ENPM 6303
Spring 2, 2022

Syllabus

Basic Information

Instructor Name: Dr. Mesut Yurukcu

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OFFICE HOURS: 9 am to 5 pm weekdays through e-mail, and Canvas.
This course is a Web Course and is conducted within Canvas http://utpb.instructure.com

NOTE: The due dates and times for the activities will adhere to the Central Time Zone.

Course Description

Course Catalog Description:

This course aims to develop advanced skills for planning, monitoring and controlling of engineering projects; project management (PM) plan; planning in the context of time, stakeholders, and procurement management; improve overall project management tracking; improve the estimation of project costs, resources, and time; complete multiple project tasks on time; track and report the status of the project and deliverables for early problem identification and resolution; create various types of dependencies among the project tasks and tracking using software.

Measurable Learning Outcomes:

Course Learning Objectives (CLOs):
CLO 1. Identify the elements of the PM life cycle, including Plan, Control, and Organize and Allocate Resources
CLO 2. Develop PM processes
CLO 3. Demonstrate use of basic tools and techniques to plan, organize and manage a project
CLO 4. Optimize results while managing the triple constraints
CLO 5. Manage stakeholder communications
CLO 6. Describe the principles of Team Leadership
CLO 7. Evaluate and assess the importance of ethics and professionalism within the project

Student Learning Outcomes (SLOs);
By the end of this course, you will be able to:

- Acquire and fine-tune the skills and techniques for the 4 phases in the life cycle of a typical project: initiating, planning, executing, and closing (CLO 1, CLO 2).
- Gain an understanding of essential principles associated with effective project management and how to apply these principles in the day-to-day business environment (CLO1, CLO 2, CLO 3, CLO 4, CLO 5).
- Employ work breakdown structures (WBS) in a project application (CLO 1, CLO 2, CLO 3, CLO 4).
- Familiarize yourself with commonly available computer software tools (CLO 1, CLO 2, CLO 3, CLO 4 CLO 5).
- Assess project contribution to business strategy, purpose, and plans (CLO 2, CLO 3, CLO 4, CLO 5).
- Determine and document project goals and performance requirements by working closely with project stakeholders (CLO 1, CLO 2, CLO 3, CLO 4, CLO 5).
- Select appropriate project management practices, tools, and methodologies (CLO 2, CLO 3).
- Define and document project schedule, budget, resources, quality, project requirements, assumptions, and constraints (CLO 2, CLO 3, CLO 4).
- Develop a Work Breakdown Structure (WBS) (CLO 1, CLO 2, CLO 3, CLO 4).
- Analyze and refine project time and cost estimates to define project baseline, schedule, and budget for ethics (CLO 6, CLO7).
- Manage project progress by applying performance reporting, analysis, and progress measurement techniques to ensure activities are executed as planned (CLO 1).

 In pursuing these objectives, the course will:

- Use the textbook and cases
- Combine theory and practice
- Combine the strategic with the tactical
- Use relevant concepts to analyze and assess complex project management situations

Prerequisites:

Graduate student status.

Materials

Required Materials:

Kerzner, Harold. Project Management: A Systems Approach to Planning, Scheduling, and Controlling. United Kingdom: Wiley, 2017. 12th Edition.
Burke, R., Fifth Edition. Project management: planning and control techniques. John Wiley & Sons. ISBN 10: 1118561252 ISBN 13: 9781118561256

A Guide to the Project Management Body of Knowledge (PMBOK® Guide), Sixth Edition. Newtown Square, Pa. : Project Management Institute, Inc., 2017. ISBN-13: 978-1628251845 ISBN-10: 1628251845

Recommended Materials:

Project Management Tools and Techniques, A Practical Guide, by Carstens, Richardson and Smith. Publisher: CRC Press; ISBN: 978-1-4665-1562-8. •
A Project Manager's Book of Forms, by Cynthia Stackpole. ISBN: 9781119393986 • Case Studies Harvard Business Review Sourced (http://hbr.org/). HBS CoursePack

Martinelli, Russ J., and Dragon Z. Milosevic. Project Management Toolbox: Tools and Techniques for the Practicing Project Manager. 2nd Edition. Wiley. 2016. ISBN-13: 978-1118973127 ISBN-10: 1118973127

Other materials:

Software: Microsoft ® Project: This software will be provided to students with a perpetual license.

