

Course Syllabus – Assignment Sheet for INFO C452 v3

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INFO 452 PROJECT MANAGEMENT

Textbook/Materials in use: Required: Kathy Schwalbe, Information Technology Project Management, 8th Edition, Course Technology, 2017

Course Objectives:

1. Understand the genesis of project management and its importance to improving 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
 - Etc.
3. Apply project management concepts by working on a group project as 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
 - Prepare a journal throughout the course for personal reflection
 - Use knowledge and skills developed in this class in other settings

Grading Information:

Graded Component	Percentage (%)	Points
Homework Assignments	30%	300
Discussion Forum	15%	150
Group Project	25%	250
Case Analysis	10%	100
Final Exam	20%	200
Totals	100%	1000

Grades will be posted on OnCourse under the Gradebook. The student can see at all times his/her assignment and exam scores. Student's percentage will be shown for the course grade through OnCourse. Use the following table to determine the grade based on the grading scale.

Grades will be based on the following scale:

A+ (97% +)	B+ (87% - 89%)	C+ (77% - 79%)	D+ (67% - 69%)	F (59% - below)
A (93% - 96%)	B (83% - 86%)	C (73% - 76%)	D (63% - 66%)	
A- (90% - 92%)	B- (80% - 82%)	C- (70% - 72%)	D- (60% - 62%)	

(**Note:** Rounding may occur between letter grades down to the XX.500% level: 89.499% is a B+, 89.500% is an A-. Rounding may occur within a letter grade: 86.499% is a B. 86.500% is a B+.)

POLICIES:

Participation:

You are expected to log in every week and participate in the graded discussion board assignment.

Discussion forums will be set up each week. Participation of at least 2 comments each week and the first comment is due by Wednesday 11:59pm cst.

Makeup Exams and Assignments:

Requests for makeup exams and assignment changes must be made in advance with the instructor. Please send an e-mail message in case of a last minute emergency.

Honesty:

Plagiarism and cheating are serious offenses and may be punished by failure on an exam or assignment, failure in the course, and/or expulsion from the college. For more information, refer to the "Academic Honesty" policy in the student catalog.

Regarding group projects: Points will be set aside and used for participation. If you are working with a group and you do not participate and share in the hard work you will NOT receive the same grade as your team. Each team member is responsible for reporting any participant who is not actively participating.

IU Northwest Attendance and Course Commitment Policy

This course has been approved to enforce the IU Northwest Attendance and Course Commitment Policy and the full text of this policy is available at <http://www.iun.edu/registrar/attendance-policies.htm>.

As a student in this course, you are expected to attend scheduled class meetings and actively participate in all class activities. Students who miss the first week of the semester or who do not attend 50% of the scheduled class meetings before the end of the fourth week of the semester may be subject to administrative withdrawal. Regardless of attendance, students who do not actively participate in this class by not submitting a majority of their assignments by the posted due date are subject to administrative withdrawal. Students who are administratively withdrawn from this class after the fourth week will not be eligible for a tuition refund. Administrative withdrawals may have an impact on the student's financial aid awards and visa status.

IU FLAGS (Student Performance Early Alert System)

This semester I will be using IU's Early Alert System to provide real-time feedback on your performance in this course. I will be entering data on factors such as your class attendance, participation, and success with coursework, among other things. This information will provide feedback on how you are faring in the course and offer you suggestions on how you might be able to improve your performance. You will be able to access this information in the student center: OneStart > Student Services page > Student Center > My Academics and Grades > My Grades. If there is no entry, then no concerns have been reported about your academic performance.

Instructor Commitment

IU Northwest instructors are committed to providing quality education. I will respond to students within two business days, excluding non-instructional days.

Computer Technology Needs

Should your personal computer system or network go down at home or work, you must still turn in your work by the due date. Students need to plan ahead by seeking alternative means for submitting coursework (**by the due date**) if a student's home computer malfunctions. IU Northwest can serve as an alternative location for doing your assignments. Not having access to the required software on your home or work computer is not a legitimate excuse for turning in coursework late. Don't wait until the last minute to do your assignments. Start your coursework early in the week in case a situation occurs. It is not an excuse if your Internet service is disrupted during the semester. It is your responsibility to assure that your course work is

submitted to your instructor on time. If you lose Internet Service, you can always use a computer at IU Northwest.

Important - plan ahead. Your coursework must be completed on time. Have a plan for an alternate location to work, in case you have computer or internet problems. Your computer being down or your Internet service being disrupted is *not* an excuse for late work.

Student Technology Labs

Students must have a valid IU Northwest email and password to LOGIN any computer on campus!

