COURSE SYLLABUS

Course Number:	MIS 141/ITM 121		
Title:	Project Management and MIS Development Tools		
Department/Program:	DISCS	**School:**	Science and Engineering
Semester:	1st	**School Year:**	2013-2014
Instructor/s:	Sandra Lovenia	slovenia@ateneo.edu	
	Joselito Olpoc	jolpoc@ateneo.edu; jolpoc@gmail.com	

A. COURSE DESCRIPTION

This subject introduces the student to general principles of project management in the IS environment. This is done by providing the student with knowledge and understanding of the interrelationships between system development methodologies and project management tools and techniques.

B. COURSE OBJECTIVES

The most important objective of this subject is to prepare the student to manage an IS project. At the end of this course, the student should be able to:

1. Discuss and identify the relationship between systems development and project management.
2. Develop key personal and professional skills needed to be employed as an information systems specialist in a IS project development environment. These skills include the knowledge and application of project management tools and techniques, decision making tools, project communication skills, and team participation and leadership.
3. Plan, design and evaluate a project plan for an information systems project
4. Assess and address the issues that arise during the planning estimation, and control phases/activities of an information systems project.

C. COURSE OUTLINE / TIMEFRAME

Note: the following are the main topics to be covered in the course. Additional topics will probably be included also.

WEEK/ TOPIC	LEARNING OBJECTIVES	ACTIVITIES	STUDENT OUTPUT
1 - 3	**The Fundamentals of Project Management** Introduction to Project Management • Definition and Fundamentals • Project Life Cycle Project Management and	Group Dynamics, Case Readings, Quizzes	For the student outputs, please refer to the primer

	SDLC • Review of the SDLC • Linking SDLC with Project Management • IT Project Implementation Methodologies Overview of IT Projects Strategic Alignment of IT Projects • Project Selection Models • Project Portfolio Management		
4 – 5	**Project Initiation** • Creating the Project Scope Document • Initiating the Project	Group Dynamics, Case Readings, Quizzes	
6	**About Project Teams :** A brief word on The Project Manager and Leadership and setting up Project Teams	Group Dynamics, Case Readings, Quizzes	
7 - 9	**Project Planning I** Project Estimation • Estimation Strategies • Software Project Estimation Methods Project Scheduling • Project Scheduling Approaches • Critical Path Method • Lags and Crash Project Costs and Budgeting	Group Dynamics, Case Readings, Quizzes	
Exam 1 10th week of classes			
10 – 11	**Project Planning II** Project Risk and Risk Management • *Special Topic: Mitigating Common Causes of IT Project Failure*	Group Dynamics, Case Readings, Quizzes	

	Resource Management • An overview of practical management of resources		
12-14	**The Human Side of Project Management** • The Project Manager and Leadership • Project Teams and the Project Context • Stakeholder Management • Managing Communications • Managing Project Change • *Special Topic: Staffing IT Projects* • *Special Topic: Subcontractor Management*	Group Dynamics, Case Readings, Quizzes	
15 - 17	**Project Execution and Control** Project Monitoring and Tracking • Status Reporting • Earned Value Analysis Project Quality • Review of Quality Management • Review of Software Quality Assurance **Project Close-Out** Project Closure	Group Dynamics, Case Readings, Quizzes	
Exam 2 Exam Week			

Notes

- Your instructor may discuss different applications that support certain aspects of project management.
- Provided there is sufficient time, your instructor may choose to give a detailed overview of an IT project management methodology currently used in industry.

