**OPMA 3310/5364 and INSY 5373, Project Management, Summer 2014**

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Class Time: MW 5:30 – 7:50 p.m. Room: COBA 147

Office Hours: MW 4:30-5:25 p.m. or by appointment

Website: http://wweb.uta.edu/insyopma/nerur/

**Description of Course Content**:

This course studies the concepts, issues and approaches important in effectively managing projects. Topics include project selection, organizational structures, project planning, estimation, scheduling, resource allocation, risk management, crashing, earned value analysis and agile project management. Topics are viewed from a managerial perspective.

**LEARNING OBJECTIVES**

Appreciate the variety of concepts and issues involved in project management.

Understand the types of decisions a project manager must make to effectively complete a project on time and on budget. Understand the conflicting demands from different parties on the manager.

Be able to use popular project management software such as Microsoft Project.

Be able to apply concepts from this course to a real project management environment.

**STUDENT LEARNING OUTCOMES**

Based on readings, class discussions, case analyses, practice problems, and term project, students will be able to:

Evaluate and select the most desirable projects.

Identify desirable characteristics of effective project managers.

Apply appropriate approaches to plan a new project.

Apply appropriate methodologies to develop a project schedule.

Develop a suitable budget for a new project.

Identify important risks facing a new project.

Apply appropriate techniques to assess ongoing project performance.

**COURSE MATERIALS**

Project Management: the managerial process, 5th edition, Erik W. Larson and Clifford F. Gray, McGraw-Hill Irwin, 2010, ISBN: 978-0-07-340334-2

Software: Students will need a copy of Microsoft Project. Instructions for downloading Microsoft Project will be provided in class. Access to SAP’s Project System will be provided as well.

Powerpoint: PowerPoint slides for each class can be downloaded from Blackboard.

**Grading Policy**:

|  |  |
| --- | --- |
| 10% | 2 quizzes |
| 20% | Exam 1 |
| 20% | Exam 2 |
| 25% | Comprehensive Finals |
| 20% | Group Project |
| 5% | SAP-Project System |

Grades are based on the normal grading scores.

>= 90 A

>= 80 B

>= 70 C

>= 60 D

< 60 F

**GROUP PROJECT**

Your group, consisting of you and two of your classmates, will use Microsoft Project to complete a set of exercises. The primary purpose of the project is to acquaint you with the features of Microsoft Project while reinforcing concepts related to planning, scheduling, leveling, and monitoring a project. You may form your own groups.

# Tentative Course Schedule

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| --- | --- | --- |
| **Week/Starting** | **Chapter/Topic** | **Reading/Assignment/slides** |
| **1 /Jun. 2** | Introduction; Modern Project Management; Organization Strategy and Project Selection | **Chapter 1; Chapter 2** |
| **2 /Jun. 9** | Organization Strategy and Project Selection; Organization: Structure and Culture | **Chapter 2; Chapter 3** |
| **3 /Jun. 16** | Defining the Project; Estimating Project Times & Costs | **Chapter 4; chapter 5;**  **Quiz 1 over chapters 1-3** |
| **4 /Jun. 23** | Estimating Project Times & Costs; Developing a project plan | **Chapter 5; chapter 6**  **Exam 1 on June 25th (chapters 1 – 5)** |
| **5 /Jun. 30** | Developing a project plan; Managing Risk | **Chapter 6; Chapter 7** |
| **6 /Jul. 7** | Scheduling Resources and Costs; Reducing Project Duration | **Chapter 8; Chapter 9**  **Quiz 2 (chapters 6 & 7)** |
| **7 /Jul. 14** | Progress and Performance Measurement & Evaluation; Agile Project Management | **Chapters 13 and 17** |
| **8 /Jul. 21** | Miscellaneous (leadership, teams, project monitoring and control, contracts) | **Slides** |
|  | **FINALS ON JULY 28, 2014** |  |

**NOTE: Details of the quizzes/exams will be discussed in class.**

**SYLLABUS CHANGES: The instructor reserves the right to make changes to the above syllabus as necessary; students are responsible to be attentive to changes announced in class and/or posted in the class website.**

**Important Dates**

Classes begin………………………………………………………………June 2

Late Registration ends…………………………………………………….June 3

Census date ………………………………………………………………June 19

Last date to drop classes………………………………………………… July 17

(published date for Summer 11 week)

Last day of classes……………………………………………………… July 23

Final exam dates…………………………………………………………July 28

**Attendance:** Students are required to read and be prepared to discuss the assigned textbook chapters and workbook exercises on the scheduled class days. Class attendance and lateness policies will be discussed during the first week of class. Those policies include by reference all provision for grade adjustment or drop policies included in the applicable Graduate or Undergraduate Catalog in effect at the start of the semester. ***No student will be dropped from the class rolls for never attending or excessive absences.***

A student dropping a course after the Census Date but on or before the appropriate final drop date will receive a grade of "W" ***only*** if at the time of dropping, the student is passing the course (has a grade of A, B, C, or D); otherwise the student will get an “F”.

**Make-up Exams**: There will be no make-up exams.

**UNIVERSITY and COLLEGE POLICIES**

**Drop Policy:** Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance**. Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://wweb.uta.edu/aao/fao/>).

**Americans with Disabilities Act:** The University of Texas at Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including the *Americans with Disabilities Act (ADA)*. All instructors at UT Arlington are required by law to provide "reasonable accommodations" to students with disabilities, so as not to discriminate on the basis of that disability. Any student requiring an accommodation for this course must provide the instructor with official documentation in the form of a letter certified by the staff in the Office for Students with Disabilities, University Hall 102. Only those students who have officially documented a need for an accommodation will have their request honored. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at [www.uta.edu/disability](http://www.uta.edu/disability) or by calling the Office for Students with Disabilities at (817) 272-3364.

**Academic Integrity:** Students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

*I pledge, on my honor, to uphold UT Arlington’s tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.*

*I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.*

UT Arlington faculty members may employ the Honor Code as they see fit in their courses, including (but not limited to) having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in the student’s suspension or expulsion from the University.

**Student Support Services**:UT Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. Resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling, and federally funded programs. For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to [resources@uta.edu](mailto:resources@uta.edu), or view the information at [www.uta.edu/resources](http://www.uta.edu/resources).

**Electronic Communication:** UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

**Student Feedback Survey:** At the end of each term, students enrolled in classes categorized as “lecture,” “seminar,” or “laboratory” shall be directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student’s feedback enters the SFS database anonymously and is aggregated with that of other students enrolled in the course. UT Arlington’s effort to solicit, gather, tabulate, and publish student feedback is required by state law; students are strongly urged to participate. For more information, visit <http://www.uta.edu/sfs>.

**Final Review Week:** A period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

**Emergency Exit Procedures:** Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.