Course Information
Course Number/Section: **OPRE 3330-001**
Course Title: **Project Management**
Term: **Spring 2020 (January 13-April 30, 2020)**
Days & Time: **Tuesday 4:00 PM – 6:45 PM, JSOM 12.218**

Contact Information
Instructor: Scott Janke, PhD, PMP
Office: JSOM 13.221
Office Hours: By appointment
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Phone: 972-883-5821

About the Instructor

Dr. Scott Janke is a Senior Lecturer in the Naveen Jindal School of Management. Dr. Janke is also the Program Director for the MS Management Science degree program. He currently teaches undergraduate and graduate courses in Operations Management and Project Management. Dr. Janke has worked over 25 years in Consulting and Operations primarily in the real estate, retail, and telecommunication industries.

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

No Pre-Requisites

Course Description

Project management is the discipline of planning, organizing and managing resources to bring about the successful completion of 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 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 considerations.

Students Learning Outcomes

Students will be able to:
- Develop an overall project charter, project plan and work breakdown structure (WBS)
- Apply knowledge to develop a project schedule with predecessors, resources and cost structure
- Develop a project S-Curve and earned value management (EVM) and apply concepts to track the project

Required Textbooks and Materials
- Contemporary Project Management, 3rd edition, Timothy Kloppenborg, ISBN-13: 978-1-285-43335-6 (Search internet for best pricing)
- MS Excel, Word, and PowerPoint are also required for developing charts, graphs, papers, and presentations

Lecture Notes
All lecture notes will be made available online as PowerPoint slides or PDF files via eLearning.

Optional Reference Materials

- Windows MS Project 2010 or newer maybe used to complete some assignments (To be determined during first 2 weeks of class). You can download a trial version: http://www.microsoft.com/en-us/evalcenter/evaluate-project-professional-2010
- PMBOK Guide, www.pmi.org

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.

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Course Access and Navigation

This course was developed using a web course tool called eLearning. Access and use of eLearning is entirely online. While this is a classroom-based course, eLearning is in integral part of the instruction process. Students will use their UTD NetID account to login at: http://elearning.utdallas.edu. Please see more details on course access and navigation information.

To get familiar with the eLearning tool, please see the Student eLearning Tutorials.

UTD provides eLearning technical support 24 hours a day/7 days a week. The services include a toll free telephone number for immediate assistance (1-866-588-3192), email request service, and an online chat service. Please use this link to access the UTD eLearning Support Center: http://www.utdallas.edu/elearninghelp.

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Communications

This eLearning course has built-in communication tools which will be used for interaction and communication. For more details, please visit the eLearning Tutorials webpage for video demonstrations on numerous tools in eLearning.

Interaction with Instructor

The instructor will communicate with students mainly using the Announcements, e-learning messages and Discussions tools. **It is extremely important for students to check e-learning every day for any communications from their instructor or fellow students.** Students may send personal concerns or questions to the instructor using the e-learning messages and discussion threads. The instructor will reply to student e-learning messages or Discussion board messages within 3 working days under normal circumstances. Students may also leave voice messages to the instructor's telephone number. Students are discouraged from communicating with the instructor via his university email address. Finally students may schedule face-to-face meetings with the instructor on an as-needed basis as there will be no set office hours. At the discretion of the instructor, "office" hours maybe

scheduled on a given week to give time for ad hoc meetings between instructor and students. The location of the "office" will be on campus but may vary from week to week.

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Student Resources

The following university resources are available to students:

UTD Distance Learning:
http://www.utdallas.edu/elearning/students/cstudents.htm

McDermott Library:
Distance Learners (UTD students who live outside the boundaries of Collin, Dallas, Denton, Rockwall, or Tarrant counties) will need a UTD-ID number to access all of the library's electronic resources (reserves, journal articles, ebooks, interlibrary loan) from off campus. For UTD students living within those counties who are taking online courses, a Comet Card is required to check out materials at the McDermott Library. For more information on library resources go to http://www.utdallas.edu/library/distance.html.