- This is simply a rough draft of the schedule. It may change as the semester progresses.
- There may be other venues of course dissemination that will be used – i.e. podcasts, youtube, scribd. Please be conscious of these alternative teaching technologies.
- Some key holidays that should be taken into account for the first semester.
  - June 12 (Wed) - Independence Day
  - June 14 (Fri) - Faculty Day
  - July 31 (Tues) – St. Ignatius Day
  - Aug. 19 (Mon) – Quezon City Day
  - Aug. 21 (Wed) – Ninoy Aquino Day (tentative)
  - Aug. 27 (Tues) – National Heroes Day
  - Sept. (TBA) – End of Ramadan

D. REQUIRED READING

Reading

- Schwalbe, Kathy, 2011, **Managing Information Technology Projects,** Cengage Learning
- Gray, Clifford and Larson, Erik, 2010, **Project Management: The Managerial Process,** McGraw-Hill.
- Website: http://mis141pm.weebly.com
- CD containing all the notes, readings, templates, project specifications, etc.
- MIS 151 Workbook

E. SUGGESTED READINGS

Reading

- Duncan, William, 1996, **A Guide to the Project Management Body of Knowledge**, PMI. *(Found in the CD of notes and cases)*
- **Project Management Body of Knowledge, 2006**

F. COURSE REQUIREMENTS

Methods of Instruction

To achieve these objectives, the student will need to participate in class learning activities which include:

- Note-taking in class
- Class discussions
- Discussions with invited speakers
- Group Dynamics
- Reading of materials given out in class
- Completion of written assignments
- Completion of project-centered tasks

Project

Please refer to the project primer for all details related to the final PM project

Breakdown of Marks

	Marks	Tentative Due Dates
Quizzes, Class Participation, Written Analysis of Cases	18	
2 Departmental Exams	25	
Peer Evaluation	5	
Group Project (4 to 5 members)		
• Project Proposal – 3 proposals	2	
• Project Scope Document + Project Scope Defense	10	
• First Deliverable	12	
• Second Deliverable	13	
• Project Presentation/Defense	15	

Notes

- Part of the grade in PM and eventually in ITM is **dependent on the success and execution of the project.**
- Each exam constitutes 12.5 percent of the final grade
- The group project of 52% will always have an individual component and a group component; a mentor component and a panel component.
- Please refer to the primer for the details of the capstone project.

G. GRADING SYSTEM

Numeric Grade	Letter Grade	Numeric Grade	Letter Grade
93.00 or above	A	69.0 – 76.9	C
88.0 – 92.9	B+	60.0 – 68.9	D
83.0 – 87.9	B	59.9 or below	F
77.0 – 82.9	C+		

H. CLASSROOM POLICIES

1. Your instructor may or may not explicitly check attendance every day. However, if you are caught exceeding your allowable cuts for the semester, you may be given a W grade.
2. In case you cut, it will be your responsibility to know the material covered for the day. The teacher also reserves the right to give unannounced quizzes or graded lab exercises at any time.
3. No make up tests will be given unless you can present a medical certificate or an immediate member of your family died. Make up tests will solely be on the teacher's discretion.
4. Playing games is strictly prohibited during class hours. Web browsing and doing email are also prohibited, unless done in connection with the current lecture or lab topic *and* allowed by the teacher.
5. Use of communication devices is prohibited during class hours. Please turn them off during class.
6. Class requirements are due during class hours, unless otherwise specified. Late submission will merit deductions as specified by the teacher.

7. Cheating will not be tolerated. Cheating in any requirement will result in a *minimum* penalty of having a grade of 0 for that requirement, and will be reported to the appropriate authorities, as provided for by the Student Handbook.
8. Students are expected to maintain a high level of intellectual honesty and a high respect for intellectual property. By submitting their projects, students implicitly certify that their submission is substantially their own work, and not copied from others. In addition, students must clearly acknowledge and specify any help from outside sources such as other classmates, the Web, books, etc., that they received while doing their projects. Failure to acknowledge such may be interpreted as intellectual dishonesty. If a student was caught plagiarizing, a case will be filed against them.
9. Additional policies, with due consultation with the students, may be implemented by the teacher to adapt to the class environment. Students are advised to be aware of such updates, and to ask their instructor if anything is unclear.

I. CONSULTATION HOURS

Sandra Lovenia	Joselito Olpoc
By appointment	TTh (1030 – 3:00) and by appointment