

COURSE GUIDE

Course / Section	IT317 Project Management for IT	Credit Units	3
Term Offered	First Semester S.Y. 2022-2023 (Cluster 2)	Total Hours	54
Instructor	LARMIE S. FELISCUZO (larmie.feliscuzo@cit.edu)		
Pre-Requisite/s	None		
Co-Requisite/s	None		
<b>Course Description</b>			
This course prepares students with the project management skills needed to manage Information Technology (IT) projects better. Based on the IT project management lifecycle, this course covers topics on the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The study also shows how IT projects should be managed from inception to post-implementation review. The students are expected to improve their management skills and abilities to define the project scope, create a workable project plan, manage projects within the budget and schedule, and as well as manage human resources, risks, and procurement, and integrate change control in all of the areas in project management.			
<b>Course Learning Outcomes</b>			
CLO1: Appreciate the importance of the course about the goals and objectives of the program, the College, and the University. CLO2: Develop an understanding of key project management concepts and principles, including those associated with the different project management processes. CLO3: Examine and respond to project risks through detailed project analysis to identify salient issues and alternative pathways and report changing status effectively to a professional standard. CLO4: Integrate the principles and concepts of project management to address complex contemporary IT challenges in local, national, and global settings. CLO5: Develop an IT Project following the PMI guide.			
<b>Lessons/Topics</b>			

<p>Topic 1: Class orientation / Course Introduction</p> <p>ILO1. Recite the CIT and CCS VMGO</p> <p>ILO2. State the class policies and guidelines</p> <p>ILO3. Appreciate the importance of the course content about the IT curriculum</p> <p>Topic 2: Introduction to Project Management</p> <p>ILO 1. Define Project Management</p> <p>ILO 2. Enumerate the triple constraints of a project</p> <p>ILO 3. Identify standard tools and techniques used for successful projects</p> <p>ILO 4. Discuss the role of project managers</p> <p>Topic 3: Project Management &amp; IT Context</p> <p>ILO 1. Describe the systems view of project management and how it applies to IT projects</p> <p>ILO 2. Enumerate the four frames of an organization</p> <p>ILO 3. Identify the unique attributes of IT Projects</p> <p>Topic 4: Project Management Process Group</p> <p>ILO1. Describe the five project management process, groups</p> <p>ILO2. Identify how the project management process groups relate to the project management knowledge areas</p> <p>Topic 5: Project Integration Management</p> <p>ILO 1. Describe an overall framework for project integration management</p> <p>ILO 2. Identify project selection methods</p> <p>ILO 3. Develop a project charter</p> <p>Topic 6: Project Scope Management</p> <p>ILO 1: Apply good project scope management concepts</p> <p>ILO 2: Describe the process of planning scope management</p> <p>ILO 3: Match methods for collecting and documenting requirements</p> <p>ILO 4: Recognize the scope definition process and project scope statement</p> <p>ILO 5: Develop a work breakdown structure</p> <p>Topic 7: Project Time Management</p> <p>ILO 1: Enumerate the importance of project time management</p> <p>ILO 2: Analyze network diagrams</p> <p>ILO 3: Understand the relationship between estimating resources and project Schedules ILO 4: Develop a Gantt chart</p> <p>ILO 5: Compute the critical path of a project</p>	

