Course Syllabus ATEC 2340 - Project Management for Arts and Technology – I

Class: ATEC 2340.501 (27273)
Term: Spring 2017
Days/Time: Wednesday 7:00pm – 9:45pm
Classroom: ATC 2.602

Instructor contact information:
Instructor: Melinda Colby
Email: Melinda.Colby@UTDallas.edu
Email subject line should start with **"ATEC 2340:"** followed by the email topic
Office: ROC 2.200 (Primary job location)
Office Hours: Office hours: by appointment only; request through UTD Email

Course Description:
This course will introduce students to foundational concepts and methods of project management.

Topics covered include starting a project, defining a project's scope and objectives, planning and scheduling phases and tasks, identifying project resources and constraints. Teamwork and communications strategies are also major topics in the course.

Course Structure:
Class sessions will consist of lectures, demonstrations, individual and group exercises, and class discussions focusing on assignments. The class format will take on a variety of styles as the subject dictates, and examples will be presented for discussion in lectures, videos, in-class exercises and demonstrations.

Attendance is required and students are expected to participate in each and every class.

Course Objectives:
Upon successful completion of this course, students will be able to:

- understand and explain the five project management process groups defined by the Project Management Institute's PMBOK Guide
- understand and explain the nine knowledge areas defined by the PMBOK Guide
- understand and explain the difference between traditional and agile project management methodologies
- know and explain when a traditional versus agile methodology is best employed to manage a project
- use a variety of tools to facilitate the project management plan development and processes
- develop and present a basic project management plan

Required Textbooks and Services: No Textbook is required in this class. Materials used for reading assignments and class discussions will be provided by the instructor using eLearning. Students are responsible to check for updates and reading assignment exercises on eLearning.

> ***Poll Everywhere ***REQUIRED for use first day of class******
> Student account is $14 for year (no additional fee if already a member)
> Instructions on how to register with **Polleverywhere** would be posted on eLearning on Monday, 01/09. Please register with Poll Everywhere before coming to class on Wednesday, 01/11.

Optional Textbooks: The following online books can be used when working towards assignments, projects, examinations and to obtain additional information on Project Management and Agile Practices.

> ***A Guide to the Project Management Body of Knowledge: (PMBOK Guide)***
> Available online via the UTD library portal:
> http://proquest.safaribooksonline.com/9781933890517
>
> ***Essential Scrum: A Practical Guide to the Most Popular Agile Process***
> Available online via the UTD library portal:
> http://proquest.safaribooksonline.com/9780321700407

Course Materials:
Assignments and all other electronic documents related to the course will be posted at regular periods on the class eLearning site. You should check regularly for updates to assignments and homework exercise files.

The UT Dallas eLearning website will be used for class announcements and posting of all student grades.

Student Resources:
The following should be brought to each and every class:

> **Mobile device** - a laptop, tablet or phone for interactive quizzes
>
> **Notebook** - with plenty of blank paper for taking notes and working on activities
>
> **Pen/Pencil –** bring several; different colors are helpful for activities
>
> **Energy/Excitement/Enthusiasm –** will help you get through an evening class!!

Class Attendance: All students are required to be on time and in attendance for every class. Two (2) absences are allowed as personal or sick leave for this semester. Students will receive one letter grade reduction for three (3) absences. Students who accumulate four (4) absences or more should withdrawal from the course due to four (4) absences resulting in a failing grade ("F") for the course.

Punctuality: It is important to attend class on time and to stay for the entire class. Attendance will be taken via an online quiz or poll at the beginning and end of each class. A set of in class quizzes, exercises, and/or interactive polls will be given during a class. These will be added together to create a Quiz Set grade for each class session. Thus, arriving late or leaving early will impact your attendance and the grade you receive for a class session Quiz Set.

Grading Policy:
Students must demonstrate satisfactory achievement of course objectives through fulfillment of course assignments and by contributing to class discussions and exercises. Course assignments may require students to use software and equipment available at the ATEC computer labs.

Grades and instructor feedback will be presented via eLearning. Coursework evaluation will be based upon the following.

Points Required for Grade:

A 93 - 100
A- 90 - 92
B+ 87 - 89
B 83 - 86
B- 80 - 82
C+ 77 - 79
C 73 - 76
C- 70 - 72
D+ 67 - 69
D 63 - 66
D- 60 - 62
F Below 60 is failing

Assignment Point Values:

- Quiz Sets: 25 points total (12 Quiz sets worth 2.5 points each)
- Assignments: 20 points (2 assignments worth 10 points each)
- Mid Semester Exam: 25 points
- Final Project: 30 points

A set of in-class quizzes, exercises, and interactive polls will be given during most classes. A total of 12 Quiz Sets will be given. Only the top 10 Quiz Set grades will count towards the final Quiz Set grade. There is no need for "make up" Quizzes for this reason and none will be given.

