

POM 3335
Syllabus
Fall 2005

Course: Project Management
Department of Information and Decision Sciences
Section 17034 (-001), Room BUS 329
MWF 09:30 AM – 10:20 AM

Instructor: Tony Woo
Email: awoo@utep.edu
Phone: 747-7744 or 747-5496

Textbook: Information Technology Project Management
Kathy Schwalbe
Fourth Edition, McGraw-Hill, Irwin
ISBN: 0-619-21526-7

Office Hours: COBA, Cubicle Room 325
MWF 07:30 AM – 09:30 AM
MWF 10:30 AM – 11:30 AM
MW 12:00 AM – 4:00 PM
TTR 07:30 AM – 09:00 AM

Objectives: In today's business environment, many companies use cross-functional teams to solve business problems. This course will introduce you to Project Management techniques and the nine knowledge areas: project integration, scope, time, cost, quality, human resources, communications, risk and procurement management. Upon completion of the course, you will be able to apply Project Management techniques and use Microsoft Project to develop timelines, network diagrams, and critical path analysis. During the semester, you will have the opportunity to work on a project of your own where you will be able to demonstrate your understanding of the course objectives. Two project presentations will be held during the semester.

Prerequisites: POM 3321

Grading Criteria

A	90 + to 100
B	80 + to 89
C	70 + to 79
D	60 + to 69
F	Below 60

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Grading Breakdown:

Exams I, II, III	45 points
Final Exam	25 points
Homework	20 points
Quizzes (announced or unannounced)	<u>10 points</u>
Total	100 points

I. Academic Integrity

The University of Texas at El Paso prides itself on its standards of academic excellence. In all matters of intellectual pursuit, UTEP faculty and students must strive to achieve based on the quality of the work produced by the individual. In the classroom and in all other academic activities, students are expected to uphold the highest standards of academic integrity. Any form of scholastic dishonesty is an affront to the pursuit of knowledge and jeopardizes the quality of the degree awarded to all graduates of UTEP.

Any student who commits an act of scholastic dishonesty is subject to discipline. Scholastic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, any act designed to give unfair advantage to a student or the attempt to commit such acts. Proven violations of the detailed regulations, as printed in the Handbook of Operating Procedures (HOP) and available in the office of the Dean of Students, may result in sanctions ranging from disciplinary probation, to failing grades on the work in question, to failing grades in the course, to suspension or dismissal, among others.

II. Students with Disabilities

If you believe you may have a disability that requires accommodations, contact the Disabled Student Services Office at 747-5148; go to room 306 E. Union, or email: dss@utep.edu.

III. Student Responsibility:

Individual students must operate with integrity in their dealings with faculty and other students; engage the learning materials with appropriate attention and dedication; maintain their engagement when challenged by difficult learning activities; contribute to the learning of others; and perform to standards set by the faculty

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IV) Attendance

- 1) You are required to attend all exams and final exam. If an exam is not taken, an F will be assigned.
- 2) You are responsible for all work covered in class. If you are not present during an announced or unannounced quiz, you will not be able to earn the points available.
- 3) There will be no make-up exams or quizzes.
- 4) Attendance will be taken at random. For every four absences, one half of a letter grade will be deducted.
- 5) Please arrive to class on time. There is the possibility that students may arrive late due to unforeseen circumstances (exception). Late arrivals create disruptions to our learning environment. If there is a trend, you will be prevented from entering the class or may be dropped from the class.

V) Classroom Guidelines

- 1) Class participation is encouraged. We have different backgrounds and experience that will help in our learning process.
- 2) Avoid classroom disruptions.
 - a. Radios, cassette/cd players, pagers and cellular phones must be turned off during class.
 - b. Secondary conversations and socializing are the most disruptive in a classroom environment. You will be asked to leave the classroom if you are creating an environment that is not conducive to our learning process.
 - c. If you engage in side conversations, you may miss important concepts or decisions that may affect you. These concepts or messages will not be repeated.
- 3) Respect for the individual
 - a. If a student is participating in class discussions, extend common courtesy to your fellow students
 - b. Listen, let her/him finish, do not interrupt and raise your hand to be acknowledged.
 - c. No derogatory remarks and profanity are acceptable

VI) Homework assignments

- 1) Assignments must be turned in at the start of the class period in the assigned folder. Late work will be penalized at 20% per day. Assignments over e-mail will not be accepted.
- 2) Use 8.5 by 11 inch paper. Spiral bound notebooks are not recommended. Assignments turned in and torn from spiral notebooks will not be graded.

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- 3) Assignments must be
 - a. Typewritten and should include your name, title of assignment, due date, and pages numbered sequentially.
 - b. Stapled on the to left hand corner.
- 4) Spelling, punctuation, grammar, and neatness count 20%. **Use pencil for problems.** It is difficult to erase ink. Papers that have information crossed will not be graded.
- 5) There will be no make-up work or extra credit assignments during the semester.

VII. Miscellaneous

- 1) You are encouraged to pick up your homework assignments, quizzes, or exams. If they are not picked up after two weeks, they will be destroyed.
- 2) Last day to drop with an automatic "W" is October 28, 2005. No "W"s will be granted after this day.

**Tentative Course Schedule
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* The course schedule may be modified at the discretion of the instructor

Week	Week of	Chapter	Notes
W1	August 22 –Aug 26	Ch 1: Introduction to Project Management	
W2	August 29 – Sept 2	Ch 2: Project Management and Context Ch 3: Project Management Process Groups	
W3	Sept 5 – Sept 9	Ch 3: Cont'd	
W4	Sept 12 – Sept 16	Ch 4: Project Integration Management Review for Exam 1	
W5	Sept 19 – Sept 23	Ch 5: Project Scope Management	Exam 1 Ch 1, 2, 3, 4
W6	Sept 26 – Sept 30	Ch 5: Cont'd Ch 6: Project Time Management	
W7	Oct 3 – Oct 7	Ch 7: Project Cost Management Project Progress Presentation	
W8	Oct 10 – Oct 14	Ch 8: Project Quality Management	
W9	Oct 17 – Oct 21	Ch 8: Cont'd Exam II Review	Exam Ch 5, 6, 7, 8
W10	Oct 24 – Oct 28	Ch 9: Project Human Resources Management	
W11	Oct 31 – Nov 4	Ch 10: Project Communications Management	
W12	Nov 7 – Nov 11	Ch 11: Project Risk Management	
W13	Nov 14 – Nov 18	Ch 12: Project Procurement Management	
W14	Nov 21 – Nov 25	Exam III Review Thanksgiving Holidays Nov 24-25	Exam III Ch 9, 10, 11, 12
W15	Nov 28 – Dec 2	Final Project Presentations Final Exam Review	Dead Day Dec 2
W16	Dec 5 – Dec 9		Final Exam: Dec 7 10:00AM – 12:45PM