Informatics Project Management– INFO I505

Fall

Course Info  3 Credit hours
Location  Classroom & Online
Prerequisites:  None

COURSE DESCRIPTION

This course introduces standard project management concepts and capabilities, in the context of innovative and creative knowledge-work projects involving computers. These are targeted as a common ground for all members of a successful team, not only for the Project Manager.

Through lecture, reading, discussion, computer lab exercises, and projects, students will become more proficient with basic project management terminology, techniques and technologies.

Students will apply industry standard project management in a framework of productive team dynamics, consumer frame of reference, and organizational change–optionally continuing to professional certification.

EXTENDED COURSE DESCRIPTION

Efficient and effective management of IT projects in organizations requires knowledge professionals highly skilled in diverse areas. These areas cover both “hard” skills – such as technology, quantitative measures (of time and cost), and risk analysis and “soft” skills, including leadership and mentoring.

This course intends to familiarize and train informatics students in project management (PM) tools, methodologies and best practices employed by highly successful project teams. Students will learn PM essentials from various pedagogical modalities including lectures, readings, homework assignments and a semester-long group project.

There will be ample opportunities for hands-on practice of principles and procedures while completing the group project, homework and case studies. Laboratory exercises will include use of commonly employed PM-enabling software.

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Required Text(s):

*Information Technology Project Management* by Kathy Schwalbe

On-line Reference Book:
*Guide to the Project Management Body of Knowledge, A PMBOK Guide*, available via the IUPUI Library website

COURSE CONTENT

Topic Outlines

- Introductions, course overview, review of syllabus
- Introduction to Project Management
- The PM and IT Context
- Introduction to PM Software
- Project Management Process Groups
- Integration Management
- Scope Management
- Time Management
- Cost Management
- Quality Management
- Human Resource Management
- Communications Management
- Risk Management

LEARNING OUTCOMES: The following outcomes are expected from this course

- To become familiar with the complexities of IT projects and how PM can help address these complexities.
- To learn the mechanics of project planning and typical roles of project team members.
- To understand the concept of scope definition and the consequences of “scope creep.” To understand concepts of time management such as network diagrams, CPM, and PERT methods.
- To learn principles of cost management and project budgeting.
- To understand the perturbations that may occur in a well-planned project and how to cope with changing situations (change management).
- To learn about quantitative and qualitative bases for risk analysis.
- To become familiar with the “soft” skills that are useful as a project leader and team member.
- To learn the basics of project management software (e.g., Microsoft Project) and how to use the software to develop PM documents.

CORE COMPETENCIES: The core competencies of this course include the following:

1. Project Foundations
2. Project Integration Management
3. Project Scope Management
4. Project Time Management
5. Project Cost Management
6. Project Quality Management
7. Project Human Resource Management
8. Project Communications and Stakeholder Management
9. Project Risk Management
10. Project Procurement Management

**Principles of Graduate and Professional Learning (PGPL)**

Course goals and learning outcomes are linked into the Indiana University PGPL required Learning Outcomes:

A. Knowledge and skills mastery (K&S)
B. Critical thinking and good judgment (CT)
C. Effective communication (EC)
D. Ethical behavior (EB)

**Grading Information:**

**Evaluation:** Evaluation of student performance in the course will be based on in-class quizzes, homework assignments, a team project and presentation, group discussions, and class attendance and participation. Details of the team project/presentation and the group discussion task will be provided in class and posted on the CANVAS site.

**Grade Distribution:**
- Quizzes 15%
- Homework/Exercises 15%
- Team Project 30%
- Team Presentation 10%
- Group Discussions 15%
- Participation 15%

**Grading Scale:**
- A+ 97 – 100 Outstanding achievement, given at the instructor’s discretion
- A 93 – 100 Excellent achievement
- A– 90 – 092.99 Very good work
- B+ 87 – 089.99 Good work
- B 83 – 086.99 Marginal work
- B– 80 – 082.99 Very marginal work
- C+ 77 – 079.99 Unacceptable work (Core course must be repeated)
- C 73 – 076.99 Unacceptable work (Core course must be repeated)
- C– 70 – 072.99 Unacceptable work (Elective or core course must be repeated)
- D+ 67 – 069.99 Unacceptable work (Elective or core course must be repeated)
- D 63 – 066.99 Unacceptable work (Elective or core course must be repeated)
- D– 60 – 062.99 Unacceptable work (Elective or core course must be repeated)
- F Below 60 Unacceptable work (Elective or core course must be repeated)
EXPECTATIONS, GUIDELINES, AND POLICIES

In accordance with IUPUI policies and expectations, a 3:1 workload is expected: On-average, in addition to 3 hours in-class, this course should take approximately 12 - 15 hours per week. This workload will increase dramatically before assignments are due. This translates to a significant commitment of time each week.

A graduate course is the equivalent of a rigorous, part-time job (15+ hours per week). Plan accordingly, pace yourself, and frontload your workflow.

ATTENDANCE:

Class attendance is required for classroom-based courses. It entails being present and attentive for the entire class period. Attendance shall be taken in every class. If you do not sign the attendance sheet while in class (or participate in class quizzes for online students), you shall be marked absent. Signing the attendance sheet for another student is prohibited.

The instructor is required to submit to the Registrar a record of student attendance, and action shall be taken if the record conveys a trend of absenteeism. Illness or a death in the immediate family is usually the only acceptable excuse for absence from class.

Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. To protect your privacy, doctor’s excuses should exclude the nature of the condition and focus instead on how the condition affects your coursework.

Missing class reduces your grade through the following grade reduction policy: You are allowed two excused or unexcused absences. Regardless of the reason, a third absence results in a 5% reduction in your final grade and a fourth absence results in a 10% reduction. Further absences result in an F in the course. Missing class may also reduce your grade by eliminating opportunities for class participation.

INCOMPLETE:

The instructor may assign an Incomplete (I) grade only if at least 75% of the required coursework has been completed at passing quality and holding you to previously established time limits would result in unjust hardship to you.

All unfinished work must be completed by the date set by the instructor. Left unchanged, an Incomplete automatically becomes an F after one year. [http://registrar.iupui.edu/incomp.html](http://registrar.iupui.edu/incomp.html)

DELIVERABLES:

Students are responsible for submitting all deliverables according to the due date. If class is missed, the student is still responsible for the assignment, as well as to find out what was covered in class, e.g., any new assignments or variations to an existing assignment.

All assignment deadlines are outlined in the syllabus or syllabus supplemental documents provided on Canvas.