Course Syllabus

✎ Edit

Welcome to the new semester!

Fall/Spring Course Syllabus

Project Management for Information Systems
INFO 4306 / 5306

University of North Texas
Department of Information Science

Lead Instructor:

Malak Khader, Ph.D.

Please do not email the instructor through their UNT email, instead use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Instructor.

Please DO NOT use the @unt.edu email to contact instructors. Your email for the course will be lost in the many other emails.

Course Description

Managing the process of planning, developing, implementing, and evaluating systems in libraries and information centers of all types and sizes. Planning, defining requirements, developing requests for proposals, evaluating alternative systems, and locating and hiring consultants. This is NOT a certification preparation course for professional licensure.

Extended Description

In this introductory course, you will study the initiation, planning, execution, and closure of projects of all types and sizes as defined by the Project Management Body of Knowledge (PMBOK). Although not the library nor information systems specific, the PMBOK is the standard for those individuals who eventually seek certification as a Project Management Professional (PMP). This three-credit-hour course is delivered 100% via a course management system. This is NOT a certification preparation course.

Course Materials

Required Textbook:

Allen, J., Allen, D., Khader, M. (2026). Project Management Survival Guide: Essential Skills for Getting Things Done. High Endeavors Publishing.

Paperback Version (https://www.amazon.com/Everyday-Project-Management-Essential-Getting/dp/B0FR9VR7N3/ref=sr_1_1? crid=1UGQ971ZWF6RB&dib=eyJ2IjoiMSJ9.Jf5ZVDuZTHjvZpLX-JqnMkYzjTMy8g7kIERTWVXCixGNWbi0pAqHY1B_295bhaHd9DTGlk8H5LQQIM- VbDKEOcSb2YWBQalIdY73Cl6xpcBoUmkW82B_QTpYWRXG0nrzTHpmd4GfmICQis5Jo9rvO_MbGWpVh0zPJBTvBuDCpimjSxXXeYJGgz4nctxC2M5pVMKh5K-u- CruBUJmhjWQanyKlIDChoXjRnY7VYkWj88.GesdjkaUKPL3lhAeor95pIMAzAgW- lrs46N3q1yUrN0&dib_tag=se&keywords=EVERYDAY+PROJECT+MANAGEMENT&qid=1765506935&sprefix=everyday+project+management%2Caps%2C135&sr=8- 1)

E-Book Version (https://www.amazon.com/Everyday-Project-Management-Essential-Getting-ebook/dp/B0FRP254W4/ref=tmm_kin_swatch_0? _encoding=UTF8&dib_tag=se&dib=eyJ2IjoiMSJ9.Jf5ZVDuZTHjvZpLX-JqnMkYzjTMy8g7kIERTWVXCixGNWbi0pAqHY1B_295bhaHd9DTGlk8H5LQQIM- VbDKEOcSb2YWBQalIdY73Cl6xpcBoUmkW82B_QTpYWRXG0nrzTHpmd4GfmICQis5Jo9rvO_MbGWpVh0zPJBTvBuDCpimjSxXXeYJGgz4nctxC2M5pVMKh5K-u- CruBUJmhjWQanyKlIDChoXjRnY7VYkWj88.GesdjkaUKPL3lhAeor95pIMAzAgW-lrs46N3q1yUrN0&qid=1765506935&sr=8-1)

Course Goals and Objectives

This is an introductory course to provide you with the basic knowledge needed for a beginning role as an effective planner/manager and/or participant in projects of all types and sizes. Objectives are that, upon completion of the course, you will be able to:

- Understand the *basic* concepts, terminology, processes, and tools of initiating, planning, executing, and closing a project as defined by PMBOK
- Develop a project work plan
- Prepare a project budget
- Manage a basic project plan
- Develop a communication plan for project stakeholders

- Identify & mitigate project risks
- Create a Project Proposal
- Create a Project Plan suitable for printing

Course Philosophy

This course is organized to assist students who are interested in learning how to serve as project managers to help organizations reach optimal effectiveness. This course is significantly different from other undergraduate/graduate courses. Students are expected to be proactive in this competency-based course. This course is a course with several simple development rules: *100% online, module-based, asynchronous, no textbook, no final, open exit.*

Course Participation

- You have the TWO option
  - OPTION 1: Participate, and be graded, as a **team member** *(2 - 6 members). The Instructor will determine the teams.*
  - OPTION 2: Participate, and be graded, as an **individual** *(AKA, a one-person team).*
- You need to complete the Student Participation Study. It is your first assignment/quiz. This will determine how you experience in the course.
- THIS COURSE is designed as a TEAM and PROJECT-based course. Therefore, you will see the syllabus refers to TEAMS rather than individuals. If you choose to work individually, you will be treated as a one-person team.
- The course is asynchronous and self-paced. This means that the team can progress as rapidly as they choose to complete the course.
- The instructors are here to assist you in completing this competency-based course.

