

Course Syllabus

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Professor:

Email:

Office Hours:

Phone:

MIS 302 SYLLABUS

Session Year & Section:

Course Title: Information Systems Project Management	Office Hours:
Professor: Joanne B. Brogden	Telephone: 609-955-0753
Course Prerequisite: ENG103 and BIS111	Email: jbrogden@peirce.edu
Credits: 3	
Class starts: 7/3/23 Class ends: 8/20/23	Canvas Support Phone: 1-844-833-3116; Canvas Chat: https://cases.canvaslms.com/apex/liveagentchat ↗(https://cases.canvaslms.com/apex/liveagentchat)

Textbook:

Watt, Adrienne (2014). *Project Management* (2nd Ed.). Victoria, B.C.: BCcampus. Retrieved from <https://opentextbc.ca/projectmanagement/> [↗\(https://opentextbc.ca/projectmanagement/\)](https://opentextbc.ca/projectmanagement/). Ebook ISBN: 978-1-77420-013-1

Special Note: The required text for this course, *Project Management - 2nd Edition*, is freely available as an ebook through BC Campus. It is embedded in a Canvas module, or can be accessed at <https://opentextbc.ca/projectmanagement/> [↗\(https://opentextbc.ca/projectmanagement/\)](https://opentextbc.ca/projectmanagement/)

- This course uses open and affordable educational materials.
- *Project Management - 2nd Edition* by Adrienne Watt is licensed under a [Creative Commons Attribution 4.0 International](https://creativecommons.org/licenses/by/4.0/) [↗\(https://creativecommons.org/licenses/by/4.0/\)](https://creativecommons.org/licenses/by/4.0/).

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Course Description:

Students will be prepared to focus on the management process and apply it to managing Information Systems projects. Assignments will allow students to practice hands-on what they are learning. The course provides the fundamental skills needed to prepare for work in the Project Management field.

Accessibility

Please see the Canvas Learning Management System Accessibility Statement at the following link:

<https://www.instructure.com/products/canvas/accessibility>

<https://www.instructure.com/products/canvas/accessibility%C2%A0>

Class and Technical Requirements

- Students will be required to have Internet access during the time they take this course
- Students need to check their profile to ensure that their email address is accurate (in case your professor needs to contact you in this manner or to notify you that something has been posted in the course that needs your immediate attention)
- Students should check the course site on a daily basis to feel connected to their course, to add to the discussion, and so that they do not miss any important announcements
- All communication must be done through the course site using the tools setup by the professor, or via email with the professor.

Credit Hour Equivalency Requirement:

Like many classes at Peirce College, this section of MIS302 is accelerated. This means we will compress 14 weeks' worth of learning and effort into 7-8 calendar weeks. Taking this course is equivalent to taking 2 non-accelerated courses at once. This makes for a major time commitment, and you should be certain to set aside enough time in your schedule to complete the work for this course.

As your instructor it is my responsibility to provide learning opportunities to enable you to achieve the course learning outcomes detailed below. I have planned to do so through online discussions, collaboration, exercises, quizzes and/or projects.

As a student it is your responsibility to take ownership of your learning by attending class, interacting with your instructor and classmates online and by completing all readings and assignments.

Please see Modules / Course Content / Credit Hour Equivalency for more information.

Student - Professor Interactions:

Students in this course will interact with the professor in several ways:

- In the weekly class meeting via Zoom
- Through submission comments by the professor in the submission area for each assignment
- In the Weekly Discussion area
- In the Course Q and A area
- via individual emails, and phone calls when requested by students

Course Outcomes:

Upon completing this course, students will:

1. Explain the origin of project management and its importance to improving the success of information technology and other projects (LO1, LO2, and LO3).
2. Demonstrate knowledge of project management terms and techniques including the triple constraint, knowledge areas and process groups, and the project life cycle (All Learning Objectives).
3. Use the tools and techniques of project management including project selection methods, work breakdown structures, network diagrams, critical path analysis and critical chain scheduling, cost estimates and earned value analysis, motivation theory and team building, and templates for improving communications and handling risk (All Learning Objectives)
4. Use Microsoft Excel, Word, and other software to help plan and manage a project (All Learning Objectives).