Each lab has its open lab times posted outside of its door. The website for student technology open labs: <http://www.iun.edu/~nwadmin/labs/>

If you are a returning student and once had an account (roughly within the last two years) but have forgotten your password, etc., stop in at the IU Northwest IT Help Desk in Hawthorn 108 with a photo ID and the technician on duty will be able to assist you. Please make sure to bring your photo ID because IU Northwest cannot do anything without confirming identity through your Photo ID.

Microsoft® Software (Windows 7 and Office 2013)

Windows 7 & Office 2013 may be purchased from the IU Northwest bookstore under the Indiana University/Microsoft® agreement. Students can also download software from <http://iuware.iu.edu> for free.

Additional Information

Successful Study Using Oncourse

The home page of Oncourse has links, video tutorials and several tips and updates to help you navigate the website. IU has prepared a reference page containing links to information about a variety of resources to help you function successfully in your online Oncourse class.

Right to Accommodation for Individuals with Disabilities

Indiana University is committed to creating a learning environment and academic community that promotes educational opportunities for all individuals, including those with disabilities. Course directors are asked to make reasonable accommodations, upon request by the student or the university, for such disabilities. It is the responsibility of students with documented physical or learning disabilities seeking accommodation to notify their course directors and the relevant campus office that deals with such cases in a timely manner concerning the need for such accommodation. Indiana University will make reasonable accommodations for access to programs, services, and facilities as outlined by applicable state and federal laws.

Campus support office:

Indiana University Northwest complies with Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act of 1990. Disability Services Coordinator is located in Hawthorn Hall 239.

Undergraduate

If you need assistance with learning, physical or psychological disability that may affect your academic progress, you are encouraged to contact the Disability Services Coordinator at 219-980-6798.

Graduate

If you need assistance with learning, physical or psychological disability that may affect your academic progress, you are encouraged to contact Student Services at 219-980-6702.

Student Support Services www.iun.edu/~supportn

*****Late Work*****

Students are expected to turn in assignments on time.

Late Submission Policy:

All assignments have a deadline. **NO LATE SUBMISSIONS are accepted for this online course.** Assignments are due according to the schedule on this syllabus. *Do not ask* for special exception for assignments being turned in late.

Due Dates. Due dates will be very strictly enforced, unless an extension is granted to all students. Any lab turned in after a due date will NOT be accepted and will receive a grade of zero (0). If you become sick or a family emergency arises and you are unable to turn in your assignments on time, please inform the instructor as soon as possible and an extension *may* be given to you. However, **written documented proof** will be needed for such excuses. It is highly recommended to start working on coursework as soon as it is assigned. Information on what is due is available on the syllabus weekly schedule.

*****Original Work*****

Students are expected to perform and complete individual assignments **on your own**. Absolutely **NO** copying or cheating on assignments will be tolerated within this class. Any student discovered cheating (copying files, committing plagiarism, etc.) will receive a **zero** for that assignment, and **will be reported** to the Dean of his/her division. **If more than one student is involved in the incident, s/he will receive the same punishment.**

<http://www.iu.edu/~code/code/responsibilities/academic/index.shtml>

Academic Misconduct (Cheating, Fabrication, Plagiarism, Interference, Violation of Course Rules, Facilitating Academic Dishonesty)

Personal Misconduct on Campus (The university may discipline a student **acts of personal misconduct that occur on university property**)

*****Incompletes*****

Incompletes will be granted only in extreme circumstances, not for work-related deadlines, prior personal commitments, or falling behind in readings or assignments.

Incomplete Grades (see IU's policy on Incomplete Grades below)

The grade of I (Incomplete) indicates that the student has satisfactorily completed the major portion of a course but is prevented by extraordinary circumstances from completing the balance of the course. The grade of I will be given only if the instructor has sufficient reason to believe that the failure to complete the requirements of the course was beyond the student's control and that it would be unjust to hold the student to the time limits normally fixed for completion of the required assignments. The grade of I will not be awarded simply to exempt a student from paying tuition for a repeated course.

<http://www.iu.edu/~bulletin/ius/2011-2013/policies/grading-system/incompletes.shtml>

NOTE: The instructor will keep students apprised of assignment grades via the online class **Grade book**. Students are responsible for contacting the instructor if they do not receive any grade by 10 days after the assignment submission date.

Individual Assignments:

Individual Homework assignments are due by the end of the week (Sunday before midnight). Late assignments will not be accepted, but a penalty (1 letter grade) will apply for each week the assignment is late, unless approved in advance. Please be sure to use Spell check before turning in any assignments.