Late Assignments: Adherence to deadlines is expected. It is your individual responsibility to keep track of the goals and deadlines and to present the work to the class and instructor on the specified dates. Late assignments will have one letter grade deducted ***for each day*** late. No late turn-ins will be accepted for the Final Project.

Class Schedule

Semester Week	Topic	Quizzes	Comments
1 – 1/11	**Introduction & Class**	**Quiz Set #1**	
2 – 1/18	**Project Management: Overview & History**	**Quiz Set #2**	
3 – 1/25	**Project Management Body of Knowledge**	**Quiz Set #3**	
4 – 2/1	**Project Life Cycles: Predictive (Traditional) versus Adaptive (Agile)**	**Quiz Set #4**	
5 – 2/8	**Initiation & Scope**	**Quiz Set #5**	**Assignment #1 Due**
6 – 2/15	**Time Management**	**Quiz Set #6**	
7 – 2/22	**Cost Management**	**Quiz Set #7**	
8 – 3/1	**Mid Semester Test**		**At Testing Center (MC 1.401)**
9 – 3/8	**Human Resource Management**	**Quiz Set #8**	
3/15	**No Classes, Spring Break! ☺**		
10 – 3/22	**Communications Management**	**Quiz Set #9**	
11 – 3/29	**Risk Management**	**Quiz Set #10**	**Assignment #2 Due**
12 – 4/5	**Procurement & Stakeholder Management**	**Quiz Set #11**	
13 – 4/12	**Animation and Games: Pipelines and Production**	**Quiz Set #12**	**Group Project Introduction**
14 – 4/19	**Work on Group Project**		
15 – 4/26	**Work on Group Project**		**Final Group Project Milestone**
16 – 5/3	**Group Presentations**		**Final Group Project Due**

NOTE: This class schedule may change over the course of the semester. Students are responsible for checking eLearning for the current schedule, assignments and announcements.

Mid Term Exam Policy

The exam will be conducted at the UTD Testing center located in the lower basement of the McDermott Library (MC 1.401). There will be no makeup mid - term exam. In case of emergencies, please contact the instructor via email or in person. Details on how to reserve a seat at the testing center for the exam will be shared two weeks before the scheduled exam date. Testing center policies can be found at –

http://www.utdallas.edu/studentsuccess/testingcenter/TC-student-ntk.html

Class Participation and Classroom Citizenship:

- While the instructor or a guest is lecturing or demonstrating, you should be listening to the lecture or observing the demonstration, and taking notes.
- Please do not talk when others (the instructor, guests, and fellow students) are talking.
- Participate in exercises sessions and class discussions in order to learn the most from the course content.
- Do not use computers, including cell phones, for reasons other than classwork (i.e. to check personal email, surf or play games) during class time. You will be asked to leave if you cannot comply.
- Cell phones should be set to silent mode and put away if not being used for class purposes.

Student Conduct and Discipline:
The University of Texas System (Regents' Rule 50101) and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of students and student organizations to be knowledgeable about the rules and regulations governing student conduct and activities. General information on student conduct and discipline is contained in the UT Dallas online catalogs (http://catalog.utdallas.edu).

The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the Student Discipline and Conduct, UTDSP5003 (http://policy.utdallas.edu/utdsp5003). Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SSB 4.400, 972-883-6391) and online at http://www.utdallas.edu/deanofstudents.

A student at the University neither loses their rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to

discipline for violating its standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.

Copyright Violations:
Copying, displaying, reproducing, or distributing copyrighted material may infringe upon the copyright owner's rights. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to appropriate disciplinary action as well as civil and criminal penalties. Usage of such material is only appropriate when that usage constitutes "fair use" under the Copyright Act. For more information about the fair use exemption, see http://copyright.lib.utexas.edu/copypol2.html. As a UT Dallas student, you are required to follow UT Dallas' copyright policy (UTDPP1043 at http://policy.utdallas.edu/utdpp1043) and the UT System's policy at http://www.utsystem.edu/ogc/intellectualproperty/copyrighthome.htm.

