Course Number: CIS 4510 Spring 2013

Classroom: Virtual class via Canvas
Meets every Wednesday 6:00 pm – 8:50 pm ET

Course Name: IT Project Management

Learning Outcome: This course covers the general aspects of project management and emphasizes the important, special considerations which apply to information technology projects. Supporting software and case studies are used extensively.

Instructor: Dug Cooley PMP

Office: Virtual
e-mail: cooleym@sar.usf.edu

Office Hours: Periodic face-to-face meetings will be scheduled at school which anyone is welcome to attend. We can also meet one-on-one or in small groups via specially scheduled Canvas sessions or by appointment.

Best way to contact me is via email.


This text will be used extensively in this course; it will be a practical necessity for students to obtain and use it.

Supplemental Materials: The course requires students to use the internet extensively for investigative purposes.

Prerequisites: Permission of Instructor

Attendance Policy: CLASS ATTENDANCE IS OPTIONAL. However, due to the highly interactive nature of the course and its subject matter, students are strongly encouraged to attend the live sessions. The course moves through the material at a rapid pace,
and each topic builds on the ones that preceded it. Catching up is difficult, and attempting to “cram” the material will surely lead to failure to adequately grasp it.

Therefore, students are responsible for their class attendance, and are advised that repeated absences or falling behind in assignments will affect their grades (see Performance Evaluation and Grading).

Sessions are recorded and will be made available to students after the class.

<table>
<thead>
<tr>
<th>Intellectual Property Policy</th>
<th>Students are not permitted to take notes or tape lectures for the purpose of sale. This includes the Canvas recordings as well.</th>
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</thead>
<tbody>
<tr>
<td>Performance Evaluation and Grading:</td>
<td>Student performance will be evaluated based on exercises and assignments, and a TERM PROJECT. All assignments are expected to be turned in on time. Each assignment will be reviewed in class after the Due Date, and once it has been reviewed, late hand-ins will not be graded.</td>
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The relative weights for each of these components in determining the final grade are as follows:

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Exercises and Assignments</td>
<td>40%</td>
</tr>
<tr>
<td>2 Tests</td>
<td>30%</td>
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<tr>
<td>Project</td>
<td>20%</td>
</tr>
<tr>
<td>In-class and online participation</td>
<td>10%</td>
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<tr>
<td>Total</td>
<td>100%</td>
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**COURSE OBJECTIVES**

**Goals:**
The future of many organizations depends on their ability to harness the power of information technology, and good project managers are in high demand.

It’s impossible to read a newspaper, magazine, or Web page without hearing about the impact of information technology on our society. Information is traveling faster and being shared by more individuals than ever before. Technology is changing almost everything about the way we live and work today. When this technology works well, it is almost invisible. But, who makes these complex technologies and systems happen?
This course deals with the behind-the-scenes aspects of technologies, and examines the many innovations society is currently experiencing as a result of successful information technology projects. The course examines project that went well, as well as projects that were not successful: factors such as time, money, and unrealistic expectations, among many others, can sabotage a promising effort if it is not properly managed.

Although project management has been an established field for many years, managing information technology projects requires ideas and information that go beyond standard project management. Many information management projects fails because of lack of user input, incomplete and changing requirements, and lack of executive support.

New technologies can also aid in managing information technology projects, and software designed to assist in project management is examined and applied.

On completing this course, students will:

1. Understand what project management means and how it improves the success of information technology projects.

2. Demonstrate knowledge of project management terms and techniques, such as:
   - The triple constraint of project management
   - The project management knowledge areas and process groups
   - The project life cycle
   - Tools and techniques of project management, such as:
     - Project selection methods
     - Work breakdown structures
     - Network diagrams, critical path analysis, and critical chain scheduling
     - Cost estimates
     - Earned value management
     - Motivation theory and team building

3. Apply project management concepts by working on a group project as a project manager or active team member.

4. Use Microsoft Project 2007 and other software to help plan and manage a small project.

5. Appreciate the importance of good project management.
   - Share examples of good and bad project management.
   - Keep a journal throughout the course for personal reflection.
   - Use knowledge and skills developed in this class in other settings.

