CIS 8000 SECTIONS 006 & 009 – IT PROJECT MANAGEMENT

CIS 8000: Information Technology Project Management

Summer 2022 – Sections 006 and 009

INSTRUCTOR: Yi-Sen An

Office: ONLINE

Office Hours: TBD or by appointment

e-mail: yan6@gsu.edu

Class location: Hybrid (Refer to schedule below)

- **In-Person: Buckhead Center (Tower Place 200, 3348 Peachtree Rd. NE, Atlanta, GA 30326)**
- **Online: Synchronous Meeting – live meeting (WebEx via our class page on iCollege)**

Saturday 5/7	**Saturday 5/14**	**Saturday 5/21**	**Wednesday 5/25**	**Saturday 6/4**	**Friday 6/10**
8:00am-12:15pm & 1:15pm – 5:30pm	1:15pm – 5:30pm	1:15pm – 5:30pm	5:30pm – 9:45pm	1:15pm – 5:30pm	8:00am-12:15pm & 1:15pm – 5:30pm
In-Person	**Online**	**Online**	**Online**	**Online**	**In-Person**

Prerequisites: CIS 3260 or approval by program director.

COURSE DESCRIPTION

This course examines the defining characteristics of IT projects, especially involving the implementation and deployment of software intensive systems, and introduces the student to a variety of project management techniques that can be applied in an IT project context. This course provides an introduction to the disciplined approaches to IT project management. While IT projects are similar in some ways to other types of projects, they pose unique challenges for the managers and organizations that undertake them. This course will give students an understanding of the most common processes, tools, techniques, and theories that are necessary to manage IT projects. Managing IT projects that follow both plan driven traditional development methods as well as agile methods will be covered.

COURSE OBJECTIVE

To introduce project management methods and perspective applied by organizations to complete one-time unique activities related to Information Technology.

Upon competition of this course, you will have developed insights enabling you to:

• Articulate similarities and differences between IT projects and other types of projects.

• Apply general project management competencies to IT projects.

• Apply the techniques and develop the documents related to IT project management.

• Create work breakdown structures and task list schedules to identify project critical path.

• Understand how to apply different life-cycle models to design IT projects.

• Identify IT project risks and develop risk mitigation strategies.

• Understand how the organizational environment can facilitate IT project success.

• Understand how to facilitate learning in and learning from IT projects.

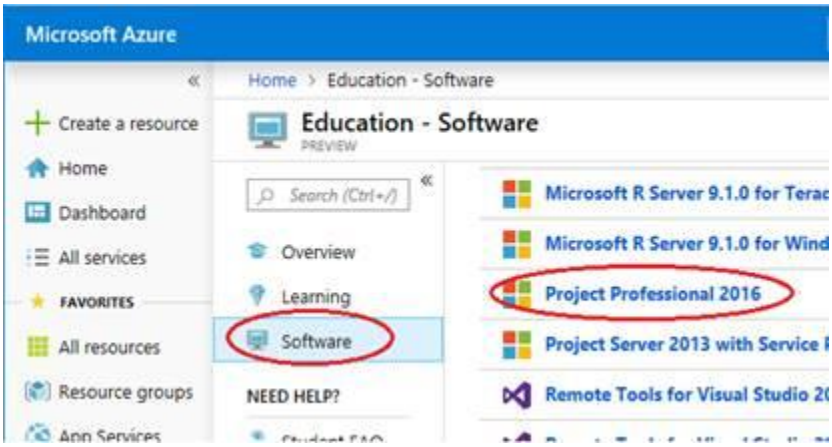
MATERIALS (Required)

1. Marchewka, "Information Technology Project Management: Providing Measurable Organization Value" (5th Edition), published by John Wiley, Publishers. (A digital copy will work fine. Used copies may be available.) The ISBN for this book is ISBN # (978-1-118-91101-3) - Paper Copy or ISBN # (978-1-119-03160-4) - Digital Version.