Weekly Learning Objectives (LO): Through the usage of weekly readings, asynchronous discussions, weekly virtual classes, weekly assignments, course projects, and exams, after completing this course students will be able to:

1. Apply Project Management principles to various occupations (Week 1 readings, discussions, and assignment).
2. Demonstrate an understanding of the four phases of Project Management (Week 1 readings, discussions, and assignment).
3. Applying the framework of Project Management (Week 1 readings, and assignments throughout the course)
4. Define and Manage Project Stakeholders (Week 2 Discussions and Assignments)
5. Using the knowledge of organizational cultures in resolving conflicts in projects (Week 2 Discussions and Assignments)
6. Compare project options using project management tools and choose the most feasible options (Week 2 Discussions and Assignments)
7. Using project management tools to discover if a project is financially feasible (Week 2 Readings and Discussions)

8. Demonstrate the components of the Project Planning Process - the heart of Project Management and the project life cycle (Week 3 Discussion and Assignments)
9. Define the scope of a project through establishing project deliverables and requirements (Week 3 Discussion and Assignments).
10. Sequence project activities through defining predecessor activities, successor activities, or constraints that should be listed in the attributes along with descriptions and any other information about resources or time that you need for planning (Week 3 Discussion and Assignments).
11. Set a project schedule using milestones and associated subtasks. (Week 3 Discussion and Assignments)
12. Create the critical path of a project that describes the sequence of tasks that would enable the project to be completed in the shortest possible time (Week 3 Discussion and Assignments).
13. Determine the resources needed for a project including people, equipment, money, places, and other resources (Week 4 Readings, Discussion, and Assignments)
14. Estimate the duration of each activity related to a project (Week 4 Readings, Discussion, and Assignments)
15. Apply Resource Management principles in order to effectively deploy project resources when needed (Week 4 Readings, Discussion, and Assignments)
16. Apply an understanding of various personality types in order to communicate with and motivate project team members and other stakeholders effectively (Week 4 Readings, Discussion, and Assignments)
17. Determine the costs for a project using various tools for this purpose (Week 4 Readings, Discussion, and Assignments)
18. Managing the budget throughout the project (Week 4 Readings, Discussion, and Assignments)
19. Plan for project procurement management by deciding if outside procurement is necessary, and if so, solicit appropriate contractors and vendors for bids. (Week 5 Readings, Discussion, and Assignments)
20. Conduct a "Make-or-Buy Analysis to decide what outside resources are needed for project-related goods and services. (Week 5 Readings, Discussion, and Assignments)
21. Select the most appropriate type of procurement contract from various contract models. (Week 5 Readings, Discussion, and Assignments)
22. Managing the Procurement Plan including evaluating RFQs, RFPs, and partnerships and awarding and signing contracts. (Week 5 Readings, Discussion, and Assignments)
23. Manage the quality of a project by making sure that the work is completed as promised, and as efficiently and with as few mistakes or delays as possible, while meeting customer expectation, budget and scheduling goals. (Week 5 Readings, Discussion, and Assignments)
24. Communicate effectively with all stakeholders of a project. (Week 6 Readings, Discussion, and Assignments)
25. Identify potential problems that could cause trouble for your project, and analyze how likely they are to occur (Week 6 Readings, Discussion, and Assignments)

26. Take action to prevent the risks you can avoid, and minimize the ones that you can't (Week 6 Readings, Discussion, and Assignments)
27. Implement the project by coordinating and directing project resources to meet the objectives of the project plan (Week 6 Readings, Discussion, and Assignments)
28. Implement change control by following a set of procedures that lets you make changes in an organized way (Week 6 Readings, Discussion, and Assignments)
29. Decide if change is feasible by analyzing how it affects the the triple constraint (time, cost, scope) (Week 6 Readings, Discussion, and Assignments)
30. Complete all the tasks necessary in order to close out a project (Week 7 Readings and Discussion)