The Project Management Institute (PMI) provides certification as a Project Management Professional (PMP). This course will assist students in preparing for this certification exam.

The Canvas on-line course tools package, which may be accessed from campus computer labs and via the Internet at https://my.usf.edu, will be used to enhance the course. All that is required is Internet access and a reasonably up-to-date web browser. Except for response speed, there should be no difference in functionality between accessing from a lab and from home. Any exceptions to this will be announced as they become apparent.

**GRADING POLICY**

Your grade in this course will depend on the following:

**Two exams.** Each of these exams is worth 15% of your grade (30% in all). The exams are not cumulative - each covers only the topics indicated, although an understanding of earlier material may be a practical necessity for understanding and solving problems on new material. There will be no makeup exams!
Exceptions on medical grounds will require a doctor’s letter which will be verified by the appropriate department personnel.

Quizzes & assignments, and a major project will be required. You should submit all work on time. Tardiness in submission will be penalized (and, as announced for some assignments, not permitted). These will be worth a total of 40% of your grade. As assignments and quizzes will occur as we complete corresponding topics in the course, and how quickly we cover those topics can vary, dates for these assessments cannot be given in advance.

Presentations and Project. 20% - Researching information and developing presentation skills are important for everyone, and it’s a good way to share information. Each student will research, prepare, and present at least one individual presentation. The individual presentations must include at least three outside references that are documented in footnotes and a reference page. Students should turn in a copy of their presentation notes, including a bibliography, or include the information in their visuals. Potential topics will be brainstormed in class. Presentations will be evaluated on content, delivery, and audience response. The class will actively participate in deciding what presentations and projects they will do.

Students will also do a project as a running case - the project can be done in teams of two. However, if you wish to go solo, that will be okay as well. There could be some overlap between the assignments and the project deliverables.

Participation in class/on-line discussions constitutes 10% of your grade. You are expected to frequently review the Blackboard discussion function and take part in discussions of assigned topics. It is anticipated that there will be several discussion topics during the course, with announced (and possibly overlapping) participation timeframes. Participation that occurs after the closing participation date for a topic will not be counted for credit!

Class Attendance: Attendance is automatically recorded by Elluminate. Even though the sessions are recorded for review, it is my observation that final course grades tend to be positively correlated with regular class attendance, even in the absence of any credit for attendance, because understanding of the material is best gained through a combination of exposures to the material, of which course lecture is an important one. In any event, you are responsible for the material covered in class, any announcements, schedule changes, etc. Absenteeism is not an excuse for late work or missed exams unless approval from your instructor is obtained in advance.

Incomplete Grade: An Incomplete grade in the course is reserved for those with good reason for having missed a small amount of work, and are agreed to by the student and instructor during the course, as circumstances require. Otherwise, exams not taken or assignments not turned in will receive a zero for that grade, and the course grade assigned accordingly. Please note, it is the student’s responsibility to ensure the work is completed before the end of the following semester and the Incomplete changed to a regular grade. If this is not done before the end of the following semester, the Incomplete automatically becomes an F!

STATEMENT ON ACADEMIC HONESTY

The instructor of this course trusts that all students behave in strict compliance with accepted standards of academic honesty. A conscious effort is made to ensure that grading standards are fair, and that anyone who makes an honest and consistent attempt to do well in the course will succeed, as, by this time in your degree program, it is expected that you are capable of doing the work. There will be no tolerance for anyone who attempts to "succeed" by dishonest routes.
Academic honesty includes, but is not limited to:

- Honesty in taking examinations.
- Honesty in completing your assignments yourself. There is no objection to some degree of helpful collaboration in completion of assignments; often a rough spot can be overcome with a helpful word. But assignments passed in for grading must be substantially one person's - the submitter's - work. Please note that in many of the assignments for this course, it will be fairly obvious to the instructor when students have collaborated beyond a reasonable degree (having exactly the same wrong answer, for example, is usually a dead giveaway).
- Honesty in attributing others' work. In all submitted work, including papers and presentations, ideas, concepts and quotations obtained from other persons' works must be properly attributed. Not doing so constitutes theft of intellectual property.
- Consequences for violating this trust will be severe. Credit will not be given for any work that does not meet the above criteria. In an extreme violation or repeated violations, a failing grade in the course for reasons of academic dishonesty is an appropriate and reasonable penalty.