Important Academic Dates

UTPB Academic Calendar

Course Overview

Readings: Each Module has reading assignments. Please check each Module for more details.
Quizzes: There will be seven quizzes in total.
Assignments: There will be seven assignments in total.
Final Project: Please check Module 8 for the final project.
Discussion Topics:

Select Discussions from the menu found on the left side of the Canvas class home page. All discussions and questions will be placed in their respective topics for easy understanding by all class members and the instructor.

Grading:

Grade Computation:
Students earn their course grades by completing scheduled assignments; no extra credit assignments are given. Students must complete each graded item listed below to pass this course satisfactorily. Failure to complete appropriate assignments and exams may result in a failing grade. Likewise, refusal to complete homework assignments will result in a failing grade.

Course Activity	Points	Percentage of Total Grade
Assignment 1: Mini Case 1	50	5%
Assignment 2: Mini Case 2	50	5%
Assignment 3: Mini Case 3	50	5%
Assignment 4: Mini Case 4	50	5%
Assignment 5: Mini Case 5	50	5%
Assignment 6: Mini Case 6	50	5%
Assignment 7: Mini Case 7	50	5%
Quiz 1	50	5%
Quiz 2	50	5%
Quiz 3	50	5%
Quiz 4	50	5%
Quiz 5	50	5%
Quiz 6	50	5%
Quiz 7	50	5%
Project: Final Case	260	26%

Discussion participation
    Week # 1
    Week # 2
    Week # 3
    Week #4
    Week #5
    Week #6
    Week #7
	140 (20 points for each Week)	14%

Total	**1000**	**100%**

Grading Scale:

Grade Range	Letter Grade
90 and above	A
80 to 89	B
70 to 79	C
60 to 69	D
Less than 60	F

Unless otherwise stated, all materials, activities, and assessments are required and are not optional.

Communication, Grading & Feedback:

I will be available through the Canvas Classroom at least five days per week. I will answer all questions within 24-36 hours of the posting time. For all content-related questions, please post in the provided Module Discussion threads so that all class members may benefit from the question and the response. For private discussions, please use the Canvas messaging system (Inbox).

Time Management:

This course is completely online and will be conducted in an asynchronous mode. The asynchronous mode does not require the students or the instructor to be online on any specified day or time. The student completes daily work according to the weekly schedule in this syllabus but at a convenient time. This mode does require the instructor to be available (online), at least five days a week, to answer questions. Students are responsible for ensuring constant access to the Internet and the operability of their personal computers. The week is counted as Monday – Sunday (with Sunday as the last day of the learning week).

Policies

Discussion Board

All entries are threaded so that you may easily see a question and the respective responses to that question. All class members are invited to fully participate in the discussions, assisting their class members when they are able. Answer the given discussion questions in each Module. Discussion question responses should be between 50-300 words. Post discussion question responses in the Discussion Questions forum in the threads provided. To respond, highlight the appropriate thread, click on Reply, type your response, and send. Please do not start a new thread for the weekly discussion

questions. Each correctly answered and substantive discussion is worth 20 points. I expect your discussion question responses to reflect critical thought; therefore, cite at least one reference supporting your answer for each discussion question.

Discussion Board is primarily for discussing course-related topics and issues. Best practices are:

- Read all message postings in online discussion.
- Respond to the question directly
- Reply to a minimum of two other student posts.
- Use a person's name in the body of your message when you reply to their message.
- Avoid postings limited to 'I agree' or 'great idea', etc.
- Ensure responses to questions are meaningful reflective.
- Support statements with concepts from course readings. Refer to personal experience examples.
- Follow **Rules of Behavior (below).**

Rules of Behavior

Discussion areas are public to every student in this class (including your instructor) who will see what you write. Therefore, please pay attention to the language you use and adhere to the following guidelines:

- Do not post anything too personal.
- Do not use inappropriate language for a classroom setting or prejudicial gender, race, or ethnicity.
- Do not use all caps in the message box unless you emphasize (it is considered shouting).
- Be courteous and respectful to other people on the list
- Do not overuse acronyms like you would use in text messaging. Some of the list participants may not be familiar with acronyms.
- Use line breaks and paragraphs in long responses.
- Write your full name at the end of the posting.
- Be careful with sarcasm and subtle humor; one person's joke is another insult.