Email Use:
All official student email correspondence will be sent only to a student's UT Dallas email address and UT Dallas will only consider email requests originating from an official UT Dallas student email account. This allows the University to maintain a high degree of confidence in the identity of each individual's corresponding via email and the security of the transmitted information. The University of Texas at Dallas furnishes each student with a free email account that is to be used in all communication with university personnel.

Withdrawal from Class:
The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.

Wed.. Jan. 25th - Last day to drop class without a "W"
Mon., Mar. 27th - Last day to withdraw from class with "WL"

Student Grievance Procedures:
Procedures for student grievances are found in university policy UTDSP5005 (http://policy.utdallas.edu/utdsp5005). In attempting to resolve any student grievance regarding disputes over grades, application of degree plan, graduation/degree program requirements, and thesis/and dissertation committee, adviser actions and/or decisions, evaluations, and/or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originated.

Incomplete Grades:
As per university policy, incomplete grades may be given, at the discretion of the instructor of record for a course, when a student has completed at least 70% of the required course material but cannot complete all requirements by the end of the semester.

An incomplete course grade (grade of 'I') must be resolved completed within the time period specified by the instructor, not to exceed eight (8) weeks from the first day of the subsequent long semester. Upon completion of the required work, the symbol 'I' may be converted into a letter grade (A through F). If the grade of Incomplete is not removed by the end of the specified period, it will automatically be changed to F.

Disability Services:
It is the policy and practice of The University of Texas at Dallas to make reasonable disability-related accommodations and/or services for students with documented disabilities. Written notification from the Office of Student AccessAbility (OSA) is required (see http://www.utdallas.edu/studentaccess). If you are eligible to receive disability-related accommodations and/or services and to ensure accommodations will be in place when the academic semester begins, students are encouraged to submit documentation four to six weeks in advance. 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.

The Office of Student AccessAbility provides:

1. Academic accommodations for eligible students with a documented permanent physical, mental or sensory disability
2. Facilitation of non-academic and environmental accommodations and services
3. Resources and referral information, and advocacy support as necessary and appropriate.

OSA is located in the Student Services Building, suite 3.200. They can be reached by phone at 972-883-2098, or by email at studentaccess@utdallas.edu.

Religious Holy Days:
The University of Texas at Dallas will excuse a student from class or other required activities, including examinations and travel time for the observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, of the *Texas Tax Code*.

Students are encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment.

Excused students will be allowed to take missed exams or complete assignments within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.

If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the President of UT Dallas or from the President's designee. The chief executive officer or designee must take into account the legislative intent of *Texas Education Code 51.911(b)*, and the student and instructor will abide by the decision of the chief executive officer or designee.

Resources to Help You Succeed
The Office of Student Success operates the Student Success Center (SSC, http://www.utdallas.edu/studentsuccess), which offers assistance to students in the areas of writing, mathematics, communication, multiple science fields, reading, study skills, and other academic disciplines. These services are available through individual and small group appointments, workshops, short courses, and a variety of online and instructional technologies. All students enrolled at UT Dallas are eligible for these services.

The **Writing Center** offers a collaborative learning environment for one-to-one and small group assistance with general and advanced writing assignments and overall writing skills. Scheduling an appointment is strongly recommended, but walk in appointments are possible if a tutor is available.

The **Communication Lab (CommLab)** offers one-on-one and group consultations where you will gain practical feedback for improving oral and group presentations.

Success Coaches are available for individual student appointments to discuss study skills, time management, note taking, test taking and preparation, and other success strategies.

The Student Success Center's main office is located in the McDermott Library Building and can be contacted by calling 972-883-6707 or by sending an email to ssc@utdallas.edu.