What this means

The student team, or you as an individual team, are in control of when you have completed the course. You may complete it in a few weeks or continue until the last deadline (see course calendar).

TEAM-based Course

Detailed information about teams can be found in the Appendix One of the course syllabus.

- **If you choose to work on a team, remember that THIS IS A TEAM PROJECT.**
- *Work turned in outside of the team project will receive a grade of zero.* Project management happens in team environments, and this course replicates that environment.
- The course is asynchronous and self-paced (for the team). This means that the team can progress as rapidly as they choose to complete the course.
- The instructor will assign teams randomly - changing teams is not an option.
- Yes, you should are expected to be team communication, cohesion, and performance problems. This happens in real life and is simply an adversity to be overcome as part of the course/assignment process.
- The team determines the team leader at the beginning of the semester. All changes in team leadership need to be approved by the instructor.

Notes for this semester

This course is continually modified and there are always a few pains and a few errors. Please provide feedback to the course instructor so that we can continue to improve the quality of the course across all sections.

We use a standard syllabus for the course, so from semester to semester, there may be some non-substantive variations.

Course Evaluation

A =   90 – 100%
B =   80 – 89%
C =   70 – 79%
D=   60 – 69%
F =   59% or below

VERY IMPORTANT EVALUATION NOTES

- **Assignments are due by 11:59 pm central time (GMT -6) on the date listed in the course calendar.**
- **All late assignments will receive a letter grade of "F".** *Missing deadlines is not a business practice that allows employees to earn a living for very long.*
- *There are VERY, VERY few exceptions made to assignment deadlines – all assignments and due dates are known at least weeks before the assignment deadline.*
- *Assignments will only be graded if submitted on time through the assignment page.*

- The grades will be assigned by team, not individually (unless you choose to work alone). Issues in communication, cohesion, and performance are part of any team/group work in a school classroom or the industry - yes, these will affect the outcome of the assignment.
- The team leader that will certify appropriate team participation for their team.
  - Team members not participating appropriately will be assigned a lower grade than the remaining team members due to documented communication, cohesion, and/or performance deficiencies.
  - An individual's grade may be lowered one to four letter grades below the team's assigned grade depending on the severity.
- PLEASE turn an assignment in early! This is a viable and recommended practice. A missed deadline (F) will lower your FINAL grade by at least one letter grade.
- If you have received an individual assignment grade that you would like to appeal, please send an email within Canvas, to your instructors within seven days of the grade posting.
  - The subject line should have: "Assignment Grade Appeal: yourassignmenttitle and your name". See more under the assignment appeal process in the syllabus.

Week	Module (chapter title)	Readings (from EDPM)
1	**Module 1: Project Management: Real-World Survival Skills**	"What is project management?", "What are the components?", "Career Opportunities."
2	**Module 2: People-First: Building & Leading Teams**	"Project Teams," "The Four Stages of Team Development," "When Things Fall Apart."
3	**Module 3 (part 1): Set the Stage: Scope & Shared Vision**	"The Power of Scope," "Drafting a Scope Statement."
4	**Module 3 (part 2): Set the Stage: Scope & Shared Vision**	"Project Charter Development," "Risks and Mitigation Strategies."
5	**Module 4: Break It Down: Big Ideas to Daily Task**	"Work Breakdown Structure (WBS)," "The WBS as a Tool for Shared Understanding."
6	**Module 5 (part 1): Own the Clock: Scheduling without Stress**	"What's the purpose of the schedule?", "What's in a schedule?"
7	**Module 5 (part 2): Own the Clock: Scheduling without Stress**	"Real-World Schedule Changes," "Communicating Schedule Changes," "When the Plan Meets Reality."
8	**Module 6: Doing the Work: Executing & Adjusting**	"Monitoring Progress (Without Micromanaging)," "Managing Change Mid-Project," "Real-Time Communication and Feedback Loop."
9	**Module 7 (part 1): Keeping the Money Straight: Budget & Cost**	"Why Budgets Matter," "Parts of a Budget," "Estimating Honestly."
10	**Module 7 (part 2): Keeping the Money Straight: Budget & Cost**	"What to Do When the Budget Shifts," "Why Budgets Are Really About People."
11	**Module 8 (part 1): Trouble Ahead: Spotting Problems Before the Hit**	"Reading the Early Signs," "Review Potential Impact," "The Dynamic Duo of Risk Management."
12	**Module 8 (part 2): Trouble Ahead: Spotting Problems Before the Hit**	"Acting Fast Without Panicking," "Facing Conflict," "Staying Ready for What's Next."
13	**Module 9 (part 1): Wrap it Up Right Closeout & Carry-On**	"The Project Team," "Closing the Loop."

