



*Soules College of Business*  
*Department of Technology*  
**TECH 3331-Project Management**  
*Course Syllabus*  
*Fall 2025*

Professor: Dr. Randell Farley

Phone (903) 253-4902

Email: [rfarley@uttyler.edu](mailto:rfarley@uttyler.edu) (Preferred method is email)

Class Time: Online

Office Hours: 9 AM – 10 AM on Sunday; Thursday 6 PM – 7 PM will be a reoccurring Teams meeting. I will cancel if there is a conflict.

Also available by appointment and most times when showing green on Teams.

**Course Description:**

This course explores the principles and practices of effective project management through weekly readings, quizzes, and a semester-long student-led mock project. Students apply tools and techniques through Gate Reviews aligned with the full project life cycle: from concept to launch.

**Project Selection Guidelines:**

Each student will manage an individual project. You're encouraged to choose a project you've worked on in the past, are involved in now, or plan to pursue in the future. It can come from any field, business, construction, software, process improvement, event planning, and more. The key is to lead your project using standard project management practices and tools. You'll learn and apply these methods throughout the course. Your project will move through five formal Gate Reviews (Gate 0 to Gate 4), with each one building on the last. There is a Gate 5 to simulate post implementation review and benefits realization

**Student Example Submissions:** To help you understand what's expected, you'll have access to several example submissions for each Gate Review (Gate 0 to Gate 4). These examples, drawn from past students and are provided to help guide the structure, content, and depth of your own work. Use them as inspiration, not for copying. Be sure to apply your own project context, analysis, and insights. These examples are here to support your success with integrity and confidence.

**Goals/Rationale of the Course**

The purpose of this course is to prepare students to manage projects in a wide range of industries by developing essential project management knowledge, skills, and tools. Students will gain experience in initiating, planning, executing, monitoring, and closing projects. Through an applied approach, students will enhance their ability to lead, communicate, and make decisions in complex project environments.

**Note from the Instructor:**

I know not everyone starts this course as a project management expert, and that's completely okay. The goal is to give you hands-on experience leading a project from beginning to end. You will apply tools and concepts as you move through each phase.

In real-world settings, project managers aren't expected to know everything from the start. But they are expected to lead, solve problems, and use resources effectively. That means doing research, checking industry standards, and using tools like academic journals, professional websites, videos, and AI-based platforms. These tools are part of a modern professional's everyday work.

Use these resources wisely, not to skip the learning process, but to deepen your understanding. Your work should show your own thinking, analysis, and use of course concepts. If you reference outside sources, be sure to cite them properly. Academic integrity matters.

This course gives you the chance to develop your skills with confidence, curiosity, and resourcefulness. That is what real-world project leadership looks like. Your perspective and creative problem-solving will set your work apart and prepare you for the challenges ahead.

**Textbook(required):**

Project Management: Achieving Competitive Advantage" (2019); 5th Edition by Jeffrey K. Pinto; Prentice Hall Publishing ISBN 978-0-134-73033-2

**Course Outcomes/Objectives:**

Upon completion of this course, students will have a comprehensive understanding of Project Management and be able to:

- Apply PMBOK-aligned methods for scope, scheduling, budgeting, and control.
- Lead project reviews and make go/no-go decisions at phase gates.
- Use scheduling and tracking tools such as
  - WBS – Work Breakdown Structure
  - CPM – Critical Path Method
  - EVM – Earned Value Management
- Evaluate risk, resource constraints, and Agile techniques.
- Manage projects from concept to closure in a professional context.

**Course Requirements:**

**Weighted grade distributions / Grading Breakdown (Review the Rubric)**

Category	Details	Points
Weekly Quizzes	7 quizzes	75
Problem Solving Analysis	300-600 words, APA 2 scholarly sources	100
Gate Reviews (G0–G5)	6 gates × 100 points	600
Final Presentation (Gate 4)	Narrated or video walkthrough	100
Reflection Paper	300-600 words, APA, 2 scholarly sources	125
<b>Total</b>		<b>1000</b>

