

OPSM 4880 – Management of Projects and Systems Syllabus

Instructor Contact

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Course Description

OPSM 4880 Management of Projects and Systems involves the investigation and study of the role of projects in contemporary organizations. The course includes a presentation of the technical aspects pertaining to the management of complex projects and systems. Budgeting, sourcing of resources (make/buy decisions), strategy/change management, customer interaction and application of appropriate technologies are all part of the project design. An emphasis is placed on integrative concepts rather than isolated methodologies.

Course Structure

OPSM 4880 is an in-person course. The course materials will be covered in approximately 16 weeks. Assignments, discussions, and modules are all provided in Canvas, which will act as the primary form of communication about the course.

SCHEDULING DISCLAIMER: The schedule, policies, and assignments contained in this course syllabus are subject to change in the event of extenuating circumstances, class progress, or by mutual agreement between the instructor and the students. Changes will be announced via Canvas.

Course Prerequisites or Other Restrictions

Prerequisite(s): DSCI 2710 (Data Analysis with Spreadsheets), OPSM 3820 (Operations Management)

Students are expected to have working knowledge of the topics covered in the first three (3) years of a typical undergraduate business or engineering degree. This prerequisite material includes statistics, forecasting and regression. We will not address material already covered in those courses. Students should also have working knowledge of the internet, Canvas LMS, Microsoft Office, Zoom, and online video recording methodologies. Students should be comfortable presenting their work in front of others and working with others on teams.

Course Objectives

The objectives of the course are to:

1. Introduce the student to areas of project management, including an exposure to the terminology, concepts, techniques, and technologies.
2. Develop a basic understanding and application of methodologies including project selection, design, budgeting, and sourcing (make/buy) decisions.
3. Apply an experiential learning environment that allows for individual understanding of the design, management, communication and termination processes of project decision making in a team-based setting.
4. Understand interactions with customers, senior management, and project champions to determine how to manage and meet stakeholder expectations, project strategy and change management.
5. Provide appropriate documentation and presentation of the project team effort including detailed analysis to support a Go/No-Go decision on project implementation.

Communication Expectations

All course communication will be through the Canvas platform. For personal concerns or questions, please email the instructor directly. When sending an email to the instructor's UNT address, please be sure to include the course number and section number in the subject line. Inquiries are replied to as quickly as possible, but always within 48 hours. In general, grades for assignments are available within a week of submission.

Materials

Required textbooks:

White, J.C., and Sholtes, R.M. (2016). *The dynamic progress method: Using advanced simulation to improve project planning and management*. CRC Press. ISBN 9781466504370.

Larson, E.W., Gray, C.F., and Sirisomboonsuk, P. (2024). *Project management: A socio-technical approach*. McGraw Hill. ISBN 9781265060886.

*Important: Reading assignments from Larson & Gray (2024) will be listed in the schedule below and in the relevant Canvas module. **Reading assignments from White & Sholtes (2016) will be listed only in the relevant Canvas module.***

Students are expected to use additional outside resources, as needed, as they work through assignments.

Any other required or optional reading will be provided in the Canvas modules for the course. Canvas is accessed via the internet, so internet access is required to get to course assignments and materials. Many attachments are in PDF format (see www.adobe.com for a free PDF reader) or Microsoft Office (e.g., PowerPoint .PPTX, Word .DOCX).

Teaching Philosophy

OPSM 4880 is a team-based, project-based course. All students will be assigned at random to a project team that will remain throughout the entire semester. All basic course materials are provided in the Canvas shell. Please access all assignments through Canvas. The course has been designed to provide students with a detailed overview of the Management of Projects and Systems, which each student project team will use to design a detailed project plan for their project. Each class is divided between general knowledge for all students, and meetings with individual teams to discuss specific project issues. Please reach out to the instructor if there are questions or concerns regarding the course.

