King Fahd University of Petroleum & Minerals

Department of Information Systems & Operations Management

MIS 405: IS Project Management
First Semester 2023-2024 (231)

Instructor Name	Class Time / Location	Office	Phone	Office Hours	Email
Dr. Amine Nehari Talet	UT 2:00-03:15 PM Building 24-146	24/235	3450	UT 11 AM – 12:30 PM & by Appointment	nehari@kfupm.edu.sa

Course Description:
Information Systems Project management fundamentals and strategies. Examine the application and integration of the project management body of knowledge (PMBOK). Focus on project management processes, methods, techniques, tools and implementation issues for defining and managing the project's goal, scope, schedule, and budget.

Pre-requisite : MIS 301 and MIS 311

Objectives:
Upon successful completion of this course, student should:

1. To enable students to apply and integrate the PM methodologies and practices as stated in the project management body of knowledge (PMBOK) to initiate, plan, execute, monitor and control, and close IS projects and to coordinate all the elements of the project.
2. To guide students to get a grasp of project management tools and techniques for defining and managing the project's goal, scope, schedule, and budget.
3. To help students to effectively use interpersonal skills and effective communication to manage the human resources of a project including organizing, managing and leading the project team, using effective strategies to influence others, manage conflict, and lead teams to successful project completion.
4. To enable students to effectively identify and manage risks in IS projects and perform quality management in various cultures, within the ethical and legal boundaries.

Learning Outcomes:

After completing this course, students are expected to possess the following knowledge and skills

Code	CLOs
1	*Knowledge and understanding*
1.1	Able to examine the concept of application and integration of the project management body of knowledge
2	*Skills*
2.1	Able to apply modern project management tools and techniques
3	*Values*
3.1	Able to work in team environment and learn group dynamics
3.2	Able to discuss the importance of observing ethical values to the success of IS projects

LEARNING RESOURCES

1.   Required Textbooks *Schwalbe, Kathy. Information Technology Project Management. 9th ed., CENGAGE Learning Custom Publishing, 2019.*
2.   List Recommended Textbooks and Reference Material (Journals, Reports, etc.) *Project Management: Achieving Competitive Advantage, 5th Global Edition, by Jeffery Pinto, ISBN: 13:978-1292269146.*
3.   Other learning material such as computer-based software, professional standards or regulations and software. *LinkedIn Project Management Certified Course and MS Project*

Important Dates to Remember

Go to Registrar's website to consult University Calendar Term: 231
https://registrar.kfupm.edu.sa/academic-calendar/current-semester/

Schedule of Assessment Tasks for Students During the Semester

	Assessment Task*	Week Due	Total Assessment Score
1	Case Study Assignments (MS Project)	5, 8	10%
2	Quizzes	3, 4, 7, 11, 13	15%
3	Team Project (proposal, 2 progress reports, final report)	9.12,15	20%
4	Mid Term Exam	7	25%
5	Final Exam	16	25%
6	Class Performance	All lectures	5%

*e.g., essay, written or oral test, group project, examination, speech, oral presentation, etc.

- **Case Study Assignments (MS Project) (10%)**
- **Quizzes (15%):** Quizzes will be held alternate week during the lecture sessions. They will cover lecture topics. There will be five quizzes based on the schedule. One to two of the worst or missed quiz will be dropped from the calculation of the grade (the second worst one will be dropped on the quality of Term Project). There will be no makeup quizzes.

- **Team Project (proposal, 2 progress reports, final report) (20%)**

The students will perform the complete design of an information system of their choice or assigned by the instructor. Therefore, the students should start to form teams and contact some companies/organizations/KFUPM Departments immediately. The project teams will consist of two to three students. The instructor can rearrange team sizes and formation at any time during the semester. Choosing one team member for each one of the following roles is recommended.
A student can be assigned more than one role.

- **Project Leader**: Responsible for overseeing the project. Plans and allocates all resources including tasks, time, and other activities.
- **Document Controller**: Keeps all the files and different revisions, and creates backups.
- **Editor**: Reads and approves the deliverables (spelling, grammar, conformance to assignment requirements, etc.).
- **Site Liaison**: The person who contacts the company/organization/institution (project sponsor) and handles the relationships with them.

All team members including the project Leader will be allocated the project tasks equally. Filling one of these positions does not mean that you will not do any other work. The project Leader is responsible for ensuring equal and fair distribution of the necessary workload.

There will be a project proposal presentation, four deliverables, and a final project presentation. The grade for the project will be based on a combination of the grades for each deliverable, the proposal and final presentation. In the case of equal and fair workload distribution, all of the project members will receive the same grade assigned to the team. However, the instructor holds the right to investigate the complaints. In such cases, the grade of the student who is subject to the complaints can change greatly.

The project related material should be turned in as hard copy in the Lab session (class) and as softcopy (in PDF) under the corresponding assignment on Blackboard. The students are *responsible* for keeping the softcopies (computer files) to resubmit them if necessary. Do back-up your files. Project deliverable files loss cannot be accepted as an excuse.

If a student does not participate in the project assignments, presentations, meetings, and other related his score would be **zero**. The presentation scores will be based on completeness, consistency and correctness, organization, use of appropriate tools, and presentation skills.

The students should make sure that the following major requirements are met:
It is an IT Project management project. Form a group of 2 members. One student should be the group leader.

Use of MICROSOFT PROJECT to accomplish task. Microsoft Word for the report and EXCEL for ROI, NPV, and Break-Even analysis if any for the project feasibility.

Team members must be able to demonstrate the project to the instructor, a presentation to the entire class will be made by each group at the end of the semester. Every member should participate in the presentation. Each presentation will be 20 minutes. The performance of each member in the term project is subject to the quality of the project, quality of presentation, and peer evaluation.

