**ITMM571 Project Management for Information Technology Management**

For 1/22/24, 1/23/24 & 1/24/24 all my classes will be on line using Collaborate Ultra

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***Office Hours:*** Thursday & Friday 5:30 PM – 7:00 PM (Chicago time) by appointment

by phone at 773-217-0008. 1)Please don’t wait for office hours to get your questions answered. Please

e-mail myself or our TA your question 2) Please don’t call during work hours.

**Course Catalog Description:** Basic principles of project management are taught. Management of application development and major Web development projects will also be addressed.

**Lecture:** 3 **Lab:** 0 **Credits total:** 3

Lecture Day, Time & Place:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Scheduled Meeting Times*** | | | | |
| **Time** | **Day** | **Where** | **Date Range** | **Instructor** |
| 6:25 –  9:05  PM/CT | Wednesdays | HH-005 | 1/10/24 –  5/1/24 | Brian Vanderjack |

**Schedule:**

This is the schedule of the deliverables in the course, when they are due, and what their point contribution to you end grade is. The syllabus and “assignment sheet” are stored under the “syllabus” tab in Blackboard. The “assignment sheet” will tell you what the assignments are and how they are graded.

All assignments are due at midnight, Chicago time.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Date** | **Activity** | **Assignment**  **Points** | **Exam**  **Points** |
| 1 | 1/10/24 |  | NA | NA |
| 2 | 1/17/24 |  | NA | NA |
| 3 | 1/24/24 |  | NA | NA |
| 4 | 1/31/24 |  | NA | NA |
| 5 | 2/7/24 | Assignment A Due | 10 | NA |
| 6 | 2/14/24 |  | NA | NA |
| 7 | 2/21/24 |  | NA | NA |
| 8 | 2/28/24 | Midterm (start as early as 8:00 PM Chicago time) | NA | 30 |
| 9 | 3/6/24 | Assignment B Due (Except Beacon Students) | 10 | NA |
| 10 | 3/13/24 | **No class – Spring Break!** | NA | NA |
| 11 | 3/20/24 | Assignment C Due | 10 | NA |
| 12 | 3/27/24 |  | NA | NA |
| 13 | 4/3/24 | Assignment D Due | 10 | NA |
| 14 | 4/10/24 |  | NA | NA |
| 15 | 4/17/24 |  | NA | NA |
| 16 | 4/24/24 |  | NA | NA |
| 17 | 5/1/24 | Final Exam (starts as early as 8:00 PM Chicago time) | NA | 30 |

**Specific Learnings**

Comment: Below represents a projection of what we will cover in this course. What we will actually discuss will likely be altered from what is shared below based on the amount of time we have to cover topics.

|  |  |
| --- | --- |
| **Topic** | **Learning Support** |
| What is a project? | PPT presented in class/Case Study |
| What is a WBS? | PPT Presented in class |
| Design Thinking | Video: http://bit.ly/2ZAphnX |
| PMI on Integration Management\* | PPT presented in class |
| Web Development | <https://www.youtube.com/watch?v=FHzBq8FMhUE> |
| PMI on Scope Management\* | PPT presented in class |
| PMI on Cost Management\* | PPT presented in class |
| PMI on Communications Management\* | PPT presented in class |
| PMI on Time Management\* | PPT presented in class |
| Scrum/Agile | PPT presented in class  AgileManifesto.org |
| Leadership | Various Ted Talks that include in class discussion  Excerpts from Northouse’s Leadership Theory and Practice Text (9th ed) |
| Finding a job in the USA (as time permits) | PPT and videos |
| Conflict Management | Video: <http://bit.ly/2JMDWay> + in class discussion  Video: <http://bit.ly/2Yvc57n> + in class discussion |
| PMI on Procurement Management\* | PPT presented in class |
| PMI on Quality Management\* | PPT presented in class & Videos |
| PMI on Human Resources Management\* | PPT presented in class |
| PMI on Risk Management\* | PPT presented in class |
| PMI on Stakeholder Management\* | PPT presented in class |
| PMI On Ethics | PMI PDF Download: <https://www.pmi.org/about/ethics/code> |

.\* These are each of the 10 knowledge areas detailed in the 6th Ed. PMBOK authored by PMI.

**Course Outcomes**: My goal for this course is that when someone who successfully completes this course is asked to run an IT project that they will have enough knowledge about Team Leadership via Project Management and Scrum Leadership that they will be able to successfully run the project in a way that meets or exceeds the expectations of the stakeholders who define success.

Students completing this course will be able to:

* Describe, using appropriate terminology, what project management is.
* Discuss the PMI knowledge areas; integration management, scope management, time management, cost management, quality management, HR management, communications management, risk management, procurement management, & stakeholder management.
* Organize a project or phase by process group: initiating, planning, executing, closing and monitor and control.
* Discuss the fundamentals of leadership, and how to apply them to project management and as a Scrum Master
* Create a WBS
* Create a project schedule using MS Project (or similar)
* Value the impacts of time, cost, quality and scope
* Be exposed to ethics via PMI’s ethical standards
* Demonstrate an ability to describe a project, including its milestones, risks, cost etc. (this is addressed in “the “project plan” assignment)
* Discuss Scrum

**Required Textbook:**

|  |  |
| --- | --- |
| **Title** | **Author** |
| HBR Guide to Leading Teams | Mary Shapiro |

Having access to the books below is highly recommended, but not required. You will have a hard time finding it in libraries.