Poll Everywhere Registration Instructions

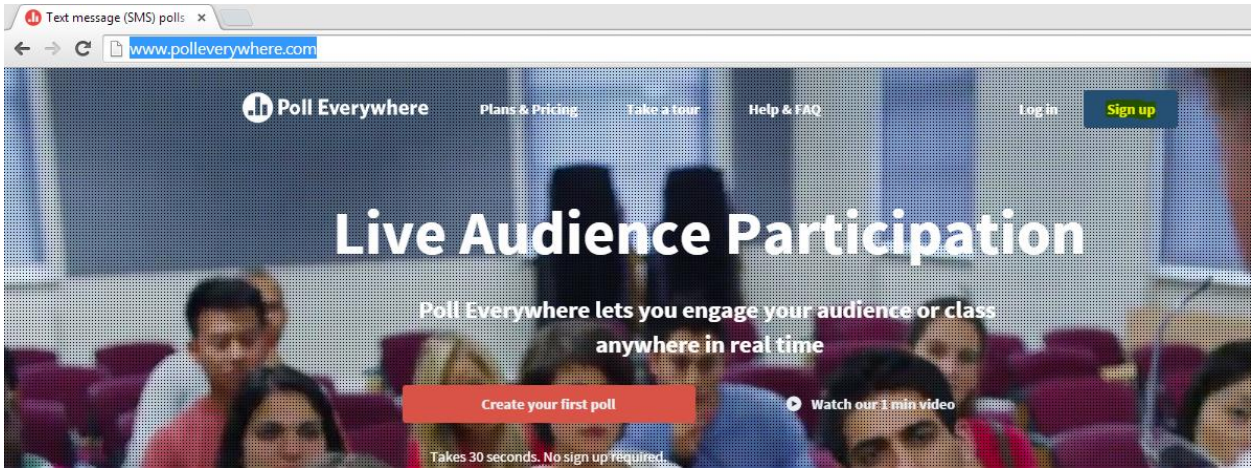
Please click on the below link and register as a participant to answer quiz questions in class:

https://www.polleverywhere.com/register?p=42ymq-1g8p&u=vBngILcN

OR

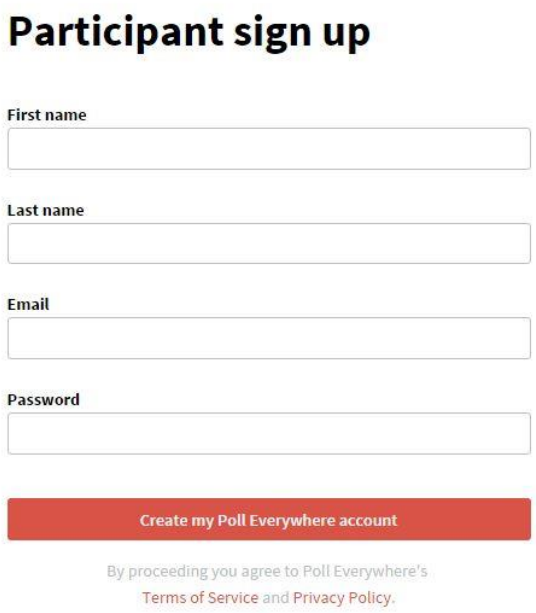
1. Type following URL in the web browser -
   http://www.polleverywhere.com/

2. Click on '**Sign Up**' in the extreme right corner of the screen –



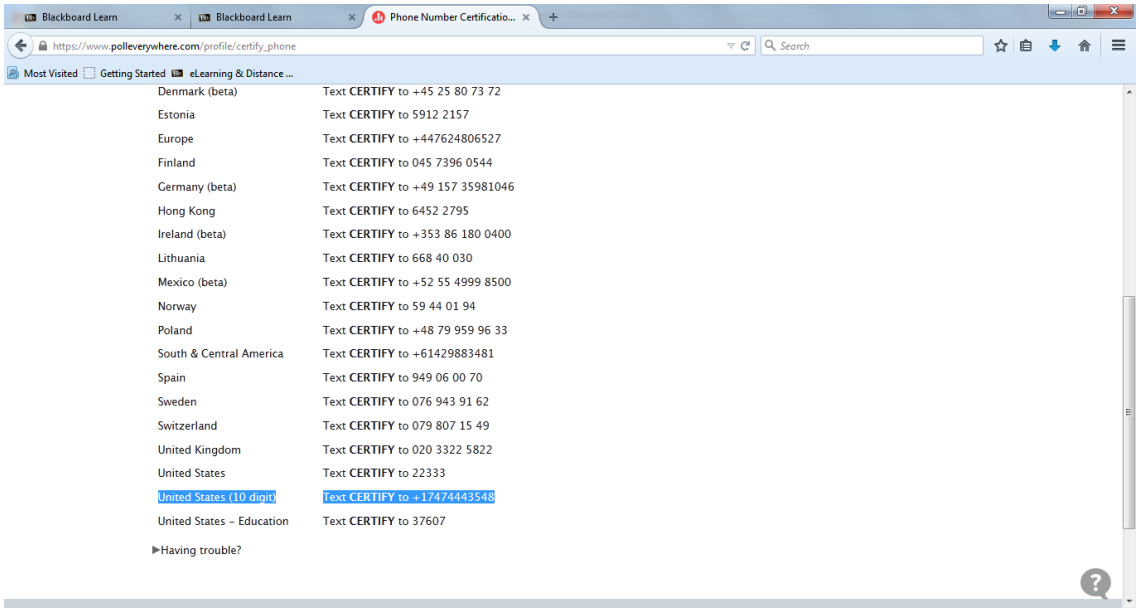
3. When the following screen appears, click on **You're participating-**