2. Microsoft Project Professional 2019 (available at no charge for students of this course) – **Will require Windows Operating System for installation.**

The MS Project software can be downloaded from MS Azure web site at the link: https://azureforeducation.microsoft.com/devtools by following the steps below:

a) Login with your GSU campus ID (xxxxx@student.gsu.edu) and password
b) The screen capture below shows where to find the MS Project software. To download it, click the link and follow the instruction there:



3. iCollege - This class will use assignment dropboxes for all assignments.

4. Lynda.com includes an instructional video activity on Microsoft Project 2019. Lynda.com can be accessed through the GSU web site with your CampusID at no cost: http://technology.gsu.edu/technology-services/it-services/training-and-learning-resources/lynda-com-training/

METHODS & ACTIVITIES

There are three methods used in this course to facilitate student's learning. The first and most important is student engagement and participation. This includes reading and staying current with the material including both information in the textbook and other reading assigned or made available on

D2L/Brightspace. You will also need to proactively engage in assignments (which may often involve investigation and group work). The second is information discussed in the classroom – this involves a mixture of lecture and participatory class activities. As your instructor, I will guide these discussions to introduce, explain and explore selected topics which I deem to be particularly relevant to IT Project Management. These discussions are intended to provide context and direction for the course material. The final method involves the student's preparation for examinations. By preparing and reviewing each student will revisit the material and thereby establish a lasting relationship with important and enduring concepts.

GRADES

Score Components	Weight (%)
In-Class Individual Activities	5%
Team Assignments	15%
At-Home Assignments	5%
Test 1	15%
Test 2 (Mid-Term)	15%
Test 3 (Final)	20%
Team Presentation (Chosen Topic & Case Study)	10%
Final Team Presentation & Project Book (Husky Air or MAA)	10%
Professionalism & Peer Evaluation	5%
Total	100%

Your cumulative score is not a grade but a relative placement compared to others in the class. A distribution that recognizes top performers with an "A" will be applied. The distribution establishes cutoff scores each grade which will not be known until the final exam is complete. Below is an **EXAMPLE** of how the grades may be aligned with percentages.

EXAMPLE

Grade	Score Percentages
A+	97% or Above
A	93% - 96.9%
A-	90% - 92.9%
B+	87% - 89.9%
B	83% - 86.9%
B-	80% - 82.9%
C+	77% - 79.9%
C	73% - 76.9%
C-	70% - 72.9%
D	60% - 69.9%
F	59.9% or Below

ATTENDANCE

Class attendance is mandatory and expected. Attendance will be recorded during roll calls and/or as students complete in-class activities that are submitted for grades most sessions. The grading metrics for this class are weighted such that class activities play a very large role. This is a participative class-room course, not a correspondence course and not an on-line course. If you can't participate, you will not be able to pass.

Attendance is an important part of the learning experience. In general, the student should be expected to attend the class if they do not have an excused absence because of illness.

We have a process for students seeking excused absences through the Dean of Students Office. Students submit documentation to https://deanofstudents.gsu.edu/student-assistance/professor-absence-notification/. Professors will then be notified by the Dean of Students of any excused absence.

STUDENT ILLNESS

If a student becomes sick or is required to quarantine during the semester, they should notify their instructor as soon as possible and submit documentation to https://deanofstudents.gsu.edu/student-assistance/professor-absence-notification/. The student will work with the instructor to develop a plan to complete the necessary course content, activities, and assessments in order to meet the course student learning outcomes.

ASSIGNMENTS

Multiple assignments will be issued. Instructions are posted on iCollege. You must submit your completed work-item file(s) in the dropbox associated with each assignment. Each student is expected to do his/her own work unless specifically directed as part of the assignment instructions. Some assignments allow for consultation with your peers. However, unless explicitly identified as a group activity, you must generate your own unique work product. Automated tools will be employed to compare work products with others in this class, students in previous classes and responses generally available on the Internet.