<p>Topic 8: Project Cost Management</p> <p>ILO 1. Recognize the importance of project cost management</p> <p>ILO 2. Identify basic project cost management principles, concepts, and terms</p> <p>ILO 3. Describe the process of planning cost management</p> <p>ILO 4. Enumerate different cost estimation methods</p> <p>ILO 5. Estimate cost for an IT project</p> <p>Topic 9: Project Quality Management</p> <p>ILO 1. Recognize the importance of quality management</p> <p>ILO 2. Describe quality management planning</p> <p>ILO 3. Enumerate the importance of quality assurance</p> <p>ILO 4. Identify the tools and techniques for quality control</p> <p>Topic 10: Project Human Resource Management</p> <p>ILO 1. Recognize the importance of good human resource management</p> <p>ILO 2. Identify keys to human resources</p> <p>ILO 3. Develop a human resource management plan</p> <p>Topic 11: Project Communications Management</p> <p>ILO 1. Enumerate the importance of good communications</p> <p>ILO 2. Identify key concepts related to communications</p> <p>ILO 3. Develop a communications management plan</p> <p>Topic 12: Project Risk Management</p> <p>ILO 1. Define and identify risk</p> <p>ILO 2. Discuss the elements of planning risk management</p> <p>ILO 3. List familiar sources of risks in IT projects</p> <p>ILO 4. Develop a risk management plan</p> <p>Topic 13: Project Procurement Management</p> <p>ILO 1. Recognize the work involved in planning procurements</p>	
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<p>ILO 2. Analyze the process of controlling procurements</p> <p>ILO 3. List the tools and techniques that can be used for procurement</p> <p>Topic 14: Project Stakeholder Management</p> <p>ILO 1. Identify stakeholders</p> <p>ILO 2. Create a stakeholder Register</p> <p>ILO 3. Perform a stakeholder analysis</p>
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MADE4Learners FRAMEWORK						
Approach		Distance Blended		Distance		Online ✓ Online Blended
Technical Requirements	<ul style="list-style-type: none"><li>Hardware: PC / laptop, and Smartphone capable of text, call, email, MS Teams &amp; Moodle</li><li>Software/App: PDF reader</li><li>Materials, etc.: Wifi connection at home</li></ul>					
Communication Means	<ul style="list-style-type: none"><li>Facebook group &amp;/or messenger, text, call, email</li><li>Learning Management System: Moodle</li></ul>					
Reminders	<ul style="list-style-type: none"><li>It is expected that students have the maturity and discipline to do self-directed learning and that the Instructor facilitates the learning through consultation and elaboration of topics.</li><li>The learning activities will be uploaded in Moodle and MS Teams.</li></ul>					
GRADING SYSTEM						
<b>Course requirements:</b> MIDTERM GRADE: Weekly Activities – 60% Midterm Exam - <u>40%</u> 100%  FINAL SCORE: Weekly Activities – 20% Project/s - 40% Final Exam – <u>40%</u> 100%  FINAL GRADE: MIDTERM GRADE – 40% FINAL SCORE – <u>60%</u> 100%						
STUDENT SUPPORT SERVICES						
Student Success Office	For concerns, queries, suggestions, and complaints: <a href="https://www.facebook.com/tatakteknoy/">https://www.facebook.com/tatakteknoy/</a>					
Guidance Center	Online Guidance Consultation / Counseling: <a href="https://bit.ly/NotAlone-eGuidanceIsHereForYou">https://bit.ly/NotAlone-eGuidanceIsHereForYou</a>					
College Library	Online Library Service Request <a href="https://bit.ly/BeyondBorders-eLibraryIsHereForYou">https://bit.ly/BeyondBorders-eLibraryIsHereForYou</a>					
Medical Dental Clinic	Online Medical-Dental Consultation <a href="https://bit.ly/StayHealthy-eClinicIsHereForYou">https://bit.ly/StayHealthy-eClinicIsHereForYou</a>					
Technical Support Group	CIT University Technical Group <a href="https://www.facebook.com/citutsg/">https://www.facebook.com/citutsg/</a>					
OTHER HELPFUL LINKS						
Student Help Kit	For information about MADE4Learners Framework and other resources <a href="https://bit.ly/MADE4Learning-STUDENT-HelpKit">https://bit.ly/MADE4Learning-STUDENT-HelpKit</a>					
Online Peer Learning Program	Booking an appointment for a peer learning session with a mentor <a href="https://bit.ly/PLP-AppointmentForm">https://bit.ly/PLP-AppointmentForm</a>					

PLAN OF LEARNING				
Week	Topic No.	Teaching / Learning Activities	Output / Formative Assessment	Assessment Tools

1 (October 26)	1 Course Intro	<ul style="list-style-type: none"> <li>• Course Orientation</li> <li>• Student Profiling</li> </ul>	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Getting to Know You forum post (synchronous meeting)</li> </ul> <b>Due: October 28</b>	<input type="checkbox"/> Forum post about yourself and your course expectations with Rubric
2 (October 28& Nov. 2)	2, 3 & 4	<ul style="list-style-type: none"> <li>• Group Formation</li> <li>• Lecture</li> </ul>	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assignment: Knowledge Areas</li> </ul> <b>Due: Nov. 4</b>	<input type="checkbox"/> Assignment
3 (November 4)	5, 6 & 7	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li>• WBS</li> <li>• Project Charter</li> </ul> <b>Due: November 7</b>	<input type="checkbox"/> Assignment
4 (November 9&11)	7, 8 & 9	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Cost and Quality Management Activity</li> </ul> <b>Due: November 14</b>	<input type="checkbox"/> Exercise
5 (November 16&18)	MIDTERM WEEK	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Exercise</li> </ul> <b>Due: November 21</b>	<input type="checkbox"/> Midterm exam
6 (November 23&25)	10 & 11	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Reading assignment</li> </ul> <b>Due: November 28</b>	<input type="checkbox"/> Exercise
7 (December 2&5)	12 & 13	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Review activity</li> </ul> <b>Due: December 5</b>	<input type="checkbox"/> Exercise
8 (December 7&9)	14	<input type="checkbox"/> Lecture	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Project Presentation</li> </ul> <b>Due: December 10</b>	<input type="checkbox"/> Course Project Rubric
9 (December 12, 14 &16)	FINAL EXAM WEEK	<ul style="list-style-type: none"> <li>• Final Exam</li> <li>• Final Course Reflection</li> </ul>	<b>Create and submit:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Final Exam and Final Course Reflection</li> </ul> <b>Due: December 16</b>	<ul style="list-style-type: none"> <li>• Final exam</li> <li>• Final Course Reflection</li> </ul>