

# Dillard College of Business Administration

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Syllabus: Project Management

MIS 3163 Section 201, MW 12:30 pm to 1:50 pm, DB335

Spring Semester 2024

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## Contact Information

Instructor: Jie Zhang, Associate Professor of Management Information Systems

Office: DB 218

Office hours: Monday 2:00 PM to 4:00 PM; Tuesday 2:00 PM to 4:00 PM; Wednesday 11:00 AM to 12:00 PM;  
other time by appointment

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## Required Course Materials

1. *Project Management in Practice* 6th edition; Meredith, Shafer, Mantel, and Sutton; John Wiley & Sons, Inc. ISBN: 978-1-119-29860-1
2. Software: Microsoft Excel 2016 or newer version with Solver, Microsoft Project 2016 or newer version
3. You must have access to a computer with a webcam that allows you to access the course materials and complete assigned tasks. For the standard computer requirements, please see page 53 on the [University return to campus report](#). (Chromebooks won't work due to insufficient computing power.)

## Course Description

Projects are increasingly used to accomplish special (and these days, even relatively common) tasks when the normal organizational structure is deemed to be inadequate to accomplish the tasks required. All working professionals will be involved in projects throughout their careers. This course investigates the principles and techniques used in managing projects to accomplish limited duration tasks in many organizations. Microsoft Excel and Microsoft Project will be used in this course.

## Course Prerequisite(s)

MIS 3003 or concurrent enrollment

## Learning Goals

### I. General Learning Goals:

- Teambuilding and collaboration to achieve group objectives. Instruction in basic team dynamics is not provided as the majority of students in this class have been required to work in teams numerous times before. Students will work in teams on team assignments. The assignments will be designed to ensure that all team members actively participate in the team assignments contributing to the overall team grade.
- Problem Solving and Decision Making. The students are required to use the techniques and information presented in class to analyze and complete all assignments. This requires identifying the assignment's requested business situation, making any necessary assumptions, assessing given data/evidence, considering alternative solutions, arriving at a conclusion, and then documenting their decisions. These graded assignments are a significant portion of the overall course grade
- Technology Utilization. Extensive use is made of business application technology throughout the course. Supplemental instructional materials are provided and covered in class as needed. Students will also demonstrate their ability to use common business computer applications by utilizing Microsoft Project and Microsoft Excel.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing

student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments assist us as we improve our curriculum and curriculum delivery.

- II. Course Specific Learning Goals: After completing this course, students should be able to:
- Describe projects, project goals, project life cycles, and project selection methods.
  - Describe project managers, project organization and project teams.
  - Describe the process and tools for planning and launching a project.
  - Describe methods of budgeting the project and ways to improve cost estimation.
  - Determine the schedules of the project using PERT/CPM/GANTT Charts.
  - Allocate resources to activities in the same project or among multiple competing projects.
  - Monitor, evaluate and control the progress of the project.
  - Describe the process of auditing a project, and the ways of terminating projects.
  - Utilize Microsoft Project in performing project management tasks.

## Course Policies

- **Attendance Policy:** Regular attendance is expected and roll will be taken. Upon a student's fifth unauthorized absence, that student may be dropped for nonattendance and receive a grade of WF for the course. Participation in class is mandatory. Students must read the assigned material and complete assignments prior to coming to class and be prepared to discuss and ask questions relating to the assigned materials. See the MSU Student Handbook for the University Class Attendance Policy.
- **Missed exams, assignments, and activities policy:** Only students with conflicts involving authorized University activities or having verified medical circumstances may ask in advance to make up missed examinations, assignments, and/or activities. Written verification, in either case, is mandatory. Arrangements must be made in advance if at all possible. At the instructor's discretion, a deduction may be assessed for a late exam, assignment, or activity.
- **Assignments:** Assignments are due before the beginning of class on the specified due date. There is NO PROVISION for late work on any assignment. Plan and schedule to complete work early. Having your work completed on schedule is a key to early success in your business career.

## Grading and Evaluation

Student's performance will be assessed using the following elements.

- **Three exams:** Each exam will consist of T/F, Multiple choice, and possible essay questions. Exams will cover assigned chapters, in-class lectures, and any other assigned readings. Students are responsible for all assigned textbook material, even if it is not directly discussed in class.
- **Activities:** Up to 40 points will be based on class activities. Any points not assigned during the semester will be removed from the total possible for the course when calculating grade percentages.
- **Homework Assignments:** Assignments are due before the starting of the class on the specified due date. There is NO PROVISION for late work on any assignment. Please plan and schedule to complete work early. All assignments listed in this category are individual assignments (not team/group/collaborative assignment), unless otherwise specified by the instructor.
- **Team Assignments:** Assignments are due before the starting of the class on the specified due date. There is NO PROVISION for late work on any assignment. Details of the assignment requirements will be provided later.

Points will be allocated using the following scheme. Grades will be based on the recorded points only. Personal reasons (e.g., need a specific grade to graduate, to keep financial aid, to keep straight A record, etc.) are not considered in the grade calculation.