GROUP / TEAM ACTIVITIES

Many assignments involve collaborative work with your team. Teams will be assigned the first day of class. Your participation & contribution to team activities will be subject to peer assessment which is a factor in your grade.

TESTS

- Tests are given only on the prescribed examination date.
- Exceptions - Any exceptions will require prior approval from the instructor with requested documentation as needed.

SPECIAL NEEDS & ACCOMMODATIONS

Students who wish to request accommodation for a disability may do so by registering with the Office of Disability Services. Students may only be accommodated upon issuance by the Office of Disability Services of a signed Accommodation Plan and are responsible for providing a copy of that plan to instructors of all classes in which accommodations are sought. You must contact the Office of Disability Services well in advance to coordinate any accommodations. It is the student's responsibility to coordinate with the instructor ahead of time.

COURSE OUTLINE

Session	**TOPIC**	**Textbook & Activities** **(Always review end of chapter summary)**
Session 1 May 7 (Saturday – In-Person)	Nature of IT Projects Project Methods & Processes Measurable Organizational Value & Business Case Project Planning: Infrastructure and Charter Study Session for Test 1 (Ch. 1-4)	• Chapter 1 • Chapter 2 • Chapter 3 • Chapter 4 **Activities** MS Project Demonstration (Set 1) Team Assignment 1 ***(In-Class)***: Create a Team Charter (Husky Air / Martial Arts Academy) Team Assignment 2 ***(In-Class)***: Team Learning Record and Action Plan– Husky Air / Martial Arts Academy In Class Individual Assignment 1 ***(In-Class)***: Net Present Value Calculation Team Assignment 3 ***(Non-Class Time)***: Husky Air / Martial Arts Class Business Case and Requirements Document At-Home Assignment 1 ***(Non-Class Time)***: MS Project Installation & Tutorial Set 1
Session 2 May 14 (Saturday – Online)	**Test 1** Project Planning: Scope, WBS	• Test Covers Sessions 1, 2, 3, 4 • Chapter 5 • Team Time **Activities**

		MS Project Demonstration (Set 2) In Class Individual Assignment 2 ***(In-Class)***: Use Case Diagram / User Stories and WBS At-Home Assignment 2 ***(Non-Class Time)***: MS Project Tutorial -2
Session 3 May 21 (Saturday - Online)	Project Planning: Schedule & Budget Project Risk	• Chapter 6 • Chapter 7 **<u>Activities</u>** Team Assignment 4 ***(In-Class)***: Activity-on-Node (AON) and Critical Path Team Assignment 5 ***(In-Class)***: Project Risk Analysis Team Assignment 6 ***(Non-Class Time)***: DSC, UCD, and WBS
Session 4 May 25 (Wednesday– Online)	**Test 2** Stakeholders, Communications and Earned Value Analysis	• Test Covers Sessions 5, 6 & 7 • Chapter 8 • Team Time **<u>Activities</u>** MS Project Demonstration (Set 3) In Class Individual Assignment 3 ***(In-Class)***: EVA At-Home Assignment 3 ***(Non-Class Time)***: MS Project Tutorial 3
Session 5 June 4 (Saturday – Online)	Project Quality Leadership and Ethics	• Chapter 9 • Chapter 10 **<u>Activities</u>** Team Assignment 7 ***(In-Class)***: Fishbone Diagram
Session 6 June 10 (Friday – In-Person)	Managing Organization Change Project Closure Test 3 (Final Exam)	• Chapter 11 • Chapter 12 • Test covers sessions 8-10 • Group Presentations • Peer Evaluation **<u>Activities</u>**

	Team Presentation (Chosen Topic & Case Study) Final Presentation & Project Book (Husky Air or MAA) Peer Evaluation	Group Presentations Peer Evaluation

Syllabus and schedule subject to change by the instructor or school that affect the whole class.

