Course Description:

Hands-on experience in taking a project through the typical product life-cycle, from initial contact to final acceptance. Topics include communicating with a client, cost estimation, product design, implementation, handling change requests, product documentation, acceptance testing, and post-process review.

Course Objectives:

- Discuss the current state of multimedia project management
- Develop a working vocabulary in this subject area
- Develop and demonstrate skills in formulating, planning, tracking, and implementing a project using MS Project 2007
- Develop an understanding of the roles, responsibilities, and management methods of a project manager
- Develop a working understanding of the PMI (Project Management Institute) model
- Demonstrate successful implementation of the PMI Model in both individual and team projects
- Demonstrate understanding of the theoretical background of project management

IUPUI Principles of Undergraduate Learning:

The learning outcomes of this course are in alignment with the IUPUI principles of undergraduate learning:
1. **Critical thinking**: This will be engaged through assignments that ask you to apply your understanding of the readings in new contexts, such as a wiki project, and through critical analysis exercises.

2. **Integration and application of knowledge**: We will look at new media from a variety of contexts, and seek to understand how new media has developed in the integration of technology, culture and communication. We will then take that integrated understanding of new media and examine how it is applied by new media practitioners.

**Textbook (required):**

**Microsoft Project 2007: Step by Step**
Author(s): Carl Chatfield and Timothy Johnson
Publisher: Microsoft Press
Publishing Date: 2007
ISBN-10: 0-7356-2305-8

**Required Readings**


No Author. *The Benefits of Project Management Training*.

No Author. *Using the PMI Model*.


Recommended Books:
Title: The Practical Guide to Project Management Documentation
Author: John Rakos
Publisher: Wiley & Sons
ISBN: 978-0-471

Title: Successful Project Management: A Step-by-Step Approach with Practical Examples
Author: Milton D. Rosenau, Jr. and Gregory D. Githens
Edition: 4th
Publisher: Wiley & Sons

Required Tutorial Access:
- Microsoft Project 2007 – in IT 255 Classroom Only
- Access to Lynda.com
  Project 2007 Essential Training with: Lorna Daly
  http://ittraining.iu.edu/lynda/

Course Organization

Your grade in this course will be determined by both individual and group activities. Your grade will be determined by your performance in the following areas:

Quizzes: There are (2) quizzes for this course; weeks 4 and 9. Each Quiz is worth 100 points and will consist of multiple choice, true/false, and scenario-based project management situations.

Exam: There is (1) comprehensive final exam for this course. The exam will consist of several questions from Quizzes 1 and 2 and content covered during weeks 10 through 15. The Final Exam is worth 200 points and will consist of multiple choice, true/false, and scenario-based project management situations.

Participation: I recommend you come to each class session. Active participation is very important during each class period. Your willingness to share your experience with multimedia projects and insights enhances course value for all students.

Project 1: The first project will be a solo project effort. Projects must be approved before you can begin to work on them. You must use Microsoft Project 2007 as your project management application. If projects are not submitted by the due date listed in the Weekly Schedule, your score (point total) for this assignment will be reduced by 50%.
Project 2: The second project will be a team-based project. Projects must be approved before you can begin to work on them. You must use Microsoft Project 2007 as your project management application. If projects are not submitted by the due date listed in the Weekly Schedule, your score (point total) for this assignment will be reduced by 50%.

Presentations: Teams will be expected to make a formal presentation. The purpose of the team presentation is give you experience in delivering project management issues and outcomes to your classmates. Formal presentations also give you an opportunity to further improve your oral presentation skills. Check the schedule for the presentation date.

Attendance: Attendance at each class is required. You will receive 5 points for each class you attend. This will be a total of 140 points for the semester if you attend all scheduled classes. If you miss more than 3 classes before the first eight weeks of the semester without contacting me, you will be administratively withdrawn from this class. Administrative withdrawal may have academic, financial, and financial aid implications. Administrative withdrawal will take place after the full refund period, and if you are administratively withdrawn from the course you will not be eligible for a tuition refund. If you have any questions about the administrative withdrawal policy at any point during the semester, please contact me.