4. Complete following sign up form with details like First name, Last name, E-Mail Id (UTD Email ID only) and password. Then, click on **'Create my Poll Everywhere account'**

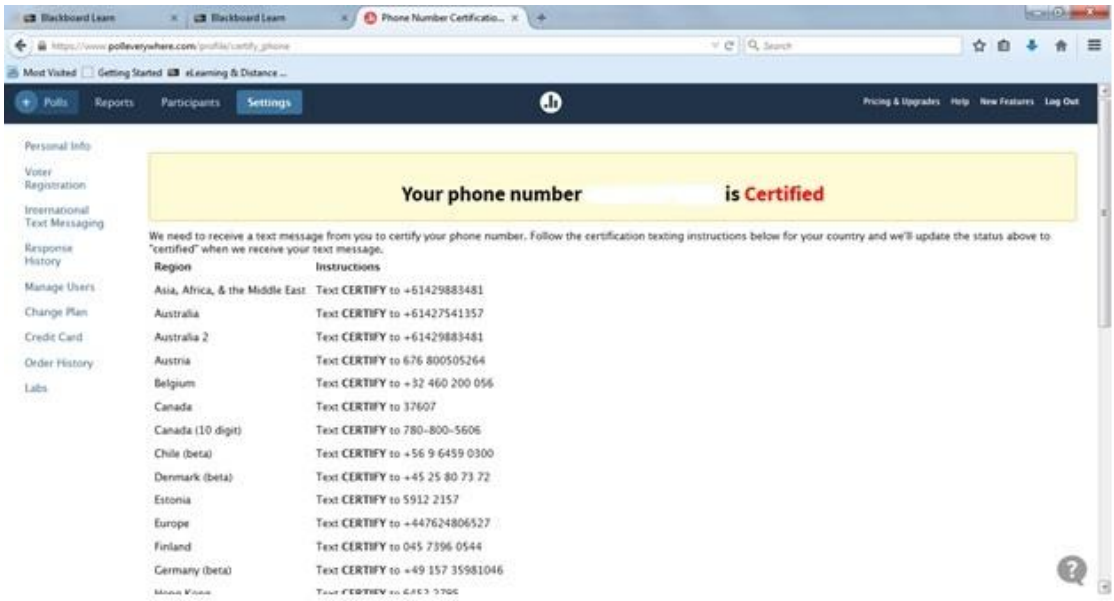


5. Click on **Settings** on the top left corner on the screen and enter your mobile number. Then click on **'Update Profile'** as shown in below screenshot –

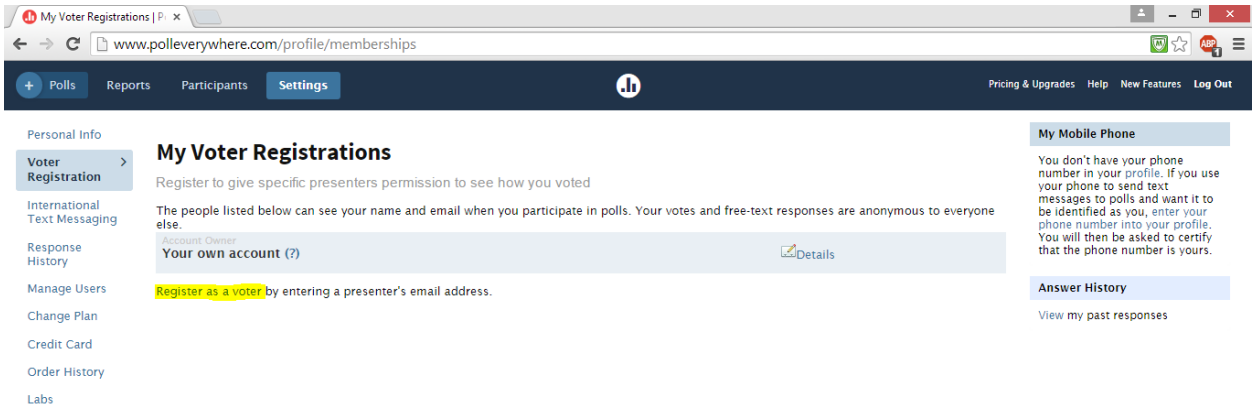
6. Send text message - CERTIFY to 22333/+17474443548 in order to register your number



