SYLLABUS
COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING
DEPARTMENT OF INFORMATION TECHNOLOGY
IT 3223: SOFTWARE ACQ AND PROJECT MANAGEMENT
FALL 2023

Course Information

Class meeting time: Section W02 - Online

Instructor Information

Instructor of Record
Name: Darin Morrow
Email: dmorro21@kennesaw.edu
Office Location: Atrium J-303
Office Phone: 404-285-9405
Office Hours: In-Person: M&W 1:30-2:30pm, Virtual Weekdays 5-6pm; or by appointment.

Preferred method of communication:
Please use the Discussion board for public questions. Remember to use the Kennesaw State University netiquette guidelines in an online communication environment. Please use D2L email or KSU email for private questions. Responses are provided within 24 hours or 48 hours if over the weekend.

Course Description

The course provides a high-level introduction to two areas that are crucial to the IT profession, namely project management and software acquisition. It introduces students to the phases both in the project management and software acquisition and implementation process. Since requirements are crucial to both activities, the course will provide students with an in-depth introduction to requirements engineering. The course will also introduce students to a widely used project management information system.

Credit hours: 3 hours of lecture, 0 lab hours, 3 hours credit

Prerequisites: CSE 1321 and CSE 1321L with grade of B or better

Course Materials

Required Texts: None.

Online lectures: At the beginning of every module, I will record a short lecture and post it in D2L. I will provide a link to the lecture in an announcement. You will be responsible for reviewing the recorded lecture. Lecture material and other documents and files can be downloaded in alternate formats using the "alternate formats" option in D2L pages.

Technology Requirements:

- This class uses D2L as hosting site. Run a system check to ensure your computer works with D2L. Check out [D2l Training](#).

- Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g., RealPlayer, Windows Media Player, QuickTime).

- Your internet connection will also be important to your ability to access information. A basic dial-up connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

- **You are required use Microsoft Project and Visio. Both applications are available in CCSE Labs.**

- **You are required to use Microsoft Teams for class collaboration and class meetings that the instructor may schedule. However, your working teams may use any collaboration tool that you choose.**

- See ICDW minimum technology requirements below.

Technology support for KSU systems including D2L is available by emailing studenthelpdesk@kennesaw.edu or calling 470-578-3555. Please do not email technology problems to your instructor.

Advising & Coordination

Advising: All advising is done but the CCSE advising group.
Course Coordinator: {Name, Title, email)

Learning Outcomes

Upon completion of this course, students will be able to:

- LO1 - Discuss the elements of the basic Software Development Life Cycle and implement an analysis and design of a project using current project management tools.
- LO2 - Compare and contrast the advantages and disadvantages of building vs buying a software system.
- LO3 - Identify the elements and challenges of requirements engineering and project management.
- LO4 -Identify the project phases and challenges of acquiring, integrating, and implementing a software package.
- LO-5 Evaluate a Request for Proposal for a software package.

Course Requirements and Assignments

Below are the course modules, graded items and how those items support the course learning objectives and learning outcomes.

All activities are due on Sunday at 11:30pm

Modules	Week	Content	Activities	Course Level Objectives
Start Here	1	Course Introduction Syllabus	Syllabus Quiz	N/A
Module 1 - Basics	2-3	Review links	Form Teams Module Discussion 1 (I) Module Assignment 1A (I) – Software Install Module Assignment 1B (G) – Project Charter	 LO1 LO1
Holiday				
Module 2 - Project Management Overview	4-5	Review links (SOW) Project Charter	Module Discussion 2 (I) Module Assignment 2A (I) - SDLC Module Assignment 2B (I) – Buy vs Build	LO1 LO1 LO2 LO1, LO3
Module 3 - Requirements Review	6-7	Review Links	Module Discussion 3 (I) Module Assignment 3 (G) - Requirements	LO3 LO3
Last Day to Withdraw without Penalty				
Module 4 - Vendors & Scheduling	8-11	Review Links	Module Discussion 4 (I) Module Assignment 4A (I) - RFP Module Assignment 4B (G) – Vendor Evaluation Module Assignment 4C (G) -WBS Module Assignment 4D (G) - Project Plan	LO4 LO5 LO2 LO4 LO4
Module 5 – Change Control	12	Review Links	Module Discussion 5 (I)	LO3, LO4
Module 6 – Documentation and Testing	13	Review Links	Module Discussion 6 (I) Module Assignment 6 (G) – Test Plan Exam 2 (I)	LO3, LO4 LO3, LO4
Module 7 – Go Live	14	Review Links	Module Discussion 7 (I) Module Assignment 7 (G) – Go Live	LO3, LO4 LO3, LO4
Exam Week	15	N/A	Exam 3 (I)	LO3