These books are optional and not required:

|  |  |
| --- | --- |
| **Title** | **Author** |
| “Leadership Theory and Practice” 9th ed | Dr. Peter Northouse |

|  |  |
| --- | --- |
| **Title** | **Author** |
| A Guide to the Project Management Body of Knowledge 6th ed. (A.K.A. the PMBOK) | PMI |

Course Notes: Copies of the course lecture notes in the form of PowerPoints (that were presented during class time) will be provided on Blackboard. You should be aware that note taking is encouraged and should help your understanding of the material.

Course Web Site: http://blackboard.iit.edu/

Blackboard: This course will make intensive use of Blackboard (http://blackboard.iit.edu/) for communications, assignment submissions, group project coordination, providing online resources, course lecture recordings, and administering examinations.

|  |  |
| --- | --- |
| **Item** | **Blackboard Location** |
| Syllabus | Syllabus |
| Assignment Sheet | Syllabus |
| Final and midterm | Assignments |
| PPTs | Content |
| Where to put your homework assignments & locate assignment d (quiz) | Assignments |

Assignments: See the “assignment” sheet in Blackboard under the “syllabus” tab. It will provide assignments and grading criteria. Assignments are due at midnight, Chicago time on the dates noted above. If you are 24 hours or less late there will be a 20% deduction. If the assignment is over 24 hours late, a grade of zero will be applied.

Examinations: There will be 2 exams; a midterm and a final. Both will be worth 30% of your grade. They will be delivered via Blackboard. The exam rules are: 1) You can’t take an exam early per ITM policy. 2) You can’t stop taking the test once you start. 3) No access to supporting information is allowed (that is notes, class presentations, anything on the internet, texting friends, looking at the PMBOK, etc. are not allowed at exam time). 4) If you do not start the exam within 48 hours of the start time, a grade of zero will be applied. 5) There will be no retakes allowed 6) You can’t share exam content with other students.

Grading: Grading criteria:

A *Outstanding work reflecting substantial effort* 92-100%

B *Adequate work fully meeting that expected of a graduate student* 84-91.99%

C *Weak but marginally satisfactory work not fully meeting expectations* 70-83.99%

E *Unsatisfactory work* 0-69.99%

The final grade for the class will be calculated based on the chart above

Academic Honesty:All work you submit in this course **must be your own.**

*Plagiarism:*  If you submit plagiarized material you **WILL** receive a grade of **ZERO** for the assignment or exam question, an Academic Honesty Violation Report will be filed, and it may result in your expulsion from the course with a failing grade as per the IIT and ITM academic honesty policies. **There is no excuse for not understanding this policy** and if you do not understand it please let me know and I will be happy to discuss it with you until you do.

*Collaboration:* Students may only collaborate on assignments or projects that are explicitly designated as group assignments or projects. Students submitting work that is identical or in some cases even substantively the same will be asked to discuss the assignment with me. If one student admits to having copied the work, or if there is clear evidence who is guilty, the guilty student will be assigned a grade of zero. If no one admits to the offense or a reasonable determination of guilt cannot be made, each student involved will be assigned a grade of zero. In either case, an Academic Honesty Violation Report will be filed, and it may result in your expulsion from the course with a failing grade as per the IIT and ITM academic honesty policies.

Our Contract: This syllabus is my contract with you as to what I will deliver and what I expect from you. If I change the syllabus, I will issue a revised version of the syllabus; the latest version will always be available on Blackboard. Revisions to readings and assignments will be communicated via Blackboard.

Disabilities: Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with me as soon as possible. My office hours are listed on the first page of the syllabus. The Center for Disability Resources (CDR) is located in 3424 S. State St., room 1C3-2 (on the first floor), telephone 312 567.5744 or [disabilities@iit.edu](mailto:disabilities@iit.edu).

**Illinois Tech’s Sexual Harassment and Discrimination Information:**Illinois Tech prohibits all sexual harassment, sexual misconduct, and gender discrimination by any member of our community. This includes harassment among students, staff, or faculty. Sexual harassment of a student by a faculty member or sexual harassment of an employee by a supervisor is particularly serious. Such conduct may easily create an intimidating, hostile, or offensive environment.

Illinois Tech encourages anyone experiencing sexual harassment or sexual misconduct to speak with the Office of Title IX Compliance for information on support options and the resolution process.

You can report sexual harassment electronically at [iit.edu/incidentreport](http://iit.edu/incidentreport), which may be completed anonymously. You may additionally report by contacting the Title IX Coordinator, Virginia Foster at [foster@iit.edu](mailto:foster@iit.edu) or the Deputy Title IX Coordinator, Esther Espeland at [eespeland@iit.edu](mailto:eespeland@iit.edu).

For confidential support, you may reach Illinois Tech’s Confidential Advisor at (773) 907-1062. You can also contact a licensed practitioner in Illinois Tech’s Student Health and Wellness Center at[student.health@iit.edu](mailto:student.health@iit.edu) or (312)567-7550

For a comprehensive list of resources regarding counseling services, medical assistance, legal assistance and visa and immigration services, you can visit the Office of Title IX Compliance website at <https://www.iit.edu/title-ix/resources>.