Relation to Program Learning Outcomes of the Information Technology Program and the Technology Management Program

- All Course Objectives and Learning Outcomes listed above map directly to the following Information Technology Program Learning Outcomes (PLOs)
 - PLO #1: Analyze a problem and identify and define the computing requirements appropriate to its solution
 - PLO #4: Communicate effectively with a range of audiences
 - PLO #5: Use and apply current techniques, concepts, tools and practices in the core information technologies
 - PLO #8: Identify and apply best practices and standards.
 - PLO #9: Assist in the creation and execution of an effective project plan
- All Course Objectives and Learning Outcomes listed above map directly to the following Technology Management Program Learning Outcomes (PLOs)
 - PLO #1: Oversee the process of analyzing a problem and identifying and defining the technology requirements appropriate to its solution.
 - PLO #3: Manage and lead teams that function effectively to accomplish a common goal.
 - PLO #5: Communicate effectively with a range of audiences
 - PLO #6: Employ a familiarity with current techniques, concepts, tools, and practices in the core information technologies to make sound business decisions.
 - PLO #7: Create and execute an effective project plan.

Learning Outcomes Assessment:

Weekly grades will normally be available to the student within three (3) days following the due dates for both Discussions and Assignments.

Final course grades will be determined as follows:

- Assignments (600 points)
- Discussions (280 points)
- Final Exam (120 points)

Week Due:	Task Item	Points	Due Dates
Week 1	Discussion	40	
	Week 1 Assignment	100	
Week 2	Discussion	40	
	Week 2 Assignment	100	
Week 3	Discussion	40	
	Week 3 Assignment	100	
Week 4	Discussion	40	
	Week 4 Assignment	100	
Week 5	Discussion	40	
	Week 5 Assignment	100	
Week 6	Discussion	40	
	Week 6 Assignment	100	
Week 7	Discussion	40	
	Final Exam	120	
	Total	1000	

Grades are calculated and submitted by the instructor within 48 hours of the completion of a course. Final grades are based on the performance of class requirements as stated in the course syllabus and/or

modified during the course by the instructor. Grades submitted become part of the College's permanent student records. Failed courses in major subjects must be repeated at Peirce College. A "major subject" is a course that is required by the student's degree program. Courses in which grades of "F," "D-," "D," "D+," or "C-" are earned may be repeated no more than once. In the case of repeated courses, the original grade earned will remain on the transcript, although it will not be computed in the grade point average. Courses for which a grade of "C" or better has been earned may not be repeated for the purpose of improving grades. A student who wishes to contest a grade must do so within 30 calendar days of receipt of the grade. See the Academic Grievance Policy for procedures for contesting a grade.

Students are allowed seven (7) calendar days from the start date of a course to drop the course and receive 100% tuition reimbursement. If a course is dropped after the seventh day, full tuition is charged for the course. The student is responsible for initiating the drop process with his/her Program Advisor. (See Drop/Add Policy.)

Students may add a course only during the first seven (7) calendar days after the course has started. A course cannot be added after the seventh day. Full tuition will be charged for a class that is added under these circumstances. The student is responsible for initiating the add process with his/her Program Advisor. Students are also responsible for contacting the professor and obtaining new textbooks or any missed work for their newly added course. (See Drop/Add Policy.)

It is the student's responsibility to withdraw from a course. Instructors do not have the authority to enter a grade of "W". If a student voluntarily withdraws by the withdrawal deadline as stated on the academic calendar by completing the necessary paperwork, a grade of "W" will appear on the final grade sheet. If a student fails to attend a course for which the student is registered and the student fails to properly withdraw, the student will receive an "F" for the course and be charged for the course. (See the Withdrawal from Class Policy.)

Incomplete grades are assigned due to illness, emergency, or extenuating circumstances. The student must make a written request for an Incomplete to the instructor 24 hours before the last class session. The student has 14 calendar days from the date of the last class session to resolve the Incomplete. After 14 calendar days have elapsed since the date of the last class session, the Incomplete will automatically convert to an "F." Incomplete grades are approved at the sole discretion of the College and should not be considered the norm.