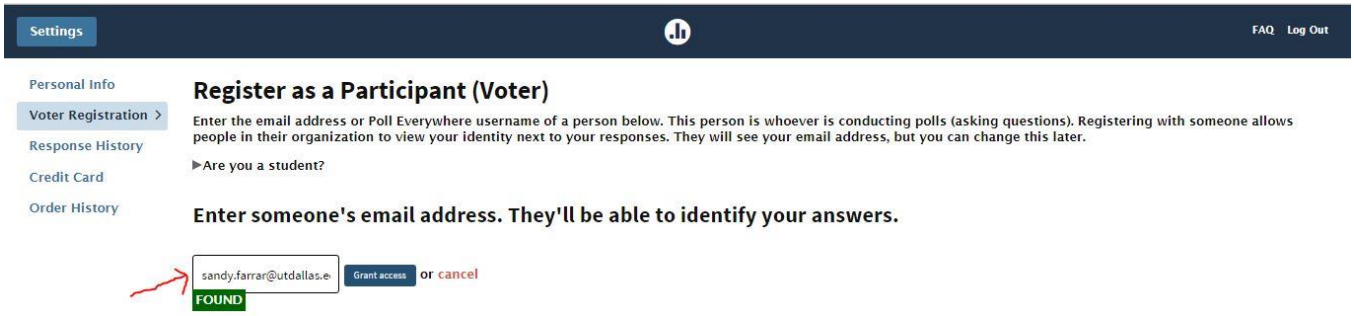
7. After sending text message, you should be able to see following message –



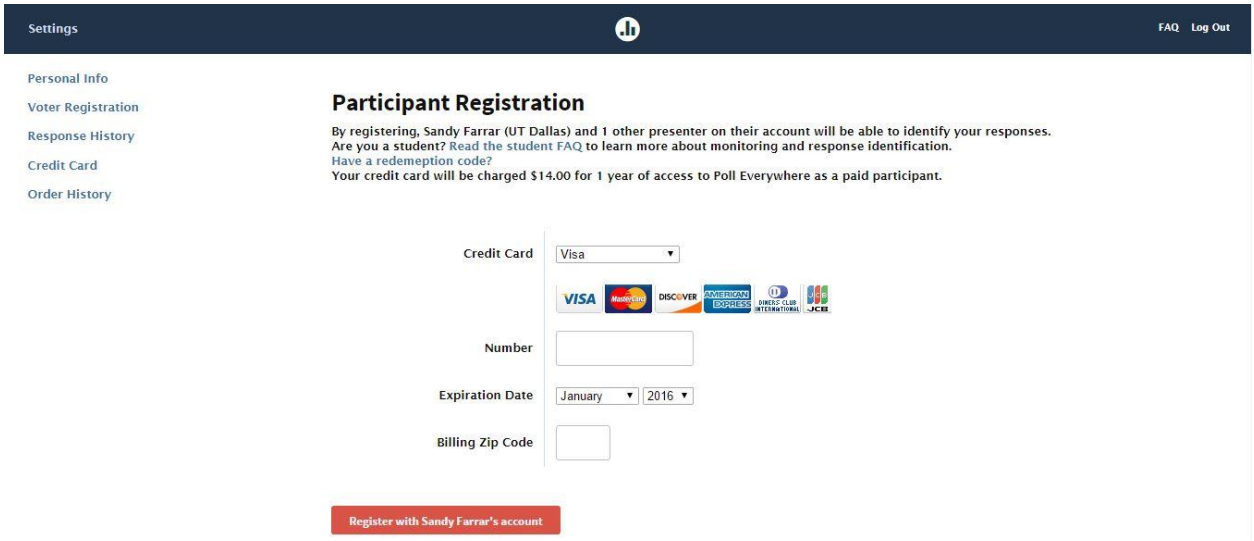
8. Click on link **'Voter Registration'** in the left side of screen. You should be able to see link **'Register as a voter'** as shown in following screenshot -



9. Click on **'Register as a voter'** link and enter E-Mail Id in the textbox as shown in the following screenshot – EX. Mac162530@utdallas.edu–



10. Click on '**Grant Access**' button and the following form will be displayed where you need to enter payment details –



11. After entering details, click on button '**Register with Melinda Colby's account**'.
12. Now, in the following screen that appears enter your NetId in the textbox and click on '**Update**' button. You are now registered for a Poll Everywhere account which will be used for this class.