

ISM 4314: IT PROJECT MANAGEMENT

Spring 2010 • Monday & Wednesday • RBA 210 • 3:35 PM to 4:50 PM

INSTRUCTOR

Paul M. Di Gangi

(office) RBB 126B • (phone) 850.644.4417 • (e-mail) pdigangi@fsu.edu

Office Hours: After class 5 PM – 6 PM and by appointment

COURSE INFORMATION

Course Website: <http://campus.fsu.edu>. *It is your responsibility to check this website frequently for announcements.*

Suggested Course Text: Schwalbe, Kathy. *Information Technology Project Management*, 5/e Boston, MA: Course Technology, 2007.

Project Management Institute. *A Guide to the Project Management Body of Knowledge (PMBOK Guide)*, 4/e Newtown Square, PA: Project Management Institute, Inc., 2008.

Course Software: Microsoft Project Professional 2002 or more recent version (Can be downloaded through the MSDNAA program - <http://cob.fsu.edu/mis/software.cfm>)

Course Wiki: We will be using a course wiki in this class (<http://ism4314.wikidot.com>). As a part of your student participation and several course assignments, you are expected to check and make contributions to the course wiki. *It is your responsibility to check this website frequently.* You will need to register for an account and notify me of your username so that I can invite you to the wiki.

Additional Readings: *Additional readings will be a part of this course as needed. I will provide a link to the Harvard Business School website where you will be able to purchase the cases used in our class discussions.* Other readings, when possible, will be available in the Course Readings section on Blackboard.

COURSE OBJECTIVES

This course examines each knowledge area of the Project Management Institute's (PMI's) Project Management Body of Knowledge. These knowledge areas are scope, time, cost, quality, human resources, communication, risk, and procurement. The course also emphasizes the interrelated nature of these knowledge areas. Aspects of project management unique to the MIS

field are also emphasized. This course is excellent preparation for students desiring to become certified Project Management Professionals.

Upon completion of this course, students should be able to:

1. Understand the role of project management in information technology projects.
2. Understand the organizational context of project management.
3. Understand the project management knowledge areas outlined in the Project Management Institute's Project Management Body of Knowledge – project integration, scope, time, cost, quality, human resource, communications, risk, and procurement.
4. Explain how the nine project management knowledge areas are interrelated.
5. Understand and apply the project management process groups – initiation, planning, executing, controlling, and closing.
6. Evaluate the viability of potential projects and critique the project management techniques used in existing projects.

COURSE REQUIREMENTS AND GRADING

Your grade will be determined according to the following percentages:

Course Activity	Weight	Activity Type
Student Participation	20%	Individual
Project	30%	Group
Class Exercises	20%	Individual/ Group
Exam One	10%	Individual
Exam Two	10%	Individual
Student Leadership	10%	Group

Be aware that all assignments will be graded for both content and presentation. Double-check your work to assure that it is "polished" and does not contain typos or grammatical errors. Poorly written work will be graded significantly below what it would receive if graded on content alone.

Final Grade	Total Points	Final Grade	Total Points
A	93-100%	C+	77-79.99%
A-	90-92.99%	C	73-76.99%
B+	87-89.99%	C-	70-72.99%
B	83-86.99%	D	63-69.99%
B-	80-82.99%	D-	60-62.99%
		F	Below 60%

Student Participation (20%)

Student participation is based on an assessment of your participation in the course. You are expected to attend all classes and to participate regularly in class discussions. In addition, you are expected to contribute to the various online forums we will be using throughout the semester (e.g., the course wiki). *In order to earn a high mark for student participation, you need to participate regularly.* This class relies heavily on student participation. *If you do not come prepared for discussion (both within and outside of the classroom) and lecture, your student participation grade will be severely penalized.*

Student participation points will be allocated to you based on the quality of your contributions. Please note that I realize that individuals come to this class with different backgrounds in technology topics. The field is constantly changing. No one can possibly know all there is to know. The way to learn is to dive right in and contribute. Only through discussion and friendly dialogue among fellow students can learning be achieved.

As long as your comments reflect the fact that you are prepared to participate, they will be considered pertinent and may help your participation grade. Student participation points will be assigned based on the judgment of the instructor. You can expect to receive the following grades for student participation, if your contributions are concise and illustrate critical thinking (that is, they go beyond the stated facts).