Grade Breakdown (840 points total)

<table>
<thead>
<tr>
<th>Component</th>
<th>Breakdown</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance</td>
<td>5 points per class session</td>
<td>140</td>
</tr>
<tr>
<td>Quizzes</td>
<td>2 Quizzes x 100 points each</td>
<td>200</td>
</tr>
<tr>
<td>Exam</td>
<td>[1 Exam x 200 points]</td>
<td>200</td>
</tr>
<tr>
<td>Project 1:</td>
<td>[Solo Project]</td>
<td>100</td>
</tr>
<tr>
<td>Project 2:</td>
<td>[Team Project]</td>
<td>200</td>
</tr>
</tbody>
</table>

Grade Scale

- A = 785 – 840
- B = 700 – 784
- C = 620 - 699
- D = 550 – 619
- F = 549 - 0

The Mission of IUPUI is to provide for its constituents excellence in Teaching and Learning, Research, Scholarship, and Creative Activity, Civic Engagement with each of these core activities characterized by Collaboration within and across disciplines and with the community a commitment to ensuring diversity, and Pursuit of best practices.

IUPUI’s mission is derived from and aligned with the principal components – Communities of Learning, Responsibilities of Excellence, Accountability and Best Practices – of Indiana University’s Strategic Directions Charter.

Statement of Values
IUPUI values the commitment of students to learning; of faculty to the highest standards of teaching, scholarship, and service; and of staff to the highest standards of service. IUPUI recognizes students as partners in learning. IUPUI values the opportunities afforded by its location in Indiana’s capital city and is committed to serving the needs of its community. Thus, IUPUI students, faculty, and staff are involved in the community; both to provide educational programs and patient care and to apply learning to community needs through service. As a leader in fostering collaborative relationships, IUPUI values collegiality, cooperation, creativity, innovation, and entrepreneurship as well as honesty, integrity, and support for open inquiry and dissemination of findings. IUPUI is committed to the personal and professional development of its students, faculty, and staff and to continuous improvement of its programs and services.

Policy on Academic Dishonesty/Integrity/Plagiarism:

"Using another student’s or author’s work on a project or assignment, cheating on a test or any other form of dishonesty will result in a grade of zero and possibly an "F" in this course and will be referred to the Dean of Students. All students should aspire to high standards of academic integrity. This class encourages cooperation and exchange of ideas."

All students are responsible for reading the Code of Student Rights, Responsibilities and Conduct of IUPUI. Included are policies regarding children in classes.

http://life.iupui.edu/help/code.asp

Special Needs:

If you have a learning disability, or other special needs, please talk to me about it during the first week of the semester, either in person, by email or by phone. I want to work with you to help you succeed in this course. You will need official documentation from IUPUI. A good place to start is by contacting Adaptive Educational Services (AES). If you are not already an AES client, or if you want to find out if you qualify to be an AES Client, go to this web address: http://www.iupui.edu/~divrsity/aes/about/new-clients.html

Values and Ethics:

Profanity/swearing, or derogatory comments about or towards any member or instructor in this class will not be tolerated. This is also true during online communication in Oncourse or any type of electronic communication (voice, video, or text) between all members of this class. These rules are also enforced with your communication with other classmates as part of the social network (teams and group work in this class).