Follow the Homework outline carefully. There are two Homework assignment sheets attached. The first one is for each individual student to follow. The second one is for each group to follow.

Below is the schedule for each week which includes the individual assignment and discussion board. Each person is responsible for completing these assignments individually.

Individual assignments: All summary/papers must be at least 200 words. At least 1 reference is required.

Discussion board: You must respond to the discussion board at least twice a week. The first post must be before midnight on Wednesday. Postings count for attendance so they are important. Each post must be at least 200 words and must address the topic being discussed during the week.

Week	Week start date	Topic	Material	Individual Assignments
1	8/26/19	Introduction to Project Management	Chapter 1	Discussion board Question Response Individual assignment 1
2	9/2/19	Labor Day		
2	9/2/19	The Project Management and Information Technology Context	Chapter 2	Discussion board Question Response Individual assignment 2
3	9/9/19	The Project Management Process Groups: A Case Study	Chapter 3	Discussion board Question Response Individual assignment 3
4	9/16/19	Project Integration Management	Chapter 4	Discussion board Question Response Individual assignment 4
5	9/23/19	Project Scope Management	Chapter 5	Discussion board Question Response Individual assignment 5
6	9/30/19	Project Time Management	Chapter 6	Discussion board Question Response Individual assignment 6
7	10/7/19	Project Cost Management	Chapter 7	Discussion board Question Response Individual assignment 7
8	10/14/19	Project Quality Management	Chapter 8	Discussion board Question Response Individual assignment 8
9	10/28/19	Case Analysis		Write a 5 page review of a given case study. This assignment allows students the ability to synthesize, analyze and report on PM cases and the problems/challenges they face. You can also choose your own case study (approval is needed)
9	10/28/19	Project Human Resource Management	Chapter 9	No discussion board Individual assignment 9
10	11/4/19	Appendix A – Guide to Using Microsoft Project Draft of Group project due		Review Appendix A No discussion Board
11	11/11/19	Project Communications Management	Chapter 10	Discussion board Question Response Individual assignment 10
12	11/18/19	Project Risk Management	Chapter 11	Discussion board Question Response Individual assignment 11

	11/25/19	Thanksgiving Break		No Assignment Due No discussion board
13	12/2/19	Project Procurement Management	Chapter 12	Discussion board Question Response Individual assignment 12
14	12/9/19	Project Stakeholder Management Group Project Due	Chapter 13	Discussion board Question Response Individual assignment 13
15	12/16/19	Final Exam (online) Worth 200 points		Class ends

Individual assignments: Each individual assignment is due by Sunday before midnight. Each paper must be APA formatted. At least one reference is required. It is not enough to just list a reference but you must use it in the body of the paper. Each paper must be 2-3 full pages. This does not include the title nor the reference page. APA formatting includes the following: using 12 pt Times New Roman typeset, double space the entire paper, use of headings.

ASSIGNMENTS:

Note: Use APA formatting: Complete a 2-3 page paper (excluding the title and reference page) in response to the following question. Be sure to write in 3rd person format.

Individual assignment 1: What is a project? What is the role of the project manager? Discuss the concept of the triple constraint (Scope, Time, cost) and how they can constrain a project. Explain what project management means and how learning this skillset can help you as an IT professional. Choose four of the project management knowledge areas and explain its importance.

Individual assignment 2: Explain the three-sphere model for systems management. Why is it important to understand an organizations structure when managing IT projects? Discuss organizational culture (its meaning and how it can be applied to managing projects). What is the difference between the project life cycle and the product life cycle?

Individual assignment 3: Explain what a methodology is? What is a business case? Explain the role of the stakeholder in the IT project? What is the scope statement? What does out of scope mean? How can you keep the project within the agreed upon scope?

Individual assignment 4: Explain the importance of the project charter and what should be included in the charter? Discuss how IT projects are identified and prioritize within an organization. Discuss NPV, ROI and payback analysis. How are they used to help identify which projects are chosen. What should be included in a Project management plan?

Individual assignment 5: What is a WBS? How does it help the PM manage projects successfully? Discuss the importance of scope management.

Individual assignment 6: There are seven processes in time management choose 3 and explain their importance. What are milestones? Activities? Dependencies? Describe the process of creating a project schedule and how it can be used to manage resources effectively.

Individual assignment 7: Explain the importance of managing costs. What are some tools you would use? What are their advantages? Disadvantages? What is the difference between estimating and forecasting?

Individual assignment 8: Provide a brief history of modern quality management. How can the PM incorporate quality within their projects? What is the cost of poor quality? What type of software is needed?