Table 1: Points allocated to each element

Element	Points
Exam 1	100
Exam 2	100
Final exam/Exam 3	100
Activities	40
Homework Assignments	120
Team Assignments	40
Total Points	500

Table 2: Grading System

Letter Grade	Points
A	450 or greater
B	400 to 449
C	350 to 399
D	300 to 349
F	Less than 300

### Academic Integrity

With regard to academic honesty, students are referred to the “Student Honor Creed”, including the following statements: “We consider it dishonest to ask for, give, or receive help in examinations or quizzes, to use any unauthorized material in examinations, or to present, as one’s own, work or ideas which are not on entirely one’s own. We recognize that any instructor has the right to expect that all student work is honest, original work. We accept and acknowledge that responsibilities for lying, cheating, stealing, plagiarism, and other forms of academic dishonesty fundamentally rests with each individual student.”

Academic dishonesty (cheating, lying, collusion, and plagiarism) will not be tolerated. The term “cheating” generally means representing someone else’s work as your own and includes, but is not limited to:

1. Acting with intent to promote or assist cheating, including soliciting, encouraging, directing, or aiding attempts of fellow students to cheat on an exam or an assignment.
2. Soliciting information about exam questions from students who have taken a test.
3. Intentionally or negligently aiding someone taking an exam or quiz.
4. Looking or glancing at another student’s exam while the exam is being taken.
5. Soliciting answers of an exam or an assignment from a fellow student.
6. Using any device to record a test, including eyeglasses, cellphones, watches, and calculators, etc.
7. Acquiring an exam or other academic testing material without the express permission of the professor who authored the exam.
8. Copying, disseminating, spreading, circulating, sharing, or publicizing any questions on an exam given for credit.
9. Violation of exam rules and procedures.

Academic integrity violations are grounds for being dropped from this class with an F and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University.

### Americans with Disabilities Act

If a student has an established disability as defined by the Americans with Disabilities Act and would like to request accommodation, that student should please contact me as soon as possible. Any student requesting accommodations should first contact Disability Support Services at 940-397-4140 in room 168 Clark Student Center to document and coordinate reasonable accommodations if you have not already done so.

### Campus Carry Policy

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately

marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at [campus carry policies webpage](#).

## Syllabus Change Policy

This syllabus is a guide for the course and is subject to change. It is only a guide. It is not a contract. Syllabus changes will be communicated in class and may or may not result in document changes. If absent, it is the student's sole responsibility to find out from other students, or the instructor, if anything affecting the course requirements or schedule was announced in the classes missed.

## Classroom Behavior:

- Come to class on time. Take care of personal business prior to class. I do not expect you to leave and return to class (unless there was an emergency and you explain it to me after class).
- Computers will remain off during class except as directed by the instructor. Class time is not for surfing the Web, monitoring Facebook, texting, or catching up on email. You will be asked to leave the class if you continually violate this policy. The same thing applies to cell phone usage for messaging during class.
- Turn off your cell phones and any other electronic devices and put them away. Please, no texting. I think we can all go a little over an hour without contact with the outside world! Leaving class to return calls and coming back is not acceptable. If you have an emergency that requires your cell phone to be on, let me know and we'll work something out.
- Dress appropriately and conduct yourself professionally and with respect toward your peers and the instructor. Please don't talk while the instructor or others are discussing course materials. Participating in the class is the best way to avoid disturbing the class.

Notice: University-assigned student email accounts to be used for all official MSU Texas communication

The university-assigned (my.msutexas.edu) email address is required to receive all official communication from Midwestern State University. The university-assigned student email account is Midwestern State University's official means of email communication with all students. Students are responsible for all official information sent to their university-assigned email account. Students are expected to check their email regularly and are responsible for all information sent to them via their university-assigned email address.

**Please make sure you check your my.msutexas.edu email for email communication regarding this course. When you email me, please also use your my.msutexas.edu email.**

## Course Schedule (see details in Table 3)

Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus, which will be announced in class. Any modifications announced in class take precedent over the below schedule.

Course Schedule Table 3: weekly schedule for major topics.

Week	Date	Day	Chapter	Topic
1	1/17	Wednesday	Introduction	Class Overview
2	1/22	Monday	1	The world of project management
	1/24	Wednesday	1	The world of project management
3	1/29	Monday	1	The world of project management
	1/31	Wednesday	1	The world of project management
4	2/5	Monday	2	The manager, the organization, and the team
	2/7	Wednesday	2	The manager, the organization, and the team
5	2/12	Monday	3	Project activity and risk planning
	2/14	Wednesday	3	Project activity and risk planning
6	2/19	Monday		Exam 1 review
	2/21	Wednesday		Exam 1 - Chapters 1, 2, 3
7	2/26	Monday	4	Budgeting the project
	2/28	Wednesday	4	Budgeting the project
8	3/4	Monday	5	Scheduling the project
	3/6	Wednesday	5	Scheduling the project
9	3/10-16		Spring break; no class	
10	3/18	Monday	5	Scheduling the project
	3/20	Wednesday	5	Scheduling the project
11	3/25	Monday		Exam 2 Review
	3/27	Wednesday		Exam 2 - Chapters 4, 5
12	4/1	Monday	6	Allocating resources to the project
	4/3	Wednesday	6	Allocating resources to the project
13	4/8	Monday	6	Allocating resources to the project
	4/10	Wednesday	6	Allocating resources to the project
14	4/15	Monday	6	Allocating resources to the project
	4/17	Wednesday	6	Allocating resources to the project
15	4/22	Monday	7	Monitoring and controlling the project
	4/24	Wednesday	7	Monitoring and controlling the project
16	4/29	Monday	8	Evaluating and closing the project
	5/1	Wednesday		Exam 3 review
Final	5/8	Wednesday	Final/Exam 3: 3:30pm-5:30pm	Exam 3 - Chapters 6, 7, 8