

**University of North Texas**  
**CACS 2010.510 Syllabus**  
**Fall 2024**

<b>CACS 2010.501: Applied Project Management Lecture: 3 Hrs</b>	
<b>College of Applied &amp; Collaborative Studies, UNT at Frisco</b>	
<b>Instructor Name:</b>	Debasish Mukherjee, PhD, MBA
<b>Office Location:</b>	UNT Frisco Campus, Room 366
<b>Email Address:</b>	debasish.mukherjee@unt.edu
<b>Office Hours:</b>	Mondays 10:30 AM to 11:30 AM, Or by Appointment
<b>Class Meeting Days &amp; Times:</b>	Mondays 1:00 PM to 3:20 PM, Room FRLD 234 at Frisco Landing, UNT at Frisco
<b>Course Catalog Description:</b>	CACS 2010. Applied Project Management. 3 hours. Students integrate university core knowledge and skills with theories of collaborative thinking and idea generation. The course introduces the basic elements of project management in modern business, and connects principles of team development, organizational behavior, and leadership with successful business outcomes.
<b>Prerequisites:</b>	<b>None</b>
<b>Co-requisites:</b>	<b>None</b>
<b>Required Text and Material:</b>	Contemporary Project Management: Plan-Driven and Agile Approaches by Timothy Kloppenborg, Vittal S. Anantatmula, Kathryn Wells, 5th Edition  ISBN-13: 9780357715758
<b>Technical Requirements:</b>	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Reliable internet access</li> <li>• Speakers</li> <li>• Microphone</li> <li>• Plug-ins</li> <li>• Microsoft Office Suite</li> <li>• <a href="https://clear.unt.edu/supported-technologies/canvas/requirements">Canvas Technical Requirements</a> (https://clear.unt.edu/supported-technologies/canvas/requirements)</li> </ul>
<b>Course Goals or Overview:</b>	First in a series of pillar courses for CACS degree focused on the intersection between application and theory in the 21st century world. Students integrate university core knowledge and skills with theories of

	collaborative thinking and idea generation. Project-based learning forms the center of this educational experience, focused around a theme chosen by, and in collaboration with, a business or community partner. The goal is to teach students how to develop and execute effective collaborative project management to address complex systems. Learning is supported by readings, lectures, discussion and simulation of key theories that drive said collaboration.
<b>Learning Objectives/Outcomes:</b> At the end of this course, students will be able to:	
1	Identify elements of the project management life cycle and demonstrate understanding of project management terminology, tools, and processes
2	Articulate the relationship between organizational behavior and Project Management.
3	Demonstrate how and when to use basic tools and techniques to select, plan, organize and monitor a project
4	Outline fundamental similarities and key differences in project management practice across different industries
5	Develop an understanding of strategic planning and decision making while managing the triple constraints of project management

## Course Outline

These schedules are subject to change by the instructor. Any changes to these schedules will be communicated by the instructor via email or by Canvas announcement. **The course content has been divided into four modules. Each module has multiple chapters and power point presentations that will be used for in class discussion.** The power point presentations will be available every week in the Files Section in Canvas.

Students are required to review the class material (power point, book chapter) each week before class.

**Please turn in the assignment before the deadline, and do not finish at the last minute.**

**All the homework assignments will be available in Canvas. There is no penalty for early submission.**

**IMPORTANT: NO CELL PHONE USE IS ALLOWED DURING CLASS. ALL CELL PHONES MUST BE EITHER SWITCHED OFF OR IN SILENT MODE AND SHOULD BE CONCEALED IN YOUR POCKET OR BAG FOR THE DURATION OF THE CLASS.**