Individual assignment 9: Managing resources is critical? Explain some of the issues associated with managing teams? How would you handle conflict? What is the difference between resource loading and resource leveling? What tools would you use to help you manage the team effectively?

Individual assignment 10: Explain the importance of good communication? How can you determine if you are managing the team effectively? What tools would you use to manage the team? How would you deliver negative news?

Individual assignment 11: Discuss the difference between negative risks and positive risks? What tools would you use to manage each? How can you identify risks? What happens if risks go unchecked?

Individual assignment 12: Explain the importance of procurement management? What tools are needed to help manage outside vendors? Discuss at least 3 different contacts associated with procurement management.

Individual assignment 13: Discuss the role of the stakeholder? What are some tools which can be used to help you manage stakeholder expectations?

DISCUSSION BOARD Questions will be posted weekly

Group Projects:

The purpose of the group project (3 people per group) is to use a structured approach to project management in a team setting. As a class, we will select projects (or running cases), groups, and group project managers. Each group will submit online the final course project document at the end of the term.

Each week the group should communicate via email or phone to discuss how the week's assignment impacts their specific project. For example: if the chapter discusses risks then the group will need to identify risks as they relate to their own project and document them.

The syllabus will be updated as needed to ensure everyone has a full understanding of the goals and expectations.

Group Homework Assignment

Below is the group assignment sheet. The team will meet (via email) and determine an IT project together. Each team will work among themselves to complete the following exercises. A draft will need to be turned in the week of the third week of class. A Project Manager will need to be assigned. The PM is responsible for ensuring that everyone has an assignment each week and that everyone is on track with completing their assignments.

Below is the schedule with the group assignment (exercises) listed.

Project choices can be one of the following only:

Option 1: Development of an e-commerce solution for a catalogue sales organization

Option 2: Development of a new software product to sell to small business owners

Option 3: Conversion of an existing system to new technology

Option 4: Other software development project of similar scope and complexity selected by team (this option MUST be approved by the instructor by the end of Week 2)

Project requirements are as follows:

Project must last at least 6 months and cost over \$250,000

Note: Each assignment must include a title page/reference page and references. You must also use APA formatting. The type size should be 12pt Times New Roman, Double-spaced. References must be in APA format.

Additional Instructions are as follows:

Project Proposal – 300 words minimum: Must include the projects' purpose, objective, high level requirements, success criteria, and cost. Based on your research include any additional information needed to form the basis of your project request. Remember, a committee will be reviewing your topic and choosing it based on your presentation.

Project Charter – Minimum of 2 pages

Project Management Plan – Minimum of 3 pages

Project Scope Management Plan – Minimum of 2 pages

Project Schedule – Must use Microsoft Project to enter in the schedule information. It helps to create the WBS first. Resource must also be added

Human Resource Management plan – Must be 2 pages minimum

Communication Plan – Must be at least 2 pages

Risk Management Plan – Must include a Risk mitigation plan, Risk Log and must be at least 2 pages
 Stakeholder Management Plan – Must be at least 250 words.

Week	Topic	Material	Project Assignment
1	Introduction to Project Management	Chapter 1	
2	Holiday No class		
2	The Project Management and Information Technology Context	Chapter 2	Create Project Proposal *Must be submitted to the instructor for approval by the end of week 2! One person must submit for the team!
3	The Project Management Process Groups: A Case Study	Chapter 3	Kick-off Description Create a Project Charter
4	Project Integration Management	Chapter 4	Create a Project Management Plan
5	Project Scope Management	Chapter 5	Create A Scope Management Plan WBS
6	Project Time Management	Chapter 6	Create the Project Schedule – Time Management Plan
7	Project Cost Management	Chapter 7	Create the project budget – Cost Management Plan
8	Project Quality Management	Chapter 8	Create a Quality Management Plan
9	Project Human Resource Management	Chapter 9	Create Human Resource Management Plan
10	Group Project - Draft		Draft of Group Project Assignment Due
11	Project Communications Management	Chapter 10	Create A communications Plan
12	Project Risk Management	Chapter 11	Create a Risk Management Plan Risk Matrix
13	Project Procurement Management	Chapter 12	Create a Procurement Management Plan
14	Project Stakeholder Management One person must submit for the team! After submitting the same person must email the entire team (including the instructor) so the team knows the paper was submitted. Attach the submission to the email.	Chapter 13	Create a Stakeholder Management Plan Create a Final Group Presentation and Final Report. (include all group documents from all 16 weeks) The final group presentation must be at least 8 pages using Microsoft PowerPoint. (Summarize the chosen project)
15	FINAL EXAM		