

The University of Texas at Tyler
Soules College of Business
Department of Technology
Course Syllabus

TECH 5334.067 / 702 Project Management Certification

Lecturer: John Connolly
Summer 7 WK 2025 Session 2

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Course Description

Course Description Study of the accepted Project Management Body of Knowledge (PMBOK). Topics such as strategy, structure, content, project selection, portfolio management, leadership, scope management, team building, conflict, negotiation, risk management, cost estimation, budgeting, networks, critical path, activity networks, agile, resource management, project evaluation, closeout, and termination will be covered. Prerequisite: TECH 5331

Lecture Notes

A copy of the lecture notes (MS-PowerPoint slides) is required and can be downloaded online via Canvas.

Textbook (Required)

“Rita Mulcahy’s PMP Exam Prep” (2020); 10th Edition
Rita Mulcahy, PMP, et al.; RMC Publications; Minnetonka, Minnesota
ISBN 978-1-943704-18-7

Course Objectives

This course will give students a solid foundation for passing the Project Management Institute (PMI) Certified Associate in Project Management (CAPM) exam and the Project Management Professional (PMP) exam. Specifically, students will understand and be able to:

1. Effectively facilitate groups and meetings
2. Define the scope and significant parameters of a project
3. Define risk management and change management for a project
4. Develop a set of project activities and dependencies
5. Create a graphical display of a project plan
6. Estimate activity times and generate a project schedule
7. Develop and control a project budget

8. Identify and control resource requirements
9. Apply techniques of project tracking and oversight
10. Develop project status reports
11. Understand the basic functionality of the MS-Project software application

Student Learning Outcomes

1. Demonstrate a comprehensive knowledge of project management by earning passing scores of 70% or higher on quizzes and exams.
2. Understand project management design, development, and deployment.
3. Understand how to use the project management tools, techniques, and skills by successfully completing coursework.

Core Competencies

1. Computer-Based Skills – the student will complete written assignments using the word processor and MS-Project software.
2. Communication Skills – the student will exhibit a mastery of both written and oral skills in completion and presentation of the assigned projects.
3. Interpersonal Skills – the student will interact in class discussion regarding project management.
4. Problem Solving (Critical Thinking) – the student will use conceptual thinking to analyze and make decisions based on knowledge and facts regarding project management.
5. Ethical Issues in Decision Making and Behavior – the student will gain an appreciation of the ethics of project management through examination of various processes.
6. Personal Accountability for Achievement – the student will complete the projects at the time designated by the instructor.
7. Competence in Project Management
 - a. Understand the importance of applying these methodologies and tools in the four distinct stages in the project's life cycle. The conceptualization, planning, execution, and termination phases.
 - b. Identify and analyze factors for successful projects, as well as reasons for failure based on specific case studies in the context of effective risk management.
 - c. Students will discuss from their perspective complex management situations and facts from their own life experiences.

Grade Scale Breakdown:

A=90 - 100%

B=80 - 89%

C=70 - 79%

D=60 - 69%

F=BELOW 60%

Note: 89.999999999999999999 is still a B.

Course Requirements:

| <u>Grading and Evaluation:</u> | <u>Percentage of Grade:</u> |
|---------------------------------------|------------------------------------|
| Chapter Assignments | 25 |
| Discussions | 25 |
| Quizzes | 25 |
| <u>Final Exam</u> | <u>25</u> |
| Total | 100% |

This is an approximate weighting of the course work for this semester and may change slightly during the semester

Students are required to log on to CANVAS through their UT Tyler account to review study materials, participate in group discussions, submit course work, complete tests and quizzes that the instructor may post

Instructor reserves the right to make changes with prior notice to students

Important Dates:

Class Start Date..... June 23
Census Date.....June 27
July 4th Holiday..... July 4
Last Day to Drop.....Jul 24
Final Grade Rosters Open.....Aug 5
Final Exam Due.....Aug 9
End of Semester.....Aug 9
Final Grades Due.....Aug 12

Tentative Schedule

Week 1 (June 23-29):

Administration

- Introduction to Tech 5334
- Review Syllabus

(Chapters 1, 2)

- Tricks of the Trade
- Framework

Week 2 (June 30-6):

(Chapters 3, 4)

- Processes and Domains
- Integration

Week 3 (July 7-13):

(Chapters 5, 6)

- Scope
- Schedule

Week 4 (July 13-20):

(Chapters 7, 8, 9)

- Cost
- Quality
- Resources

Week 5 (July 21- July 27):

(Chapters 10, 11)

- Communication
- Risk

Week 6 (July 28- August 3):

(Chapter 12, 13, 14)

- Procurement
- Stakeholders
- Tips for Passing the PMP Exam the First Time

Week 7 (August 4-12):

- Course Review
- Final Exam
- Grades Due for Semester

Any late work must be cleared with the instructor prior to the due date. Any late coursework without approval will not be accepted after the due date. Any reconciliation will be considered on a case by case basis with legitimate excuses at the instructor's discretion.

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, quit lines, and group support. For more information on cessation programs please visit 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 Fall, the Census Date is Sept. 12.) 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 (Sept. 12th) 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.

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.

1. "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.

2. “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.

3. “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 SafeAssign™, available on Canvas

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), 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.

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