Make sure that your progress reports and the final report are cumulative and integrated (i.e., the first progress report will build on (and include) the proposal; second progress report will build on first progress report, etc.). Fragmented reports will not be accepted.

Students are advised to meet as a group just after the class, because that is only the time when all your group members are present.

Project Grades Breakdown

Progress Reports	5%
Presentation	5%
Final Report	10%

Class Performance (5%)

This is a subjective evaluation of your contribution in class to unstructured discussion of the textbook, supplemental readings, and the formal presentations. Of the 20%, which is allotted, your grade will be prorated weekly as follows:

8% - Asks good questions, makes valuable observations, and answers questions effectively on an ongoing basis.

6% - A frequent participant, but all questions, answers, or observations are not always effective, or not on an ongoing basis, or tends to discourage effectiveness.

4% - Only participates infrequently, or questions/answers do not reflect adequate preparation, or late to class.

2% - Very rare participation, or questions/answers reflect little or no preparation, or very late to class.

0% - **Displays no sign of life, or absent for entire class**.

As can be seen, you are expected to attend class and participate. Not attending class will have an influence on this portion of your grade since you cannot participate if you are not here with us.

You are encouraged to be "**Entrepreneurial**" in your approach to the class, in your assignments, and in your class presentations and interactions. Your observations or experiences, and how they might relate to the subject at hand, have the potential to enhance all of the class sessions. Please share those of value so that you may be a resource to all participants including me! You are also encouraged to employ the systems perspective and wear the "manager's hat" in relating to the issues so that you will be able to think about them critically from multiple dimensions.

Course Policy and Regulations:
1. Issues discussed in the textbook, classwork, assignments, handouts, web notes, and lectures are subject to be in the assignments, quizzes, and/or exams.
2. Assignments/Projects must be submitted by or before the due date as announced by the instructor.
3. Student must always endeavor to provide a complete and satisfactory solution, but if you are unable to do so, at least deliver the work you have managed to complete on time.
4. No late submissions will be accepted. A lower grade will be the consequence of failing to make the deliveries within the deadline. No excuses are considered or accepted.
5. Student may consult with your colleagues in approaching and designing the solution, however, the final submission must be your own effort and work.
6. CHEATING will result in an "F" grade in the course, and further disciplinary action will be pursued.
7. There will be no make-up examinations or quizzes, except for extreme emergency or medical reasons supported by formal medical or other appropriate documentation

(endorsed by the Dean of Student Affairs).

8. No grade pleading will be entertained. Your grade is exclusively your responsibility. Work hard right from the beginning. Every little bit helps, so don't miss assignment deadlines.

Honor Code

Students are reminded that the Academic Code of Honor governs their performance. The pledge to uphold the Code includes an understanding that all submitted work, graded or ungraded — examinations, draft copies, papers, assignments, extra credit work, and the like — must be your own. Any kind of academic dishonesty is a violation. Evidence of cheating in any of the course requirements will result in a "DN" grade for the course.

Study Practice:

Careful and timely reading and study as well as completion of all written assignments by the expected dates is critical to your success in this course.

Text readings will precede coverage of the material in class. This will facilitate your active participation in class discussions.

In class, do not expect full-coverage lectures. You can then **highlight material** that is appropriate during class coverage. **Make notes at home before or after the class** and then **ask your questions on the covered material during the class.** This will stimulate discussion quickly.

NCAAA & AACSB Perspective: The national and the international accreditation expect
business curricula to incorporate various to contemporary organization in MIS 405 course Ethical issues are integral part of the assigned readings at the most of the assigned chapters. Moreover, global issues are also covered in many of these chapters.

COURSE SCHEDULE TERM: 231

Week # Start date	Topic	Readings
1 August 27-29	Syllabus, Course Overview and Introduction to Project Management	Chapter 1
2 Sep 03-05	Introduction to Project Management The Project Management Process Group	Chapter 1 Chapter 3
3 Sep 10-12	The Project Management Process Group Quiz #1: on Ch 1 (Tuesday Class)	Chapter3
4 Sep 17-19	Project Integration Management Quiz #2: on Ch 3 (Tuesday Class)	Chapter 4
5 Sep 24-26	**National day Holiday Sunday 24 September** Project Scope Management	Chapter 5
6 Oct 1-3	Project Scope Management MS Project Assignment #1 (Due on Tuesday, Oct 3 class time)	Chapter 5
7 Oct 8-10	Project Schedule Management (Quiz #3: on Ch 4 (Tuesday Class)	Chapter 6
8 Oct 15-17	Project Cost Management **Midterm Exam: on Ch 1, 3, 4, 5 & 6** **(Tuesday, Oct 17, Class time)**	Chapter 7
9 Oct 22-24	Project Cost Management **Project Progress Report #1: Business Case** **(Due on Tuesday, Tuesday 24 Oct class time)**	Chapter 7
10 Oct 29-31	Project Quality Management	Chapter 8
11 No 5-7	Project Resource Management Quiz #4: on Ch 7 (Tuesday Class)	Chapter 9
12 Nov 12-14	Project Communications Management **Project Progress Report #2: Project Charter** **(Due on Thu, Nov 14)**	Chapter 10
13		
Nov 19-23	**Midterm Break Nov. 26-30**	
13 Nov 26-28	Project Risk Management Quiz #5: on Ch 8 (Tuesday Class)	Chapter 11
14 Dec 3-5	Project Procurement Management	Chapter 12
15 Dec 10 & 17	**Team Project Final Report (Due on Sunday, Dec 10)** **Project Presentations Due on Sunday, Dec 12-17)**	
16	**Final exam: as scheduled by the Registrar. Chapters 7, 8, 9, 10, 11, and 12** **Dec 20, 2023-Jan 2, 2024**	