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Schedule

The following is a **tentative schedule**, which will be followed as closely as possible. However, should any changes become necessary, it will be announced in the class or via e-Learning. It is your responsibility to keep track of announcements regarding changes to this schedule.

Schedule (OPRE 3330.001)

Week	Week	Chapter / Lecture	Assignments & Due Dates
1	Jan 14	Course Overview	• Read Syllabus
2	Jan 21	Chapter 1 - Introduction to PM	• Read Chapter 1
3	Jan 28	Chapter 2 - Project Selection and Prioritization	• Read Chapter 2
4	Feb 4	Chapter 3 – Organizational Capability Chapter 4 – Chartering Projects	• Read Chapters 3 and 4
5	**Feb 11**	**No Class**	• **Assignment 1 Due**
6	Feb 18	Chapter 5 – Stakeholder Analysis Chapter 6 – Scope Planning	• Read Chapters 5 and 6 • Exam 1 Test Prep
7	**Feb 25**	**Exam 1 (mid-term) In Class**	• **Review Chapters 1, 2, 3, 4, 5, 6**
8	Mar 3	Chapter 7 – Scheduling Projects	• Read Chapter 7
9	Mar 10	Chapter 8 – Resourcing Projects	• Read Chapter 8
10	**Mar 17**	**No Class**	• **Spring Break**
11	**Mar 24**	**No Class**	• **Extended Spring Break**

12	Mar 31*	Chapter 9 – Budgeting Projects	• Read Chapter 9
13	Apr 7*	Chapter 10 – Project Risk Planning Chapter 11 – Project Quality Planning	• Read Chapters 10 and 11
14	Apr 14*	Chapter 12 – Project Supply Chain Mgmt Chapter 13 – Leading and Management	• Read Chapters 12 and 13
15	**Apr 21***	**Chapter 14 – Determining Project Progress**	• **Read Chapter 14** • **Assignment 2 is Due**
16	Apr 28*	Chapter 15 – Finishing a Project	• Read Chapter 15 • Exam 2 Test Prep
17	**May 4-6**	**Exam 2 (Final Exam)**	• **Online**

- **As a result of the recent announcement to cancel all on-campus classes due to the coronavirus threat, classes currently scheduled on March 31, April 7, 14, 21, and 28 will be conducted entirely on eLearning. I will continue to post weekly presentations. In addition, I will now ask that everyone submit a weekly 1 paragraph summary of the topic for that week. Finally, I may post recordings of the lecture by combining chapters into one lecture and then uploading that recording to eLearning. I will send an announcement to the class if a video was uploaded. As usual, please contact me via course messaging first then UTD email as a backup if needed.**

- **Finally, I will give instructions about the online final exam as we get closer to the end of the semester.**

Grading Policy		Scale	
Exams (2 exams)	45%	94 – 100 A	77 – 79 C+
Assignments (2 assignments)	55%	90 – 93 A-	74 – 76 C
	Total 100%	87 – 89 B+	70 – 73 C-
		84 – 86 B	60 – 69 D
		80 – 83 B-	Less Than <60 F

Assignments

There will be 2 graded homework assignments. To receive the full credit possible, you must submit the assignments through e-learning on or before the due date/time. Details on the Assignments will be provided during the class to allow for a proper amount of effort to be completed before turning in.

Assignment submission instructions

Locate the assignment in your eLearning course. You will submit your assignment in the required file format (MS Word, MS Excel, etc. depending on the assignment) with a file name that is your first/last name and the assignment number (ex: scottjankeAssignment1.xls). To submit your assignment, click the assignment name link and follow the on-screen instructions to upload and submit your file(s). Please be aware that attaching your assignment DOES NOT SUBMIT THE ASSIGNMENT. You must click the SUBMIT button. For additional information on how to submit assignments, view the Submitting an Assignment video tutorial.