## Class Schedule

WEEK OF	TOPIC	POINTS
Aug 19	<b>Module 1- Organizing Projects</b> Chapter 1: Introduction to Project Management <i>Homework Assignment due on Aug 25 at 11:50pm</i>	5
Aug 26	Chapter 2: Project Selection and Prioritization <i>Homework Assignment due on Sep 1 at 11: 50pm</i>	5
Sep 2	Chapter 3: Chartering Projects <i>Homework Assignment due on Sep 8 at 11: 50pm</i>	7
Sep 9	<b>Module 2- Leading Projects</b> Chapter 4: Organizational Capability: Structure, Culture, and Roles <i>Homework Assignment due on Sep 15 at 11: 50pm</i>	7
Sep 16	Chapter 5: Leading and Managing Project Teams <i>Assignment from Ch 5 due on Sep 22 at 11: 50pm</i>	7
Sep 23	Chapter 6: Stakeholder Analysis and Communication Planning <i>Assignment from Ch 5 due on Sep 29 at 11: 50pm</i>	7

Sep 30	<b>Module 3- Planning Projects</b> Chapter 7: Scope Planning <i>Homework Assignment due on Oct 6 at 11: 50pm</i>	7
Oct 7	Chapter 8: Scheduling Projects <i>Homework Assignment due on Oct 13 at 11: 50pm</i> <b><u>Midterm Exam for Chapters 1 through 7 due on Oct 9 (In Class)</u></b>	7 100
Oct 14	Chapter 9: Resourcing and Accelerating Projects <i>Homework Assignment due on Oct 20 at 11: 50pm</i>	7
Oct 21	Chapter 10: Budgeting Projects <i>Homework Assignment due on Oct 27 at 11: 50pm</i>	7
Oct 28	Chapter 11: Project Uncertainty Planning <i>Homework Assignment due on Nov 3 at 11: 50pm</i>	7
Nov 4	Chapter 12: Project Quality Planning and Project Kickoff <i>Homework Assignment due on Nov 10 at 11: 50pm</i>	7

Nov 11	<b>Module 4- Performing Projects</b> Chapter 13: Project Procurement and Partnering <i>Homework Assignment due on Nov 17 at 11: 50pm</i>	7
Nov 18	Chapter 14: Determining Project Progress and Results <i>Homework Assignment due on Nov 24 at 11: 50pm</i>	6
Nov 25	Thanksgiving week- No class	7
Dec 2	Chapter 15: Finishing the Project and Realizing the Benefits <i>Homework Assignment due on Dec 8 at 11: 50pm</i>	
Dec 9	<ul style="list-style-type: none"> <li>• <i>In Person Final Exam (Modules 3, 4, and 5)</i></li> <li>• <i>In Class Presentations (Semester Project)</i></li> </ul>	100 100
	Total points possible	500

### Course Evaluation Methods

This course will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course

**Midterm Exam and Final Exam (100 each for a total of 200 points):** There will be one midterm exam and one final exam each worth 100 pts each. Exam questions will be mostly multiple choice, with some short answers and fill in the blanks. The exam will be organized in Canvas and may be held in person or remotely, depending upon the instructor's discretion. Final exam will not be cumulative. ***See the above schedule for due dates.***

**Homework Assignments (100 points):** There are a total of 15 homework quizzes. The weekly homework assignments will be required to be submitted or completed in Canvas. ***See the above schedule for due dates.***

**Please follow the due by deadlines for submissions to receive credit.**

**Special Team Assignments (100 points):** There will be 2-4 special assignments that you will be required to submit throughout the semester. These special assignments will be team based. Details about these special assignments will be provided in the first two weeks of class.

**Semester Project Presentation (100 points):** You will be required to make a presentation in the classroom on a project management topic that you will undertake during the semester. The choice of topics, details of the project will be provided in class during the first two to three weeks of the semester. ***See the above schedule for due date.***

***Note: The in-class presentations are formal presentations and require a smart casual or professional business attire and behavior.***

**Attendance:** Attendance at all classes is mandatory. You will need to attend class to perform well in this course and thereby build the understanding of the course material to excel in future professional roles.. Students are expected to attend all class meetings, arrive when the class begins, and remain until the class is dismissed. Attendance will be taken in class each day. Point deductions for absences are as follows and will be enforced no matter the reason:

- o Two (2) absences are free. No point deductions.
- o For every absence over two (2) , 15 points will be deducted from your final grade (out of 500 points). Any student who has more than 6 absences (7 or more) will automatically receive a failing grade.