Make-Up/Late Submission Policy

All course activities must be submitted before or on set due dates and times. If the student cannot abide by the due dates and times, it is her/his responsibility to contact the instructor immediately.

Academic Dishonesty/Plagiarism/Cheating

The academic community regards academic dishonesty as an extremely serious matter with serious consequences. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. Any suspicion of academic dishonesty will be reported and investigated. A student who engages in scholastic dishonesty that includes but is not limited to cheating, plagiarism, and collusion will receive an "F" for the course.

All persons involved in academic dishonesty will be disciplined in accordance with University regulations and procedures. For complete information on UTPB student conduct and disciplinary procedures, consult the [University's Handbook: Scholastic Dishonesty](#).

Academic dishonesty includes, but is not limited to cheating, plagiarism, collusion, falsifying academic records, misrepresenting facts, 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 an unfair advantage to a student such as, but not limited to, submission of essentially the same written assignment for two courses without the prior permission of the instructor, or the attempt to commit such acts.

Plagiarism includes, but is not limited to the appropriation of, buying, receiving as a gift, or obtaining by any means material that is attributable in whole or in part to another source, including words, ideas, illustrations, structure, computer code, other expression and media, and presenting that material as one's academic work being offered for credit.

Attendance and Class Participation

Regular and active participation is an essential, unmistakably important aspect of this online course. Students will log on a minimum of three times every seven days. In addition, all students are expected to do the work assigned to notify the instructor when emergencies arise.

Participation is very important online. You will be expected to participate four out of seven days a week in different discussions and to contribute at least one substantive discussion message on each of those four days.

Tracking

Learning management systems have tracking features. Statistics are collected that quantify how often and when students are active in the course and provide information if the student has accessed different pages of the course.

Absenteeism

All the course activities have set dates to be completed and submitted. After the due dates, the activities will not be available for the students. Not logging into an online course is considered absenteeism. Contact instructor immediately in case of emergency medical situation.

Course Incomplete/Withdrawal/Grade Appeal

All students must complete the course within the semester they are signed up for. Incomplete grades for the course are rarely given. They will only be granted if the student provides a valid, documented excuse for not completing the course on time, and has contacted the instructor prior to the scheduled last class to request an extension. The student signs a contract that includes the incomplete course activities and the new due dates.

Find information and dates regarding drops and withdrawals consult the University Handbook: Drops and Withdrawals and Appeal Process.

Accommodation for Students with Disabilities

Students with Disabilities: The University of Texas Permian Basin, in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, provides "reasonable accommodations" to students with disabilities. Only those students, whom an Instructor has received an official Letter of Accommodation (LOA) sent by the Office of ADA for Students, will be provided ADA academic accommodations.

ADA Officer for Students: Mr. Paul Leverington
Address: Mesa Building 4242/4901 E. University, Odessa, Texas 79762
Voice Telephone: 432-552-4696
E-mail: ada@utpb.edu

For the accessibility and privacy statements of external tools used within courses, go to Accessibility and Privacy Statements.

Computer Skills, Technical & Software Requirements

This course is designed as a web-based class, which necessitates specific computer expertise on the part of the student, specific computer equipment or programs, and a commitment on the part of the student beyond that of most other courses. The student will need to create word processing documents, save files, submit files.

Students can use the cloud version of Word, PowerPoint, and other Microsoft products by using their UTPB Outlook 365 and UTPB e-mail addresses. For more information, refer to UTPB Office 365 Page.

Computer Technical Requirements

See Technical Requirements.

Online Student Authentication

UTPB requires that each student who registers for an online course is the same student who participates in, completes, and receives credit for the course. UTPB's Distance Education Policy requires faculty members to employ at least two verification methods to ensure student identities. First, students must log in to the UTPB learning management system using their unique personal identifying username and secure password to access online courses. UTPB's Distance Education Policy requires at least one additional student identification method within the course that has been determined and approved by the faculty or academic program. This course satisfies the second method of student authentication by:

Presentation of approved photo ID* through a webcam and video recorded proctoring during assessment (Respondus Monitor, Examity)

*Students will have to pay for additional charges or fees for in-person or live remote proctoring of tests.

