

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**MGT4501.E1 Project Scope & Quality Management  
Spring 2022**

**PROFESSOR INFORMATION:**

Name: Cindy Breen  
Phone Number: 972-279-6511 ext. 168  
Email Address: CBreen@Amberton.edu

**COURSE INFORMATION:**

MGT4501.E1 Project Scope & Quality Management  
Level: Undergraduate  
Beginning Date of Session: Saturday, March 12, 2022  
Ending Date of Session: Thursday, May 19, 2022

**Student access available to the Student Portal: Saturday, March 12, 2022.**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: A Guide to the Project Management Body of Knowledge (PMBOK Guide) and The Standard for Project Management  
Author: PMI  
Publisher: Project Management Institute, Inc.  
Year Published: 2017  
Edition: 6<sup>th</sup> Edition  
ISBN: 10: 1628251840 or 13: 9781628251845  
Price: Available at <http://amberton.ecampus.com>

Title: Optional, Suggested Title, NOT Required: ***10 Steps to Successful Project Management***  
Author: Lou Russel  
Publisher: ASTD Press  
Year Published: 2013  
Edition: 1<sup>st</sup> Edition  
ISBN: 10: 1562864637 or 13: 9781562864637  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

## APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

## COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course presents an overview of project management and the importance to the organization. The integration of project management principles is studied, as well as project scope management and project quality management.

## UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Understanding the nature of project management and the integration of the functions of managing within the organization.
2. Defining project life cycles and the usage and benefits of progress reports.
3. Discussing the different roles of project actors (e.g., project manager, staff, middle management, specialist, top management) and how to deal with and manage conflict during the different life cycles.
4. Understanding how to document requirements of the project and build the project plan, determine the validity of the project, and build work breakdown structures.
5. Identifying the customer and analyzing the needs as the basis of project specification.
6. Understanding how to monitor the project progress and manage the necessary change during execution.
7. Understanding the need for selecting and assigning the correct people on the project, and proper delegation of responsibilities and authority to achieve objectives.
8. Understanding the process of documenting the project from inception through conclusion, closing the project out with positive results to maximize organizational contractual benefits.
9. Using the various project management tools, the benefits delivered, and when the tools should be applied.
10. Understanding quality and quality management, including the costs of quality and the costs of non-quality.
11. The tools and methods used to provide quality assurance and the attributes of quality through quality planning and control.
12. Understanding cost/benefit analysis as applied to project go/no go decisions.
13. Applying statistical control concepts and the importance of quality design.
14. Developing an action plan when results do not meet project specification.
15. Understanding the Pareto principle and diagrams and how they relate to and assist in project management.
16. Understanding and defending the zero defects concept.
17. Knowing how motivation works within the organization and the project team to enhance quality.
18. Understanding the purpose and value of project documentation.

## COURSE POLICIES:

Read and submit each assignment by the scheduled due date. An assignment submitted after the due date will be penalized 15% each day late. Work submitted more than two days after the scheduled due date will NOT be accepted. Deadlines are 10:00 pm CST on the scheduled due date, as listed on the Calendar. Assignments may be submitted early, but no more than two (2) may be submitted in any one-week. This allows for performance improvement based upon feedback provided on graded assignments. All assignments must be completed, no assignment can be skipped/missed, to complete the course. Student is responsible for reading the *Communication Guidelines* for proper homework file submission format and file name. There are no extra credit assignments in this course. Plagiarism will not be tolerated. Refer to the Academic Plagiarism Policy section of this syllabus

## Student's Responsibilities

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

**Attendance Policy:**

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow the university’s policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. “Active participation” can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

**Plagiarism Policy**

Plagiarism is the presentation of someone else’s work as though it were your own. If you use another person’s words, ideas, or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

Students agree that by taking this course, all required papers may be subject to submission for textual similarity review to TurnItIn.com for the detection of plagiarism. All submitted papers will be included as source documents in the TurnItIn.com reference database solely for the purpose of detecting plagiarism in such papers. Use of TurnItIn.com service is subject to the Usage Policy posted on the TurnItIn.com site.

**COURSE OUTLINE AND CALENDAR:**

The PMBOK chapters will be utilized every week. There will be content presented from the optional text by L. Russel. There will also be course materials presented online. Each of the text and course material readings will provide the foundation of knowledge for completing the learning activities required to gain knowledge of the course competencies. Grading is based upon you presenting your understanding of the course competencies.

Week	Topic	Assignment	Competencies Covered	Due Date
1	Introduction	Questionnaire	1, 2	Thursday, March 17
2	Fundamentals	Assignment 1	1, 2	Thursday, March 24
3	Processes	Assignment 2	3-5	Thursday, March 31
4	Scope-Execution	Assignment 3	6, 7	Thursday, April 7
5	Scope-Documents	Assignment 4	8	Thursday, April 14
6	Scope-Tools	Assignment 5	9	Thursday, April 21
7	Quality-Costs	Assignment 6	10, 12	Thursday, April 28
8	Quality-Tools	Assignment 7	11, 13, 15-17	Thursday, May 5
9	Quality-Documents	Assignment 8	14, 18	Thursday, May 12
10	Review & Wrap-up	Evaluation/Closing	All	Monday, May 16

**GRADING CRITERIA:**

**Questionnaire:** Responding to a few questions, as an introduction (participation grade).

**Assignment:** Responding to questions on the assigned topics and conducting scope and quality processes.

**Evaluations/Closing:** The opportunity to review the project lessons and conduct a closing of the session with execute scope and document quality to present as closing the project.

**Participation/Grammar:** Entails completing Undergraduate grammar on all assignments.

**GRADING CRITERIA:**

8 Assignments: 80%

Evaluation/Closing: 10%

Participation/Grammar: 10%

Undergraduate

90 – 100    A

80 – 89     B

70 – 79     C

60 – 69     D

Below 60    F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

***How To Withdraw from a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

**COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

## HOW TO ACCESS YOUR COURSE:

### ***Through the Amberton University Student Portal***

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) including the dashes

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

### ***Through the Amberton University Moodle Website***

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for university news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith   SSN: 123-45-6789  
Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

#### **FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

#### **INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

#### **RESEARCH RESOURCES:**

The library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the library staff. Students with questions about available services, resources, or research, may contact the library via email at [Library@amberton.edu](mailto:Library@amberton.edu).

#### **RESEARCH ACCESS:**

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site ([Amberton.edu](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://Library.amberton.edu)) to find links to databased and digital books. Online resources are available all day, every day.

#### ***Library Live Chat Feature***

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 136, 137, or 138. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.