### COURSE DESCRIPTION AND SCHEDULE

(Updated 12/31/13)

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Chapter #</th>
<th>Assignment Due Date</th>
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<tbody>
<tr>
<td>January 8</td>
<td>Class Introductions</td>
<td>Chapter 1</td>
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<td></td>
<td>Syllabus Review</td>
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<td></td>
<td>Introduction to Project Management</td>
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<td>January 15</td>
<td>The Project Management and Information Technology Context</td>
<td>Chapter 2</td>
<td>Assignment 1</td>
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<td></td>
<td>“Guide to Using Microsoft Project 2007/10”</td>
<td>Appendix A</td>
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<td>January 22</td>
<td>The Project Management Process Groups: A Case Study - &quot;JWD Consulting's Project Management Intranet&quot;</td>
<td>Chapter 3</td>
<td>Assignment 2</td>
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<tr>
<td></td>
<td>“Guide to Using Microsoft Project 2007/10”</td>
<td>Appendix A</td>
<td></td>
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<tr>
<td>January 29</td>
<td>Project Integration Management</td>
<td>Chapter 4</td>
<td>Assignment 3/ Project deliverable</td>
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<tr>
<td>February 5</td>
<td>Project Scope Management</td>
<td>Chapter 5</td>
<td>Assignment 4</td>
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<td>February 12</td>
<td>Project Time Management</td>
<td>Chapter 6</td>
<td>Assignment 5/ Project deliverable</td>
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<tr>
<td>February 19</td>
<td>Project Cost Management</td>
<td>Chapter 7</td>
<td>Assignment 6</td>
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<tr>
<td>February 26</td>
<td>Test 1 Opens for about a week (Ch.1-6)</td>
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<tr>
<td>March 5</td>
<td>Project Quality Management</td>
<td>Chapter 8</td>
<td>Assignment 7/ Project deliverable</td>
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<td></td>
<td>SPRING BREAK</td>
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<tr>
<td>March 19</td>
<td>Project Human Resource Management</td>
<td>Chapter 9</td>
<td>Assignment 8</td>
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<tr>
<td>March 19</td>
<td>3/24 - Last Day to Drop with a 'W'; No Refund, No Academic Penalty</td>
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<tr>
<td>April 2</td>
<td>Project Communications Management, Templates</td>
<td>Chapter 10</td>
<td></td>
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<td></td>
<td>Appendices D-E</td>
<td></td>
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<tr>
<td>April 9</td>
<td>Catch-Up/Case Studies</td>
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### USF Sarasota-Manatee Policies and Procedures

#### Religious Observances
The University recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes.  

#### Disabilities Accommodation
Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation.  
www.sarasota.usf.edu/Students/Disability/

#### Academic Dishonesty
The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.  
Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/  
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/  
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

#### Academic Disruption
The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the catalog, USFSM Undergraduate Catalog or USFSM Graduate Catalog and the USF Student Code of Conduct.  
Undergraduate: http://www.sarasota.usf.edu/Academics/Catalogs/  
Graduate: http://www.sarasota.usf.edu/Academics/Catalogs/  
USF Student Code of Conduct: http://www.sa.usf.edu/srr/page.asp?id=88

#### Contingency Plans
In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor the Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency.
Emergency Preparedness
It is strongly recommended that you become familiar with the USF Sarasota-Manatee Emergency Action Plan on the Safety Preparedness site http://www.sarasota.usf.edu/facilities/SafetyPreparedness.php

Fire Alarm Instructions
At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated.