MGT 3324.01: Project Life Cycle Management
Course Syllabus Fall 2021

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Course modality: Face-to-Face

Course meets: 1:30 pm -2:45 pm (Monday & Wednesday) in room AMB 102

Office: AMB 301

Office Hours: 11:30 am – 12:00 pm (MW) 1:30 pm – 4:30 pm (MW) 12:30 pm – 2:30 pm (T) (Other times by appointment.).)

Course Introduction

This course explores the project management processes of initiating, planning, executing, leading, monitoring, controlling and closing a project or phase. The emphasis is on delivering a project that is acceptable to its sponsor and other stakeholders, meets its objectives, and is developed on time and within budget with quality results. This course requires the successful completion of an industry-based project management certification exam known as Project+ which is sponsored by the Computing Technology Industry Association (CompTIA). CompTIA is a not-for-profit vendor-neutral IT certifications organization that is considered to be a top tier IT trade association. You will have the opportunity to apply the skills and knowledge you gain in this course toward the Project+ exam as the course is designed to not only prepare you for the Project+ exam but also provides the basic project overview across all ten of the requisite knowledge areas for project management.

Course Description

Prerequisite: completed at least 30 hours; note if this course is a prerequisite for another business course a grade of C or better is required.

This course provides an overview and introduction to the discipline of project management with an examination of the project management process and the project management life cycle. Students learn the operational framework of project management relating to the project life cycle of project initiating, planning, executing, controlling, and closing in manufacturing or service organizations. This course also explores quality assurance concepts and ethics. This course provides the basis for the more advanced development of project management skills in subsequent project management courses.

This course does not meet a General Education Requirement.

Course Learning Objectives	Degree Program or GEC Competency Goals
Assess the importance of and relationship between project planning activities across all the project knowledge areas and process groups	Students will apply a framework for examining ethical dilemmas in specific business cases and will identify key concepts in business ethics.

Evaluate effective project execution activities and control techniques that result in successful outcomes	Students will apply a framework for examining ethical dilemmas in specific business cases and will identify key concepts in business ethics.
Describe appropriate project closure activities with requisite formal project deliverable acceptance as needed	Students will apply a framework for examining ethical dilemmas in specific business cases and will identify key concepts in business ethics.
Analyze project management ethics and professional responsibility in specific project scenarios	Students will demonstrate competency in discipline-specific knowledge
Assess a combination of technical, leadership, strategic, and business management skills managing projects, project teams, and stakeholders' engagement	Students will demonstrate competency in discipline-specific knowledge. Students will analyze business articles using a framework to improve their critical thinking skills
Prepare to take and pass the CompTIA Project+ certification exam	Students will demonstrate competency in discipline-specific knowledge

Required Materials

Textbook(s):

Title: *Information Technology Project Management*
Author: Schwalbe, K.
Publisher: Cengage Learning
Edition: 9th ed.
Year: 2018
ISBN: 9781337685801

Software/Apps/Equipment

Students must possess a computer with an integrated webcam or stand-alone webcam that plugs into the computer. Students cannot take proctored assessments without a webcam.

Instructional/Learning Methods and Technologies

The learning methods used in this course include the following:

x Discussion forums and/or wikis
☐ Synchronous (real-time) virtual meetings with peers and/or the instructor
x Streaming video
x Quizzes
x Exams

☐ Collaborative assignments
x Independent homework assignments
☐ Writing-intensive assignments
☐ Clinical or field work
☐ Other:

Student Workload Expectation

This course is a 7-week, 3-credit hour course, which means that students are expected to do at least 16.25 hours (975 minutes) of course-related work each week during the semester. This independent learning includes things like: completing assigned readings, preparing written assignments, and studying for tests and examinations.

Course Requirements

Submitting and Returning Assessments

Assessment Submission
- Submit all of your assignments via Blackboard.
- Use the standard Microsoft© Office programs such as Word, PowerPoint, and Excel (available to you through your txwes.edu Office 365 account) to complete your assignments unless assignment directions specify that you should use a different file format.
- Use APA style when formatting your documents.
- Late assignment submission will NOT be graded unless prior approval was granted by the instructor.

Assessment Feedback
- I will provide feedback on assessments within 2 days after submission.
- My feedback will be provided in the form of rubrics, notes on Word documents and notes in the Grade Center.

Communication with the Instructor
- To contact me with questions and concerns related to this course, post to the Q&A discussion forum, which I will check throughout the day. I will address questions posted after 9 p.m. on the following morning. You should also check the forum on a regular basis, as others in the class may be able to answer your question before I do. Send questions of a personal nature to me via email. I will respond to emails within 24 hours, except on weekends or holidays, when responses may be delayed.

Quizzes and Exams
- The University will use a proctoring tool to proctor exams and other assessments. Students cannot take proctored exams and/or long quizzes without a functioning webcam. Short quizzes (low component of grade, low number of questions, easy multiple choice or true/false questions) will not be proctored.
- Missed quizzes will NOT be graded unless prior approval was granted by the instructor.

NOTICE TO ONLINE FACULTY:
Per the Distance Education Policy, *Faculty are to take reasonable precautions to ensure that the student who registers in a distance education course is the same student who participates in and receives credit for the course or program. These methods may include, but are not limited to, (1) a secure login and passcode; (2) proctored examinations; and (3) new or other technologies and practices that are effective in verifying student information.*

Evaluation & Grading

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Course Success Survey	1	10	10
Discussions	8	20	160
Journals	5	25	125

Assignments	3	50	150
Quizzes	6	50	300
Comprehensive Mock Exam	1	105	105
Project+ Exam	1	150	150

Final Grade	Final Points/Average
A	1000 – 900 points
B	899 – 800 points
C	799 – 700 points
D	699 – 600 points
F	599 – 0 points

Course Policies

Academic Integrity

- Cheating, plagiarism (submitting another person's material as one's own) or completing assignments for another person who will receive academic credit are not permitted. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the course instructor. Read the University's Academic Integrity Policy.

Class Attendance for Face-to-face Courses

Regular and punctual attendance at all scheduled classes is expected of all students. Students are **required** to notify instructors prior to any missed class and will be held responsible for all class and laboratory assignments.

The maximum number of **authorized** absences during one semester is:
- **Two** for a class that meets once per week
- **Three** for a Monday/Wednesday or a Tuesday/Thursday class
- **Five** for a Monday/Wednesday/Friday class

Additional authorized absences may be granted on an individual basis when extreme circumstances warrant.

A student who has been absent from any regular examination and has satisfied the instructor that the absence was due to serious illness, or some other unavoidable cause may take a special examination at the discretion of the instructor concerned.

Students who have the following number of **non-consecutive unauthorized** absences may be dropped from the course by the instructor:
- **One** unauthorized absence for classes that meet one time a week

- **Two** unauthorized absence for classes that meet two times a week
- **Three** unauthorized absences for classes that meet three times a week

Faculty-Initiated Student Withdrawal from a Course

When a student accumulates **consecutive unauthorized absences** equal to the number of days the class meets per week (1, 2, or 3) AND has not communicated with the instructor about the absences, the instructor must drop the student from the class using the Faculty Initiated Student Withdrawal process within 10 calendar days from the last date of attendance.

The Registrar will record a grade of "DP" for the course on the student's transcript. The Registrar will record a grade of "WF" (failure) on the student's transcript if the instructor drops the student after the date for receiving a grade of "DP" as specified in the University catalog. *Note: Per the Office of Financial Aid, students who withdraw from a course* ***cannot*** *be re-enrolled in that course during the same semester.*

[The complete Attendance Policy is available in the Catalog](#)

Other University Policies

- Links to selected University policies are available in [Blackboard under the Student tab](#). The current Texas Wesleyan University [Catalog](#) and [Student Handbook](#) contain all University policies.

  Note: Course syllabi are intended to provide students with basic information concerning the course. The syllabus can be viewed as a "blueprint" for the course. Instructors will inform students of any changes concerning examinations, the grading or attendance policies, or changes in project assignments.

Schedule

The table below contains an outline of the topics and assessments (assignments, projects, exams, etc.) that will be addressed in each module of the course. Note that a module may span more than one week.

Module	Topics	Assessments
Getting Started	Course Welcome Course Schedule Course Syllabus	Syllabus Quiz Course Introduction Discussion
1: Introduction to Project Management	Lesson 1: Introduction to the Field of Project Management Lesson 2: CompTIA Project+ Lesson 3: Review Final Assessment	Discussion: Projects vs. Operations and Process Groups/Knowledge Area Correlation Journal: Initiate Process Group Quiz: Project Management Framework Quiz
2: Project Integration Management and Project Scope Management	Lesson: Knowledge Areas: Project Integration Management and Project Scope Management	Discussion: Project Requirements Gathering Techniques and Scope Planning Journal: Planning Process Group Assignment: Project Management Failure Case Analysis 1 Quiz: Project Integration Management and Project Scope Management Knowledge Areas
3: Project Schedule Management and Project Cost Management	Lesson: Knowledge Areas: Project Schedule Management and Project Cost Management	Discussion: Project Scheduling: Critical Path Method and Earned Value Management (EVM) Journal: Executing Process Group Assignment: Project Management Failure Case Analysis 2 Quiz: Project Schedule Management and Project Cost Management Knowledge Areas Reminder: Practice Taking the Mock Exam
4: Project Quality Management and Project Resource Management	Lesson: Knowledge Areas: Project Quality Management and Project Resource Management	Discussion: Project Quality and Human Resource Management Journal: Executing Process Group Assignment: Project Management Failure Case Analysis 3 Quiz: Project Quality Management and Project Resource Management Knowledge Areas
5: Project Communications Management and Project Risk Management	Lesson: Knowledge Areas: Project Communications Management and Project Risk Management	Discussion: Project Communications and Risk Management Journal: Monitoring and Controlling Process Group Quiz: Project Communications Management and Project Risk Management Knowledge Areas Reminder: Practice Taking the Mock Exam

6: Project Procurement Management and Project Stakeholder Management	Lesson: Knowledge Areas: Project Procurement Management and Project Stakeholder Management	Discussion: Project Procurement and Stakeholder Management Quiz: Project Procurement Management and Project Stakeholder Management Knowledge Areas Reminder: Schedule an Appointment to Take the Project+ Exam
7: Final Preparations for Taking the Project+ Exam	Lesson: Exam Housekeeping Details	Quiz: Comprehensive Mock Exam Discussion: Preparing for the Project+ Exam Final Exam: CompTIA Project+ Certification Exam

Course Requirements

Submitting and Returning Assessments

Assessment Submission

- Submit all of your assignments via Blackboard.
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Total Course Points:	**1000**

Course Policies

Absence Policy & Participation

For the lecture portion of the class regular and punctual attendance at all scheduled classes is expected of all students. University regulations authorize certain absences of students when representing the University (e.g. participation in intercollegiate athletic competitions, and student government, student development, or fine arts events). Absences that may be necessary to fulfill course requirements and are approved by the Provost are also considered to be authorized. The maximum number of authorized absences during one semester is five for a Monday-Wednesday-Friday class, three for a Tuesday-Thursday class, and two for a class or laboratory meeting once a week. Additional authorized absences may be granted on an individual basis when extreme circumstances warrant (e.g. advancement to and representation of the university at regional or national level intercollegiate athletic, academic, or fine arts competition). Individual faculty may not enforce a more restrictive policy than what is set by the University. Students are required to notify instructors prior to any missed class and will be held responsible for all class and laboratory assignments.

Student attending an online portion of the course by engaging in academically related activities of the course. Examples of such activities include but are not limited to: contributing to an online discussion or chat session; submitting an assignment or working draft; working exercises; taking a quiz or exam; or initiating contact with a faculty member to ask a course-related question. Documenting that a student has logged into an online class or website is not sufficient, by itself, to demonstrate academic attendance by the student.

Any student who has not logged into an online course within one week of the start date of the course will be dropped from the class roster for nonattendance. Any student who fails to complete coursework which in the aggregate constitutes 10% or more of the course grade during the term may be dropped from the course for nonattendance. The last date of a student's attendance will be the date the student last logged into the course and completed an academically related activity.

Academic Integrity
- Cheating, plagiarism (submitting another person's material as one's own), or completing assignments for another person who will receive academic credit are not permitted. This includes the use of unauthorized books, notebooks, or other sources in order to secure or give help during an examination, the unauthorized copying of examinations, assignments, reports, or term papers, or the presentation of unacknowledged material as if it were the student's own work. Disciplinary action may be taken beyond the academic discipline administered by the course instructor. Read the University's Academic Integrity Policy.

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