Course Schedule and Grading

Week	Class Date(s)	Topic / Chapter / Reading	Assignment (Due by 11:59pm on Sundays)	Possible Points	Percent of Final Grade
1	8/18/26 8/20/26	Introduction / Overview	- Break into teams - Overview of common project		
2	8/25/26 8/27/26	Chapter 1 – Modern Project Management Chapter 2 – Organization Strategy & Project Selection	- Team Assignment 1	30	3.0%
		<i>Student Academic Integrity Statement Acknowledgment</i>	<i>Due: 11:59pm Sunday 8/30</i>	30	3.0%
3	9/1/26 9/3/26	Chapter 10 – Being an Effective Project Manager Chapter 11 – Managing Project Teams	- Team Assignment 2	30	3.0%
4	9/8/26 9/10/26	Chapter 3 – Organization: Structure & Culture Chapter 4 – Defining the Project	- Team Assignment 3 - Team Assignment 4	60	6.0%
5	9/15/26 9/17/26	Chapter 5 – Estimating Project Times & Costs	- Team Assignment 5	30	3.0%
6	9/22/26 9/24/26	Chapter 6 – Developing a Project Schedule	- Team Assignment 6	30	3.0%
7	9/29/26 10/1/26	Chapter 7 – Managing Risk	- Team Assignment 7	30	3.0%
8	10/6/26 10/8/26	Interim Team Project Presentations	- Team Presentation via Video - Team Presentation in Class	200	20.0%
9	10/13/26 10/15/26	Chapter 8 – Scheduling Resources & Costs	- Team Assignment 8	30	3.0%
10	10/20/26 10/22/26	Chapter 9 – Reducing Project Duration	- Team Assignment 9	30	3.0%
11	10/27/26 10/29/26	Chapter 12 – Outsourcing: Managing Interorganizational Relationships	- Team Assignment 10	30	3.0%
12	11/3/26 11/5/26	Chapter 13 – Progress & Performance Measurement & Evaluation	- Team Assignment 11 - Team Assignment 12	60	6.0%
13	11/10/26 11/12/26	Chapter 14 – Project Closure	- Team Assignment 13	30	3.0%
14	11/17/26 11/19/26	Final Team Project Presentations	- Team Presentation via Video - Team Presentation in Class	200	20.0%
	11/24/26 11/26/26	THANKSGIVING BREAK - NO CLASS			
15	12/1/26 12/3/26	Chapter 15 – Agile Project Management Chapter 16 – International Projects	- Team Presentation in Class		
16	12/8/26 12/10/26	Final Exam (online)	No Class	100	10.0%
		<i>PM Certification Exam</i>	<i>Due: 11:59pm Friday 12/11</i>	80	8.0%
				1000	100.0%

A = 900-1000

B = 800-899

C = 700-799

D = 600-699

F = 500-599

Grades are based on total points earned during the semester. Point totals are not rounded.

Course Policies

Assignment Policy

All assignments have due dates shown in Canvas and this syllabus. Generally, assignments for a given week (which starts on a Monday) are due by 11:59pm (midnight) the following Sunday (prior to the Monday that begins the next week). Students are expected to approach each assignment with the professionalism required in the “business” world. Poor grammar and/or presentation formats will result in point deductions. This applies to discussion posts, as well.

The University is committed to providing a reliable online course system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, adjustments to the time windows may be provided based on the situation. Students should immediately report any problems to the instructor and contact the UNT Student Help Desk: helpdesk@unt.edu or 940.565.2324 and obtain a ticket number. The instructor and the UNT Student Help Desk will work with the student to resolve any issues at the earliest possible time.

Attendance

Students are expected to attend class sessions regularly and to abide by the attendance policy established for the course. It is important that students communicate with the professor and the instructional team prior to being absent, so the student, the professor, and the instructional team can discuss and mitigate the impact of the absence on your attainment of course learning goals. Please inform the professor and instructional team if you are unable to attend class meetings because you are ill, in mindfulness of the health and safety of everyone in our community.

Class Participation

Students are expected to be prepared for each class and participate in class discussions and presentations. This includes completing all required readings and finding additional information on the topic to be covered. Failure to participate may result in deductions to your final course grade.

Outside Readings, Videos or Podcasts

Outside readings, videos or podcasts provide different perspectives on the class topics. The readings are meant to provide a foundation for in-class discussion and to broaden the students' understanding of the topics. Students are expected to use these to bring new/different insights to their individual and team presentations. Any outside material will be referenced within the appropriate module for the course within Canvas.

Instructor Responsibilities and Feedback

In addition to maintaining the Canvas course site, the instructor will also:

- Post announcements as needed to clarify and update information on the course.
- Answer any questions/concerns students may have about the course, assignments, due dates, etc.
- Respond to all course inquiries within 48 hours.