The ethical standards must be adhered to in all class assignments including web interactions and communications. Core values of collegiality, and respect for others and their ideas is core to the values of IUPUI and the academic community.
From the *Code of Student Rights, Responsibilities and Conduct*:

“A student must not violate course rules as contained in a course syllabus, which are rationally related to the content of the course or to the enhancement of the learning process in the course.” [*Code of Student Rights, Responsibilities, and Conduct, page 29*]
Weekly Schedule for Spring 2011
(Subject to Change)

■ Week 1  Tuesday January 11, 2011
Course Introduction
Student Class Introductions

Thursday January 13, 2011
Lecture 1: The History of Project Management
Assignment: Read Sommers, 17 Must Ask Questions for Planning Successful Projects

■ Week 2  Tuesday January 18, 2011
Lecture 2: Project Management Processes
Textbook Overview

Thursday January 20, 2011
Lecture 3: Planning the Project
MP2007: Getting Started with Microsoft Project
Assignment: Read Houghey, Project Planning a Step by Step Guide

■ Week 3  Tuesday January 25, 2011
Lecture 4: Linking the Project to the Product
Solo Project Identification and Selection

Thursday January 27, 2011
Lecture 5: Work Breakdown Structure
Solo Project Approval
MP2007: Creating a Task List
Assignment: Read Miller, Purpose of Project Management and Setting Objectives

■ Week 4  Tuesday February 1, 2011
Lecture 6: Balancing Competing Demands (Triple Constraint)

Thursday February 3, 2011
Lecture 7: Scheduling
MP2007: Setting Up Resources
Assignment: Read Brown, A., Green, T., & Zatz, D. Guidelines for Multimedia: Veterans of the Process Describe How To Manage Multimedia Production Projects

QUIZ: Covers Weeks 1 -4 – Rescheduled for February 10, 2011
Syllabus

Week 5  Tuesday February 8, 2011
Lecture 8: Contracts, Negotiations and Proposals
Quiz Review

Thursday February 10, 2011
MP2007: Assigning Resources to Tasks
Lab Time – Solo Project
Assignment: Read, Using the PMI Model

Week 6  Tuesday February 15, 2011
Lecture 9: Time Estimating and Compressing the Schedule

Thursday February 17, 2011
MP2007: Gantt Charts and Tracking Progress
Lab Time – Solo Project
Assignment: Review, Project Cost Management Document

Week 7  Tuesday February 22, 2011
Lecture 10: Cost Estimating and Budgeting

Thursday February 24, 2011
MP2007: Gantt Charts and Tracking Progress
Lab Time – Solo Project

Week 8  Tuesday March 1, 2011
Lecture 11: The Impact of Limited Resources

Thursday March 3, 2011
MP2007: Review
Lab Time – Solo Project

Week 9  Tuesday March 8, 2011
QUIZ: Covers Weeks 5 - 8

Thursday March 10, 2011
Solo Project Due

Week 10  Tuesday March 15, 2011/ Thursday March 17, 2011
Mid Term Break

Week 11  Tuesday March 22, 2011
Lecture 12: Building the Project Team
Identify Team Project

Thursday March 23, 2011
Team Project Approval
TEAM:
Select Teams
Identify a Project Leader
Identify a Project Topic
Identify roles of Team members
Project Leader reports to Instructor
Assignment: Read Alleman, Form Norm Storm Perform

■ Week 12  Tuesday March 29, 2011
  Lecture 13: Building the Project Team
  Project Risk and Issues Management
  Identify Team Project

Thursday March 31, 2011
  Team Project Overview Presentation

■ Week 13  Tuesday April 5, 2011
  Lecture 14: The Role of the Project Manager/Organizing the Support Team

Thursday April 7, 2011
  Lecture 15: Project Life Cycle
  Developing a Business Case
  Develop a Feasibility Study
  Establish a Project Charter
  Team Work Day

■ Week 14  Tuesday April 12, 2011
  Lecture 16: Controlling the Project/Project Reviews

Thursday April 14, 2011
  Team Work Day

■ Week 15  Tuesday April 19, 2011
  Lecture 17: What to do when things go wrong
  Types of Project Management
  PMI Certification

Thursday April 21, 2011
  Team Work Day

■ Week 16  Tuesday April 26, 2011
  Team Presentations
  Course/Instructor Evaluation

Thursday April 28, 2011
  Team Presentations

■ Week 17  Friday May 6, Final Exam
  10:30am – 12:30pm