Week	Start Date	Task Type	Task Description	Due Date	Points
1	25-Aug	Reading	Read Ch 1: Why Project Management?	31-Aug	0
		Video	Gate Review Overview		0
		Quiz	Quiz 1: Ch 1		5
2	1-Sep	Video	Gate 0 Overview	7-Sep	0
		Assignment	Gate 0 Charter & Scope		100
3	8-Sep	Reading	Read Ch 2: Strategy, Structure, and Culture	14-Sep	
		Reading	Read Ch 3: Project Selection and Portfolio Management		0
		Quiz	Quiz 2: Ch 2-3		10
4	15-Sep	Video	Gate 1 Overview	21-Sep	0
		Assignment	Gate 1 Planning & Feasibility		100
5	22-Sep	Reading	Read Ch 4: Leadership and the Project Manager	28-Sep	
		Reading	Read Ch 5: Scope Management		0
		Quiz	Quiz 3: Ch 4-5		10
6	29-Sep	Reading	Read Ch 6: Project Team Building	5-Oct	0
		Video	Gate 2 Overview		0
		Assignment	Gate 2: Comm Plan & RACI		100
7	6-Oct	Reading	Read Ch 7: Risk Management	12-Oct	0
		Quiz	Quiz 4: Ch 6-7		10
8	13-Oct	Video	Gate 3 Overview	19-Oct	0
		Assignment	Gate 3: Risk Register & Mitigation		100
9	20-Oct	Reading	Read Ch 8: Cost Estimation and Budgeting	26-Oct	0
		Reading	Read Ch 9: Project Scheduling		0
		Quiz	Quiz 5: Ch 8-9		10
10	27-Oct	Video	Gate 4 Overview	2-Nov	0
		Assignment	Gate 4: Stakeholder Plan		100
11	3-Nov	Reading	Read Ch 10: Project Scheduling	9-Nov	0
		Reading	Read Ch 11: Agile and Critical Chain		0
		Quiz	Quiz 6: Ch 10-11		10
12	10-Nov	Assignment	300-600 Words: How the project solves a problem	16-Nov	100
13	17-Nov	Reading	Read Ch 12: Resource Management	23-Nov	0
		Reading	Read Ch 13: Project Evaluation and Control		0
		Reading	Read Ch 14: Project Closeout and Termination		0
		Quiz	Quiz 7: Ch 12-14		20
14	24-Nov	Presentation	Narrated/Video Walkthrough of Gate 4	30-Nov	100
15	1-Dec	Assignment	Gate 5: Report Results 6-12 Months after project closure	7-Dec	100
		Assignment	300-600 Word: Reflection Paper (APA, 2 sources)		125
Finals	8-Dec	Exam	Final Exam Week (No Final Exam)	12-Dec	0
<b>Total Points</b>					<b>1000</b>

**Final Grades:**

A. = 90-100%

B. = 80-89%

C. = 70-79%

D. = 60-69%

Any Grade below 60% is an F

**Late Work Policy:**

- Late assignments receive a 10% deduction
- Extensions may be granted only for documented emergencies (medical, family crisis, etc.). Any make up course work or exams due to a student not submitting it is considered on a case by case basis. Which means the professor reserves the right to decline make up course work or exams.

**Note: The instructor reserves the right to modify the syllabus. All modifications will be communicated to the students in a timely manner**

**UT Tyler Honor Code**

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

**Students Rights and Responsibilities**

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: <http://www.uttyler.edu/wellness/rightsresponsibilities.php>

**Campus Carry**

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at <http://www.uttyler.edu/about/campus-carry/index.php>

**UT Tyler a Tobacco-Free University**

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors. Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products. There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit [www.uttyler.edu/tobacco-free](http://www.uttyler.edu/tobacco-free).

**Grade Replacement/Forgiveness and Census Date Policies**

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. **(For Spring, the Census Date is Jan. 29th)** Grade Replacement Contracts are available in the Enrollment Services Center or at <http://www.uttyler.edu/registrar>. Each semester's Census Date can be found on the Contract

itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar. Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average.

Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date (Jan. 29th) is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

### **State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

### **Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including non-visible a disability diagnosis such as a chronic disease, learning disorder, head injury or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with an Accessibility Case Manager. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR webpage (<http://www.uttyler.edu/disabilityservices/>) or the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to [saroffice@uttyler.edu](mailto:saroffice@uttyler.edu).

### **Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second-class meeting of the semester. Revised 09/16

### **Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

### **Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

### **Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor's directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

### **Student Standards of Academic Conduct**

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but 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, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. "Cheating" includes, but is not limited to:

- copying from another student's test paper;
- using, during a test, materials not authorized by the person giving the test;
- failure to comply with instructions given by the person administering the test;
- possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed "crib notes". The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
- using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
- collaborating with or seeking aid from another student during a test or other assignment without authority;
- discussing the contents of an examination with another student who will take the examination;
- divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
- substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;

- paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
- falsifying research data, laboratory reports, and/or other academic work offered for credit;
- taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
- misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software on Canvas.

#### **UT Tyler Resources for Students**

- UT Tyler Writing Center (903.565.5995), [writingcenter@uttyler.edu](mailto:writingcenter@uttyler.edu)
- UT Tyler Tutoring Center (903.565.5964), [tutoring@uttyler.edu](mailto:tutoring@uttyler.edu)

The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.