Late Work

It is in the student's best interest to turn in all assignments by the due date because later course material typically builds upon earlier course material. Please plan your schedules accordingly to accomplish the required work by the assigned due date. However, there can be unforeseen circumstances that make this difficult. If required, please coordinate with your instructor for any late assignments. Late assignments will receive deductions based on the length of lateness.

Syllabus Change Policy

While every attempt has been made to cover possible contingencies, the syllabus may change during the semester. If it does, an announcement will be posted that notes the changes and an updated syllabus will be posted in Canvas.

Course Evaluation

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will receive notification when SPOT evaluations become available for this course. Additionally, there will be a post in the Announcements on Canvas reminding students to complete the SPOT evaluation.

Technical Requirements & Skills

Minimum Technology Requirements

- Internet-enabled computer with video camera
- Reliable internet access
- Speakers & microphone
- Plug-ins
- Microsoft Office Suite

- [Canvas Technical Requirements](https://clear.unt.edu/supported-technologies/canvas/requirements) (<https://clear.unt.edu/supported-technologies/canvas/requirements>)

Computer Skills & Digital Literacy

- Using Canvas
- Using email with attachments
- Downloading and installing software
- Using spreadsheet programs
- Using presentation and graphics programs

Rules of Engagement

- Treat your instructor and classmates with respect.
- Always use your professors' proper title: Dr. or Prof.
- Unless specifically invited, do not refer to your instructor by first name.
- Use clear and concise language. No profanity.
- Remember that all college-level written communication should have correct spelling and grammar (this includes discussion boards).
- Use appropriate font styles and sizes for your presentations.
- When posting online, be cautious when using humor or sarcasm as tone is sometimes lost in an email or discussion post and your message might be taken seriously or sound offensive.
- Be careful with personal information (both yours and other's).
- Do not send confidential information via e-mail.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (<https://clear.unt.edu/online-communication-tips>) for more information.

Getting Help

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: <http://www.unt.edu/helpdesk/index.htm>

Email: helpdesk@unt.edu

Phone: 940-565-2324

In Person: Sage Hall, Room 130

Walk-In Availability: 8am-9pm

Telephone Availability:

- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight

- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328)
(<https://community.canvaslms.com/docs/DOC-10554-4212710328>)

Student Support Services

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (<https://studentaffairs.unt.edu/student-health-and-wellness-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [UNT Care Team](https://studentaffairs.unt.edu/care) (<https://studentaffairs.unt.edu/care>)
- [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (<https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry>)
- [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (<https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling>)

Other student support services offered by UNT include

- [Registrar](https://registrar.unt.edu/registration) (<https://registrar.unt.edu/registration>)
- [Financial Aid](https://financialaid.unt.edu/) (<https://financialaid.unt.edu/>)
- [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (<https://studentaffairs.unt.edu/student-legal-services>)
- [Career Center](https://studentaffairs.unt.edu/career-center) (<https://studentaffairs.unt.edu/career-center>)
- [Multicultural Center](https://edo.unt.edu/multicultural-center) (<https://edo.unt.edu/multicultural-center>)
- [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (<https://studentaffairs.unt.edu/counseling-and-testing-services>)
- [Pride Alliance](https://edo.unt.edu/pridealliance) (<https://edo.unt.edu/pridealliance>)
- [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (<https://deanofstudents.unt.edu/resources/food-pantry>)

Academic Support Services

- [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (<https://clear.unt.edu/canvas/student-resources>)
- [Academic Success Center](https://success.unt.edu/asc) (<https://success.unt.edu/asc>)
- [UNT Libraries](https://library.unt.edu/) (<https://library.unt.edu/>)
- [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)
- [MathLab](https://math.unt.edu/mathlab) (<https://math.unt.edu/mathlab>)

UNT Policies

Academic Integrity Policy

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large scale “cutting and pasting” from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams.

Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual’s exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chat, cell phones, smart watches, and similar tools during exams is not allowed for any reason unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification has been made, the University may take appropriate academic actions in the absence of the student's participation.

ADA Policy

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable 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.

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 Canvas 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 Canvas 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.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT's [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (<https://deanofstudents.unt.edu/conduct>) to learn more.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at 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 [insert administration dates] 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) 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.

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 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 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) 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>).

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of recordings for future class offerings must notify students on the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

No notification is needed if only audio and slide capture is used or if the video only records the instructor's image. However, the instructor is encouraged to let students know the recordings will be available to them for study purposes.