College Policies and Procedures:

Click here for policies concerning Disability Accommodations, Academic Honesty, Netiquette, Attendance and Participation, Faculty Response Time, Grading, and Class Cancellation - <http://www.peirce.edu/syllabuspolicies/>.

Course Outline:

This course will require the time needed to learn the concepts of project management. Please schedule time during the week to complete the readings, participate in the discussions, and complete the

assignments.

Week #	Text Chapters	Topics	Asynchronous Discussions	Projects and Final Exam
1	1, 2, 3, 4	Introduction to Project Management	Week 1 Discussion	Week 1 Assignment
2	5, 6, 7	Stakeholder Mgmt., Culture, & Project Initiation	Week 2 Discussion	Week 2 Assignment
3	8, 9, 10	Project Planning Overview, Scope Planning, & Schedule Planning	Week 3 Discussion	Week 3 Assignment
4	11, 12	Resource Planning & Budget Planning	Week 4 Discussion	Week 4 Assignment
5	13, 14	Procure Management & Quality Planning	Week 5 Discussion	Week 5 Assignment
6	15, 16, 17	Communications Planning & Risk Management Planning	Week 6 Discussion	Week 6 Assignment
7	18	Project Implementation & Project Completion Review of all course topics	Week 7 Reflective Discussion	Final Exam

Please pay close attention to the due dates in this course. They may not coincide with your other courses this session. You are responsible for knowing the due dates and for getting work in on time. Dates are posted all over in this course, please print the Weekly Start/End Dates or this Course Outline and keep track of when work is due. Late work is not accepted!

Week-by-Week Assignments

Week 1 Assignments Due: 7-9-23

- Read Chapters 1, 2, 3, and 4
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment
- Complete the Discussion for this week

Week 2 Assignments Due: 7-16-23

- Read Chapters 5, 6, and 7
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment
- Complete the Discussion for this week

Week 3 Assignments Due: 7-23-23

- Read Chapters 8, 9, and 10
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment
- Complete the Discussion for this week

Week 4 Assignments Due: 7-30-23

- Read Chapters 11 and 12
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment
- Complete the Discussion for this week

Week 5 Assignments Due: 8-6-23

- Read Chapters 13 and 14
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment
- Complete the Discussion for this week

Week 6 Assignments Due: 8-13-23

- Read Chapters 15, 16, and 17
- Go through the PowerPoint Lessons under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Assignment

- Complete the Discussion for this week

Week 7 Assignments Due: 8-20-23


- Read Chapter 18
- Go through the PowerPoint Lesson under the Lesson content item (also available in the Files section of the course, accessible by clicking "Files" on the left side of this page)
- Complete the Reflection Discussion for the week
- Complete the Final Exam



Syllabus subject to change.

Course Summary:

Date	Details	Due
Tue May 18, 2021	 MIS 302 HT 5 - Project Management (https://peirce.instructure.com/calendar?event_id=17123&include_contexts=course_7229)	5:30pm to 7pm
Tue May 25, 2021	 MIS 302 HT 5 - Project Management (https://peirce.instructure.com/calendar?event_id=17124&include_contexts=course_7229)	5:30pm to 7pm
Tue Jun 1, 2021	 MIS 302 HT 5 - Project Management (https://peirce.instructure.com/calendar?event_id=17125&include_contexts=course_7229)	5:30pm to 7pm
Tue Jun 8, 2021	 MIS 302 HT 5 - Project Management (https://peirce.instructure.com/calendar?event_id=17126&include_contexts=course_7229)	5:30pm to 7pm
Tue Jun 15, 2021	 MIS 302 HT 5 - Project Management (https://peirce.instructure.com/calendar?event_id=17127&include_contexts=course_7229)	5:30pm to 7pm
Tue Jun 22, 2021	 MIS 302 HT 5 - Project Management	5:30pm to 7pm