- *90+% - Always well prepared and has something relevant to contribute to the discussion within the classroom and online.*
- *80-89% - Well-prepared and contributes during the majority of the classroom and online discussions.*
- *70-79% - Adequately prepared and contributes to the classroom and online discussions on an occasional basis.*
- *60-69% - Adequately prepared but seldom volunteers to speak and/or engage within the classroom and online.*
- *Below 60% - Inadequately prepared and never voluntarily contributes within the classroom and online.*

Project (30%)

The course project will be one of three projects. Group selection of the project topics will be based on a competitive bidding process to be discussed in class. More information concerning the project is located on the Course Project page of the wiki.

Class Exercises (20%)

There will be several in-class exercises throughout the course of the semester. These exercises are designed to reinforce certain components of the Project Management Body of Knowledge. Each of these exercises is weighted equally and must be completed during the scheduled class period. Unless otherwise noted, they may be completed in small groups of no more than three. If you must miss class for some reason, you **must contact me in advance**. In addition, there are two tutorial exercises to be done outside of class. These tutorials are designed to familiarize you with Microsoft Project. The tutorials are to be completed and submitted individually, although I encourage you to work through any problems with your classmates.

Exams (2 x 10% each)

There will be two exams in this class. The class schedule indicates when the exams will be given and the material to be covered by each exam. Topics covered on the exams will come from a variety of locations, including but not limited to: class discussion, lecture, course wiki, readings, student led presentations, in-class exercises, tutorials, and the course project. There is no cumulative final exam.

Student Leadership (SL) (10%)

Throughout the semester, there are seven (7) student leadership projects. Each student will be required to read and summarize a topic (in three person groups) and then present the topic to the class. I will provide you with a starting article which the class will also read prior to your presentation date. Your group will be required to find at least one additional article from business professional sources (e.g., Harvard Business Review, Communications of the ACM, or Sloan Management Review) and synthesize the material into an executive summary for the class. The article(s) must be sent to me (i.e., a copy of the article or a citation for me to download the article) at least two weeks prior to your presentation date. The write-ups should be approximately two (2) single-spaced pages in length.

In addition to the summary, the group will be required to present the article to the class in a short, 20 – 25 minute presentation. In order to facilitate discussion, ***the summary should be posted to the course wiki no later than the 72 hours prior to the day of the presentation.*** The PowerPoint slides you will be using to lead discussion should be emailed to me at this time as well. *In other words, if you are presenting on a Wednesday, you should submit your executive summary to the course wiki and email your presentation to me no later than 3:35 PM on Sunday.*

ADDITIONAL COURSE POLICIES

Reading Assignments

The course schedule lists readings that are to be read prior to class. For example, readings listed for January 11th are to be read prior to class on January 11th. This class relies heavily on student participation. ***If you do not come prepared for class discussion and lecture, your student participation grade will be severely penalized.***

Late Assignments and/or Project Deliverables

Project deliverables will not be accepted late. A penalty of 10% per day late will be assessed on assignments (i.e., SL Executive Summaries, Class Exercises, and Project Tutorials) turned in after specified due date. A day is defined as twenty-four hours. Thus, homework assignments turned in within 24 hours of the due date can, at best, earn 90% of the points for that assignment. No credit will be given for assignments turned in more than 48 hours after the due date.

ADA Requirements

Students with disabilities needing academic accommodations should:

1. Register with and provide documentation to the Student Disability Resource Center (SDRC).
2. Bring a letter to the instructor form the SDRC indicating you need academic accommodations. This should be done within the first week of class.

For more information about services available to FSU students with disabilities, contact the Assistant Dean of Students:

sdrc@admin.fsu.edu , Disabled Student Services , Kellum Hall, Florida State University, Tallahassee, FL 32306-4066, (850) 644-9566.

College of Business Integrity Code

The Florida State University College of Business expects all of its students, faculty and staff to adhere to the highest standards of academic excellence, integrity, and to the norms of a serious intellectual community. We pledge that:

As business students and professionals

*We understand and accept the
significance of integrity in
our language, actions, and work*

*With Seminole pride,
we choose to be responsible, honest,
trustworthy, caring, and fair*

*In business and in life,
we choose integrity*

Students are expected to be familiar with and abide by the **Student Academic Honor Policy** which outlines the University's expectations for students' academic work, and the **Student Conduct Code** which informs students about their rights and responsibilities as members of the University community.