STUDENT ASSESSMENT OF THIS COURSE:

Your constructive assessment of this course plays and indispensable role in shaping education at Georgia State. I also find feedback from students personally important in guiding adjustments I make to the material and my approach to guiding your learning experience. Upon completing the course, please take time to fill out the online course evaluation.

DIVERSITY, INCLUSIVITY, AND RESPECT:

As your teacher, I value human diversity in my classes whether expressed through race and ethnicity, culture, political and social views, religious and spiritual beliefs, language and geographic characteristics, gender, gender identities and sexual orientations, learning and physical abilities, age, and social or economic classes. I promise to respect the value of every student in this this class, and all of my students are encouraged to share his or her unique perspective as an individual, not as a representative of any category. Multicultural and intercultural awareness and competencies are key leadership skills, and we intend to present material and classroom activities that respect and celebrate diversity of thought, background, and experience. One part of your collegiate education is to challenge assumptions and to provide new and sometimes challenging ways of looking at issues, however if you ever feel uncomfortable regarding content or perspectives that are presented or discussed by myself, guest speakers, or other students I encourage you to contact me immediately so that we can discuss those feelings. Your suggestions on how to incorporate diversity in this course in a meaningful way are appreciated and encouraged.

GSU ACADEMIC HONESTY POLICY

All university and college regulations concerning academic honesty shall apply. In general, students are expected to recognize and uphold standards of intellectual and academic integrity. The university assumes as a minimum standard of conduct in academic matters that students be honest and that they submit for credit only the products of their own efforts.

It is particularly important that students read and understand the portions of the University Policy on Academic Honesty that relate to plagiarism, unauthorized collaboration, falsification, and multiple submissions. The University Policy on Academic Honesty is explained in detail in the student handbook and is available online at http://codeofconduct.gsu.edu/files/2013/03/2014-2015-Section-II-Academic-Conduct-Student-Code-of-Conduct.pdf

This Policy represents a core value of the University. All members of the University community are responsible for knowing and abiding by its tenets. Students are expected to carefully review the online Policy prior to undertaking any research or other assignments.

Behavior consistent with College and University policies on academic honesty and treatment of members of the University community is expected of all. Cheating, plagiarizing, submitting the material for credit in more than one class, and other deceptive conduct with respect to a student's work output will be dealt with according to the University Policy on Academic Honesty.

Plagiarism and misrepresentation of work are serious offenses, which can lead to expulsion and a grade of "F" for the course. Plagiarism includes, but is not limited to, taking material from any source written by another and presenting it as your own by failing to indicate full and accurate attribution to the correct author/creator. This includes marginally altering material taken from another source and calling it your own creation. Plagiarism includes materials taken from internet sources. Proper citation requires quote marks or other distinctive set-off for the material, followed directly by a reference to the source. The source details may be in the footnotes/endnotes/references section, but only listing a reference without proper indication in the text is not proper attribution and can be considered plagiarism. Misrepresentation of work includes, but is not limited to, presenting material that was prepared for another class or outside work as an original work product that was produced for this class. All work turned in for this class is represented by the student(s) to be original material prepared in fulfillment of this course's requirements.

Students are encouraged to discuss freely with faculty any questions they may have pertaining to the provisions of the Policy on Academic Honesty prior to submitting assignments. ***Lack of knowledge of the contents of the University Policy on Academic Honesty is not an acceptable defense to any charge of academic dishonesty.***

GSU Policy Prohibiting Students from Posting Instructor-Generated Materials on External Sites

The selling, sharing, publishing, presenting, or distributing of instructor-prepared course lecture notes, videos, audio recordings, or any other instructor-produced materials from any course for any commercial purpose is strictly prohibited unless explicit written permission is granted in advance by the course instructor. This includes posting any materials on websites such as Chegg, Course Hero, OneClass, Stuvia, StuDocu and other similar sites. Unauthorized sale or commercial distribution of such material is a violation of the instructor's intellectual property and the privacy rights of students attending the class, and is prohibited.