*Approved up-to-date photo identifications are: passports, government-issued identification, driver's licenses, military ID from DoD. Dual credit and early college high school students use school district identifications.

Preparation for Emergencies

Computer Crash

Not having a working computer or a crashed computer during the semester will NOT be an acceptable reason for not completing course activities at a scheduled time. NOTE: Identify a second computer before the semester begins that you can use when/if your personal computer crashes.

Complete Loss of Contact

Suppose you lose contact with course connectivity completely (i.e. you cannot contact me via Canvas or E-mail). In that case, you need to call the instructor and leave a message regarding connectivity loss and contact information.

Lost/Corrupt/Missing Files

You must keep/save a copy of every project/assignment on an external drive, UTPB Outlook 365 OneDrive, or personal computer. In the event of any kind of failure (e.g. virus infection, student's computer crashes, loss of files in cyberspace, etc.) or any contradictions/problems, you may be required to resubmit the files.

End-of-Course Evaluation & Instructor Evaluation

Every student is encouraged to complete an end-of-course evaluation survey provided by UTPB. During the last two weeks of class, there will be an announcement in Canvas, an e-mail, and a button in your course navigation that will take you to any available surveys. The survey is anonymous, and your responses are confidential. However, your feedback is critical to us and to your instructor as we strive to improve our offerings, and our support of you, the students.

Student Support Services

SERVICE	CONTACT
ADA Accommodation/Support	Services for Students with Disabilities (432) 552-4696
Testing Services	Testing Services & Academic Accommodations Department (432) 552-2630
Advising	(432) 552-2661 UTPB Academic Advising Center
Bookstore	UTPB Campus Bookstore (432) 552-0220
E-mail, Office 365, my.utpb.edu	Information Technology
Financial Aid and Scholarship	UTPB Financial Aid (432) 552-2620
Library	The J. Conrad Dunagan Library Online at (432) 552-2370
Registrar	UTPB Registrar (432) 552-2635
Student Services	Student Services (432) 552-2600
Technical Support	Canvas 1-866-437-0867
Tutoring & Learning Resources	If you are taking courses through UTPB, the following links provide services: Smarthinking Online Tutoring (provides tutoring services), SmarterMeasure (measures learner readiness for an online course).

Disclaimer & Rights

To the best knowledge of the instructor, the information contained in this syllabus was considered correct and complete when distributed for use at the beginning of the semester. However, the instructor reserves the right, acting within the policies and procedures of UTPB, to make changes in the course content or instructional techniques without notice or obligation. The students will be informed about the changes if any.

Copyright Statement

Many of the materials that are posted within UTPB courses are protected by copyright law. These materials are only for the use of students enrolled in the course and only for the course. They may not be further retained or disseminated.

Schedule

DATE	Assignments/Activities/Topics	Due Date
Week 1	- Familiarize yourself with the courseware and follow the initial instructions in the online course. - **Module 1: Introductory Concepts** - Read Module, Answer the questions in the discussion section, complete Case 1, and do Quiz 1.	March 20
Week 2	- **Module 2: Project Preparation and Design** - Read Module, answer the discussion section questions, complete Case 2, and do Quiz 2.	March 27
Week 3	- **Module 3: Planning** - Read Module, Answer the questions in the discussion section, complete Case 3, and do Quiz 3.	April 3
Week 4	- **Module 4: Scope, Communication and Time Managements** - Read Module, Answer the questions in the discussion section, complete Case 4, and do Quiz 4.	April 10
Week 5	- **Module 5: Gantt Charts and Project Path Method (CPM)** - Read Module, answer the discussion section questions, complete case 5, and do quiz 5.	April 17
Week 6	- **Module 6: Work Breakdown (WBS) and Organization Structures** - Read Module, Answer the questions in the discussion section, complete Case 6, and do Quiz 6.	April 24
Week 7	- **Module 7: Teams** - Read Module, answer the discussion section questions, complete Case 7, and do Quiz 7.	May 1
Week 8	- **Module 8: Case Project**	May 6