**An absence WILL NOT be excused if you do not contact your instructor within 24 hours of the missed class.**

All doctors' notes must be signed by the doctor on official letter-head/prescription pad. (Routine visits to your doctor or dentist do NOT constitute an excused absence.) Notes that are not dated, signed, or verifiable will not be accepted. I reserve the right to decide if documentation is acceptable.

**Please advise instructor prior to missed class, if possible, and provide appropriate documentation. This policy is STRICTLY enforced.**

## **Grading Matrix**

<b>Instrument</b>	<b>Value</b>	<b>Total points</b>
Homework Assignments	20 %	100
Special Team Assignments	20 %	100
Midterm Exam	20%	100
Final Exam	20 %	100
Semester Project	20%	100
<b>Total</b>	<b>100 %</b>	<b>500</b>

### **Grade Determination**

A = 90% or better  
B = 80 – 89 %  
C = 70 – 79 %  
D = 60 – 69 %  
F = less than 60%

## **University Policies and Procedures**

### **Students with Disabilities (ADA Compliance):**

#### Chapter 7(7.004) Disability Accommodations for Students

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking accommodations must first register with the Disability Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodations at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda) at <http://www.unt.edu/oda>. You may also contact ODA by phone at (940) 565-4323.

### **Student Evaluation of Teaching Effectiveness Policy:**

Student's evaluations of teaching effectiveness is a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

### **Assignment Policy:**

Assignments are intended to reinforce material covered in lecture. Discussion efforts on completing the assignments are encouraged so long as all member contribute equally. As with all other graded assessments, cheating will not be tolerated. While discussions are encouraged, each student must submit their own work, which cannot be identical to the work submitted by the other members of the collaboration. Assignments should be turned in on time. ***Late assignments will NOT be accepted, unless proper documentation is provided.***

### **Exam Policy:**

Exams should be taken as scheduled. No makeup examinations will be allowed except for documented emergencies (See Student Handbook). A makeup exam must be taken within one week of the original exam. If students know in advance that they will miss an exam, they must take the exam prior to the exam date. There is no make-up for the second or subsequent missed exams. Any student caught cheating will automatically receive a 0 on the exam, and the instructor may pursue further disciplinary action.

### **Academic Integrity:**

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the Student Code of Academic Integrity at Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to

learn more. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student's records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University's policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### **Diversity/Tolerance Policy:**

Students are encouraged to contribute their perspectives and insights to class discussions in the online environment. However, offensive & inappropriate language (swearing) and remarks offensive to others of particular nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student Conduct will be referred to the Dean of Students as the instructor deems appropriate.

### **Access to Information - Eagle Connect**

Students' access point for business and academic services at UNT is located at: [my.unt.edu](https://my.unt.edu). All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect) (<https://it.unt.edu/eagleconnect>).

### **Student Evaluation Administration Dates**

Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](mailto:no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (<http://spot.unt.edu/>) or email [spot@unt.edu](mailto:spot@unt.edu).

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been



impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](mailto:oeo@unt.edu) or at (940) 565 2759.

Important Notice for F-1 Students taking Distance Education Courses

### **Federal Regulation**

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the [Electronic Code of Federal Regulations website](http://www.ecfr.gov/) (<http://www.ecfr.gov/>). The specific portion concerning distance education courses is located at Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to completion of the class. An on-line or distance education course is a course that is offered principally through the use of television, audio, or computer transmission including open broadcast, closed circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no on-line or distance education classes may be considered to count toward a student's full course of study requirement.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (<https://policy.unt.edu/policy/07-002>).