Week	Module (chapter title)	Readings (from EDPM)
14	**Module 9 (part 2): Wrap it Up Right Closeout & Carry-On**	"Documenting Lessons" + debrief guidance.
15	**Module 10: Field Notes: From People-First Project Managers**	Select two Field Notes and connect insights to your project choices.
16	**Capstone & Wrap (no new module)**	Pull through "Closing the Loop" themes for reflection.

Course Communications (Within Canvas)

Use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Teaching Assistant and/or Professor

DO NOT use the @unt.edu email to contact instructor(s). Your email for the course will be lost in the many other emails.

Modules

All modules are available under the Module tab in Canvas (left-side menu). These modules provide you with knowledge in the form of videos, slideshows, readings, etc. These modules are guided for you to learn more about a topic within the broad field of project management. There are many more resources for information that you should take the opportunity to explore as you work through your semester-long project. The field of project management has a deep and rich array of learning modules available for *free* - which allows us to have no required textbook for the class.

Assignments

This semester the course has changed significantly. Rather than picking a project in the "real world", we have created a mock project that every team uses as a base for all assignments

All assignments are available under the Assignment tab (left-side menu). The assignments are described and have an assignment submission button available.

All assignments will be submitted and graded within Canvas - All assignments have a general rubric that will assist you in understanding the grading of each assignment.

 The student is responsible for all course deadlines – plan to turn in a few days early. Please be sure to keep a copy of your assignments (just in case).

Please note: Assignments will ONLY BE accepted via the Canvas Assignment tab submission.
The assignment will not be graded if not submitted in any other manner.

If you have received an individual assignment grade that you disagree with send an email*, within Canvas* within seven days of the grade posting. The subject line MUST have: "Assignment Grade Appeal: *yourassignmenttitle* and *yourname*". Assignment grade appeals will not be negotiated if received after seven calendar days.

To parallel **course grade appeals (Links to an external site.)** ⤷ **(https://policy.unt.edu/policy/06-040)**, an assignment appeal is appropriate when the student believes that "*the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances where the grade was assigned based on a. inequitable treatment that is the result of departure from the instructor's stated standards and course policies; or b. a decision based on an error.*"

Course Grade Appeal

UNT University Policy Office Grade Appeals ⤷ **(https://policy.unt.edu/policy/06-040)**

Open Exit

This course is significantly different from other courses you may have completed in the past. Students are expected to be proactive and responsible for this competency-based course.

If you are currently a project manager or have previous experience, this course will confirm your competencies and you will be able to rapidly advance through the modules and assignments. If you are new to project management, take the opportunity to explore every aspect of this growing career field.

You control the time you spend in the course and the outcome of your final grade. You are finished when you have completed and turned in all of the course assignments (6). This is a project-based class and you will get from the class the effort that you put into the class.

Confirming your course completion with the course instructors is to your advantage.

If you have any questions, please ask.

Technical Support and Assistance

The UNT University Information Technology provides student IT services and technical support, including Canvas.

- **UIT Homepage** ▣ **(https://academictechnologies.unt.edu/)**
- **UNT Academic Technologies website** ▣ **(https://academictechnologies.unt.edu/)**
- Email: **helpdesk@unt.edu (mailto:helpdesk@unt.edu)**
- Phone: 940.565.2324
- In-Person: Sage Hall, Room 330

Canvas technical requirements: **UNT CLEAR Canvas App and Browser Compatibility** ▣ **(https://clear.unt.edu/supported-technologies/canvas/requirements)**

General UNT Information

Note: Links have been provided to seek further information from UNT resources. The information below is summarized or quoted from the university website.

Student Academic Support Services

- **Code of Student Conduct: (Links to an external site.)** ▣ **(https://deanofstudents.unt.edu/conduct)** provides Code of Student Conduct along with other useful links
- **Office of Disability Access: (Links to an external site.)** ▣ **(http://disability.unt.edu/)** exists to prevent discrimination based on disability and to help students reach a higher level of independence
- **Counseling and Testing Services: (Links to an external site.)** ▣ **(http://studentaffairs.unt.edu/counseling-and-testing-services)** provides counseling services to the UNT community, as well as testing services; such as admissions testing, computer-based testing, career testing, and other tests
- **UNT Libraries (Links to an external site.)** ▣ **(http://www.library.unt.edu/)**
- **UNT Learning Center: (Links to an external site.)** ▣ **(https://learningcenter.unt.edu/home)** provides a variety of services, including tutoring, to enhance the student's academic experience
- **UNT Writing Center: (Links to an external site.)** ▣ **(http://writingcenter.unt.edu/)** offers free writing tutoring to all UNT students, undergraduate, and graduate, including online tutoring
- **Succeed at UNT: (Links to an external site.)** ▣ **(https://success.unt.edu/)** information regarding how to be a successful student at UNT