Plagiarism will not be tolerated. First offenses will result in a zero on the assignment and notification to the appropriate university officials for violation of the Student Academic Honor Policy. Second offenses will result in a zero for the course and notification to the appropriate university officials for violation of the Student Academic Honor Policy.

COURSE SCHEDULE

Date	Topic	Preparation (To be done prior to class)
Jan. 6 th	Course Introduction	
Jan. 11 th	Writing Seminar / Class Exercise	Read HBC: MIA, Philippines; Assignment 1 – Executive Summary (Due @ Midnight - Friday)
Jan. 13 th	Project Groups Created / SL Groups Created / Team Exercise	
Jan. 18 th	<i>Martin Luther King, Jr. Day – No Classes</i>	
Jan. 20 th	Understanding Project Management & The IT Context	Read HBC: Beijing EAPs Consulting
Jan. 25 th	Integration Management	
Jan. 27 th	SL1 & Class Exercise (Financial Analysis)	Read SL1 (on Blackboard) & Wiki Entry (Add Comments); Assignment 2 – Financial Analysis (Due @ Midnight – Friday); Milestone 1 (Due @ Midnight – Friday)
Feb 1 st	Scope Management	Read HBC: A&D High Tech
Feb. 3 rd	<i>Project Workday (Project Meetings with Instructor)</i>	
Feb. 8 th	Time Management	Read HBC: BAE Automated Systems Denver Airport
Feb. 10 th	SL2 & Class Exercise (Time Mgt)	Read SL2 (on Blackboard) & Wiki Entry (Add Comments); Assignment 3 – Time Analysis (Due @ Midnight – Friday)
Feb. 15 th	<i>President’s Day – No Classes</i>	
Feb. 17 th	Cost Management	Read HBC: Ariba Implementation at Med-X; MS Project Tutorial One (Due @ Midnight – Friday)
Feb. 22 nd	SL3 & Class Exercise (Cost Analysis)	Read SL3 (on Blackboard) & Wiki Entry (Add Comments); Assignment 4 – Cost Analysis (Due @ Midnight – Friday)
Feb. 24 th	<i>Exam Review - Milestone 2 (Due @ Midnight – Friday)</i>	
Mar. 1 st	<i>Exam One</i>	
Mar. 3 rd	HR Management	Read HBC: Providian Trust
Mar. 8 th	<i>Spring Break – No Classes</i>	
Mar. 10 th		
Mar. 15 th	Quality Management	
Mar. 17 th	SL4, SL5 & Class Exercise	Read SL4 & SL5 (on Blackboard) & Wiki Entry (Add Comments); Assignment 5 – HR Management (Due @ Midnight – Friday)
Mar. 22 nd	Communication Management	Read FSC: Dell IdeaStorm; MS Project Tutorial Two (Due @ Midnight – Friday)
Mar. 24 th	SL6 & Class Exercise	Assignment 6 – Comm. Analysis (Due @ Midnight – Friday); Read SL6 (on Blackboard) & Wiki Entry (Add Comments)
Mar. 29 th	Risk Management	Read HBC: Tetra Tech
Mar. 31 st	SL7 & Class Exercise	Assignment 7 – Risk Analysis (Due @ Midnight – Friday); Read SL7 (on Blackboard) & Wiki Entry (Add Comments) ; Milestone 3 (Due @ Midnight – Friday)
Apr. 5 th	Procurement Management	
Apr. 7 th	Class Exercise & Exam Review	Assignment 8 – Procurement Management (Due @ Midnight – Friday);
Apr. 12 th	<i>Exam Two</i>	
Apr. 14 th	<i>Project Workday</i>	
Apr. 19 th	Presentation Day (Attendance Mandatory) – Milestone 4 (Due @ Midnight – Sunday)	
Apr. 21 st	Presentation Day (Attendance Mandatory) – Last Day of Class!	

Course schedule subject to change at instructor’s discretion.