Please Note: Each assignment link will be deactivated after the cutoff due date/time due. The cutoff date/time is 24 hours after the due date/time. Any submissions during the grace period will incur a 20% reduction in grade. After your submission is graded, you may go to My Grades on the course menu and click the score link to check the results and feedback.

Final Examination

Exam 2 will constitute the Final Exam. The Final Exam will comprise of essay questions and multiple choice questions and must be turned in/taken on the day of the exam.

Participation/Discussions

This course does contain required participation. Your instructor will pose various discussion questions to students and students are required to submit their analysis and opinions. It is recommended that you log into eLearning and print out the weekly PowerPoint presentation. Use this print out for note taking and as a way to keep up with the lecture while in class. Presentations are subject to change. **If I witness an excessive amount of absences or use of laptops in the class, I will make class attendance mandatory and prohibit the use of laptops during the class session.**

Course Policy: Be Advised

1. It is your responsibility to read the syllabus.
2. Announcements/changes will be through the eLearning. It is your responsibility to check it once a day. Your instructor will make every effort to inform you of any changes via eLearning or during class.
3. You are expected to attend every class and actively participate in discussions. If you missed a class, then please ask your classmate about what was covered in class
4. Assignments must be submitted via e-Learning as noted earlier in this Syllabus or in person if Instructor so directs. Assignments will be graded based on its appropriateness, content and most importantly the formatting. Late work will be severely penalized.
5. You must communicate with the instructor via your eLearning messaging. Please do not use a personal email account (e.g., gmail, yahoo, etc.).
6. Exams cannot be taken sooner or later than scheduled dates.
7. If you intend to be out of town or country, then plan it now. Your instructor will do their best to maintain the exam dates/times. However, there are always external factors such as bad weather that may alter the exam dates as planned. So, please plan around the posted exam dates.
8. There will be no make-up for a missed assignment or exam. Emailing the instructor after each exam and requesting extra credit for what you actually earned will not be accepted.
9. You must pay close attention to all the due dates from the first day of class and schedule your personal activities around those dates. As noted, there will be no makeup exams offered, except for medical emergencies (written statement justifying the situation from a physician required). Scheduling an optional surgery or an operation on an exam date is not considered a medical emergency. The written statement should include the physician's address and phone number for the verification purpose.
10. **A Laptop is needed for practicing and developing project schedule during the class. However, if you bring a laptop, a PDA, IPad, Phone, etc. to the class, then make sure that you are using it properly for class purposes. Playing solitaire, socializing online (FB, Twitter, WeChat, etc.), listening to music, watching videos, doing homework for another class are examples of improper use.**
11. The accepted files for submitting assignments are ONLY MS Word, Excel, PowerPoint and MS Project files. Do not send any PDF or non-Microsoft specific files.
12. Any student who is found responsible for committing an act of academic dishonesty will receive a grade of "F" or "0" (zero) on that assignment or exam. Also, the instructor reserves the right to change the grading policy without any notice due to unforeseen circumstances such as dishonesty, cheating, etc.

Scholastic Honesty

The University has policies and discipline procedures regarding scholastic dishonesty. Detailed information is available on the UTD Judicial Affairs web page. All students are expected to maintain a high level of responsibility with respect to academic honesty. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since such dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced.

You may discuss homework problems with others, but you must write it up by yourself with full understanding of what you write. Identical or near identical assignments will be in violation of the university academic dishonesty policy and a referral to the Office of Judicial Affairs will be made. Any extra credit work is considered an individual assignment and as such you are not allowed to collaborate with other students. Your professor will answer your questions and give you guidance on extra credit assignments.

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Course Evaluation

As required by UTD academic regulations, every student must complete an evaluation for each enrolled course at the end of the semester. A link to an online instructional assessment form will be emailed to you for your confidential use.

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University Policies

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.

These descriptions and timelines are subject to change at the discretion of the professor.

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