Disability Accommodations

The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to the 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 before 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 students. For additional information see the Office of Disability Accommodation website at **UNT Division of Student Affairs Office of Disability Access** ▣ **(https://studentaffairs.unt.edu/office-disability-access)** *You may also contact them by phone at 940.565.4323.* I have included some appropriate portions to help you seek guidance. You have to start the process:

"Student and Office of Disability Accommodation Responsibilities

The Office of Disability Accommodation (ODA) is responsible for verifying that a student has a disability (as defined by the ADA). To receive a reasonable accommodation, a student must have a physical or mental impairment that substantially limits a major life activity (including the major life activity of learning), be perceived as disabled, or have a record of a disability. Because not all physical or mental impairments are considered disabilities under the ADA, including those that noticeably present themselves (e.g. wearing eyeglasses), faculty members need to direct students to the ODA for verification of disabilities when a student seeks a reasonable accommodation. Once the ODA establishes that a student is disabled, the instructor/department, in consultation with appropriate departments (i.e. legal and ODA), determines whether a reasonable accommodation can be made that does not alter the fundamental requirements of a particular course or program.

Reasonable Accommodation Not Retroactive

Syllabi should inform students that they must go through the ODA before receiving a reasonable accommodation for a course and that they should have any disability for which they want a reasonable accommodation verified before a specified class day. Failure to obtain verification by the date established by the faculty member does not mean the student can never receive reasonable accommodation in the course. However, the faculty member only has to provide reasonable accommodation once the disability is verified (assuming reasonable accommodation is possible). Grades received before verification of a disability and implementation of a reasonable accommodation need not be changed.

No Obligation to Identify Disability

A faculty member is not legally obligated to identify or diagnose a disability. Even if the disability is readily apparent and the student is having difficulty in the course, a faculty member should not ask the student whether his/her disability or condition is causing the academic difficulty. Instead, have a list of resources ready as you would for all students experiencing academic difficulty and include the ODA in that list.

Temporary Impairments

Faculty members are not required to modify course requirements if a student is experiencing a temporary physical or mental impairment. The ODA will take into consideration the duration of the impairment when determining whether the student is disabled as defined by the ADA. However, an instructor may offer adjustments for students with temporary impairments (e.g. broken arm).

Letter Confirming Disability

The ODA will give a student a letter confirming he/she is disabled. This letter will recommend reasonable accommodations that the instructor should consider making."

University Policy of Honesty and Integrity ⮡ **(https://policy.unt.edu/policy/06-003)**

UNT University Policy Office Course Grade Appeal ⮡ **(https://policy.unt.edu/policy/06-040)**

Course Summary:

Date	Details	Due
Fri Jan 16, 2026	✐ **Student Participation Survey** **(https://unt.instructure.com/courses/138718/assignments/2959372)**	due by 11:59pm
Fri Jan 23, 2026	✐ **Chapter 1 Quiz** **(https://unt.instructure.com/courses/138718/assignments/2959610)**	due by 11:59pm
Fri Jan 30, 2026	✐ **Chapter 2 Quiz** **(https://unt.instructure.com/courses/138718/assignments/2959573)**	due by 11:59pm
Fri Feb 6, 2026	📝 **Project Scope (1 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959380)**	due by 11:59pm
Fri Feb 13, 2026	📝 **Project Breakdown (2 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959376)**	due by 11:59pm
Fri Feb 27, 2026	📝 **Project Schedule (3 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959379)**	due by 11:59pm
Fri Mar 6, 2026	✐ **Chapter 6 Quiz** **(https://unt.instructure.com/courses/138718/assignments/2959617)**	due by 11:59pm
Fri Mar 20, 2026	📝 **Project Budget (4 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959377)**	due by 11:59pm
Fri Apr 3, 2026	✐ **Chapter 8 Quiz** **(https://unt.instructure.com/courses/138718/assignments/2959696)**	due by 11:59pm
Fri Apr 10, 2026	📝 **Project Closure (5 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959378)**	due by 11:59pm
Fri Apr 24, 2026	✐ **Chapter 10 Quiz** **(https://unt.instructure.com/courses/138718/assignments/2959714)**	due by 11:59pm
Fri May 1, 2026	📝 **Final Project (6 of 6)** **(https://unt.instructure.com/courses/138718/assignments/2959375)**	due by 11:59pm