Date	Details	Due
	https://peirce.instructure.com/calendar?event_id=17128&include_contexts=course_7229	
Tue Jun 29, 2021	 MIS 302 HT 5 - Project Management https://peirce.instructure.com/calendar?event_id=17129&include_contexts=course_7229	5:30pm to 7pm
Mon Jul 3, 2023	 MIS 302 2OM 6 - Project Management https://peirce.instructure.com/calendar?event_id=17231&include_contexts=course_7229	5:30pm to 7pm
Sun Jul 9, 2023	 Week 1 Discussion: Project Management https://peirce.instructure.com/courses/7229/assignments/173330	due by 11:59pm
	 Week 1 Assignment https://peirce.instructure.com/courses/7229/assignments/173337	due by 11:59pm
Mon Jul 10, 2023	 MIS 302 2OM 6 - Project Management https://peirce.instructure.com/calendar?event_id=17232&include_contexts=course_7229	5:30pm to 7pm
Sun Jul 16, 2023	 Week 2 Discussion: Stakeholders, Culture, and Project Initiation https://peirce.instructure.com/courses/7229/assignments/173331	due by 11:59pm
	 Week 2 Assignment https://peirce.instructure.com/courses/7229/assignments/173338	due by 11:59pm
Mon Jul 17, 2023	 MIS 302 2OM 6 - Project Management https://peirce.instructure.com/calendar?event_id=17233&include_contexts=course_7229	5:30pm to 7pm
Sun Jul 23, 2023	 Week 3 Discussion: Project Scope and Schedule Management https://peirce.instructure.com/courses/7229/assignments/173332	due by 11:59pm
	 Week 3 Assignment https://peirce.instructure.com/courses/7229/assignments/173339	due by 11:59pm

Date	Details	Due
Mon Jul 24, 2023	 <u>MIS 302 2OM 6 - Project Management</u> https://peirce.instructure.com/calendar?event_id=17234&include_contexts=course_7229	5:30pm to 7pm
Sun Jul 30, 2023	 <u>Week 4 Discussion: Project Resource Planning and Budget Planning</u> https://peirce.instructure.com/courses/7229/assignments/173333	due by 11:59pm
	 <u>Week 4 Assignment</u> https://peirce.instructure.com/courses/7229/assignments/173340	due by 11:59pm
Mon Jul 31, 2023	 <u>MIS 302 2OM 6 - Project Management</u> https://peirce.instructure.com/calendar?event_id=17235&include_contexts=course_7229	5:30pm to 7pm
Sun Aug 6, 2023	 <u>Week 5 Discussion: Procurement Management & Quality Planning</u> https://peirce.instructure.com/courses/7229/assignments/173334	due by 11:59pm
	 <u>Week 5 Assignment</u> https://peirce.instructure.com/courses/7229/assignments/173341	due by 11:59pm
Mon Aug 7, 2023	 <u>MIS 302 2OM 6 - Project Management</u> https://peirce.instructure.com/calendar?event_id=17236&include_contexts=course_7229	5:30pm to 7pm
Sun Aug 13, 2023	 <u>Week 6 Discussion: Project Communication & Risk Management Planning and Project Implementation</u> https://peirce.instructure.com/courses/7229/assignments/173335	due by 11:59pm
	 <u>Week 6 Assignment</u> https://peirce.instructure.com/courses/7229/assignments/173342	due by 11:59pm
Mon Aug 14, 2023	 <u>MIS 302 2OM 6 - Project Management</u> https://peirce.instructure.com/calendar?event_id=17237&include_contexts=course_7229	5:30pm to 7pm

Date	Details	Due
Sun Aug 20, 2023	 <u>Week 7 Reflective Discussion: What Have You Learned?</u> (https://peirce.instructure.com/courses/7229/assignments/173336)	due by 11:59pm
	 <u>Week 7 Final Exam - Short Answer</u> (https://peirce.instructure.com/courses/7229/assignments/173343)	due by 11:59pm