each with 40 multiple-choice questions, 1 point each with a 60-minute duration. The online exam is open 24 hours (12:00am to 11:59pm) and cannot be taken sooner or later than scheduled dates, with no exceptions. All exams are closed books/notes (no materials are allowed during the testing session). Students are expected to memorize all formulas. The proctoring service will provide a simple online calculator. 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.

- In a medical emergency, your makeup exam (written statement justifying the situation from a physician required) will include significant discussion, essay, and short answer questions.

### **Homework Assignments and Group Project Guidelines**

Check eLearning for updated syllabus with assignments and due dates.

### **UT Dallas Syllabus Policies and Procedures Academic Support Resources**

The information in the [Academic Support Resources](#) lists the University's academic support resources for all students. The information in the following link constitutes the University's policies and procedures segment of the course syllabus. Please go to [UT Dallas Syllabus Policies](#) webpage for these policies.

*The descriptions and timelines in this syllabus are subject to change at the discretion of the Professor.*