Evaluation and Grading Policies

Course Information: The D2L content, links and other supplemental material will be the basis for all test taking and assignments. You will have 7 discussions, 4 individual assignments, 7 group assignments, and 3 exams.

Course Schedule Course due dates are as noted in the calendar tool in D2L.

Grading Policy Your final grade will be based on the number of points you earn during the semester.

Graded Items	Weight
7 Discussions	14%

4 Individual Assignments	20%
7 Group Assignments	35%
Participation/Syllabus Quiz	1%
3 Exams	30%
Total	**100%**

Grading Scale:
89.5% - 100%   A
79.5% - 89.49%   B
69.5% - 79.49%   C
59.5% - 69.49%   D
0% - 59.49%   F

Course Policies

Course Attendance Policy
- For an online course, there is no attendance taken, however, students are expected to subscribe to the discussion forums and enter an email address that will be closely monitored for course updates and notices.
- For on campus/hybrid section, students are expected to come to each class on time. Stay during the whole class period.
- For both campus/hybrid and online section, students' attendance is also measured by how often a student login in D2L course website, participation of online discussion, as well as on-time completion of homework.

Assignments, Discussion & Quiz/Exam Policy
- **All assignments MUST be submitted through D2L (https://kennesaw.view.usg.edu/) course website by the deadline specified in course calendar. Please note all due and end dates.**
    - **Email submission will NOT be accepted.**
    - **Any assignment that is less than 48 hours late is subject to 10% penalty per day.**
    - **Any assignment that is more than 48 hours late will NOT be accepted.**
- **All discussions, quizzes and exams MUST be completed on D2L website by the deadline specified in course calendar. The exams can't be opened/submitted after the deadline**.
- Use the Kennesaw State University netiquette guidelines in an online communication environment.
- If you must miss a quiz/exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior to the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g., doctor's slip).
- The grades for the exams will be available 48 business hours after the due date
- The grades for labs/assignments/projects will be available 72 business hours after the due date

ICWD Policies

Accessibility Compliance Statements:
Where available, ADA policies are provided. Where not specified or available, the instructor will work with the Department of Student Disability Services to provide reasonable accommodation for students with documented issues:
- University System of Georgia:
    http://www.usg.edu/siteinfo/higher_education_the_americans_with_disabilities_act_and_section_508

- USG Web Accessibility :http://www.usg.edu/siteinfo/accessibility
- KSU Policies:
  http://accessibility.kennesaw.edu/ and http://studentsuccess.kennesaw.edu/sds/guidelines/institutional-policies.php
- Microsoft (including Office):
  https://www.microsoft.com/en-us/accessibility/accessibility-conformance-reports
- Desire 2 Learn (D2L): https://www.d2l.com/accessibility/
- Kaltura (a.k.a. MediaSpace - KSU's video server platform): https://corp.kaltura.com/products/core-platform/video-accessibility
- Adobe Acrobat (PDF Reader): http://www.adobe.com/accessibility.html

Privacy Compliance Statements

Where available, privacy policies are provided. Where not specified or available, I will gladly work with the student and appropriate university agency to ensure appropriate protections.
- USG Web Accessibility :http://www.usg.edu/siteinfo/web_privacy_policy
- KSU UITS Policies: https://policy.kennesaw.edu/policy/information-technology
- Microsoft (including Office): https://privacy.microsoft.com/en-us/privacystatement
- Desire 2 Learn (D2L): https://www.d2l.com/legal/privacy/
- Kaltura (a.k.a. MediaSpace - KSU's video server platform): https://corp.kaltura.com/privacy-policy
- Adobe Acrobat (PDF Reader): http://www.adobe.com/privacy.html Compliance
  Shield: https://informationshield.com/privacy-policy
- Clearwater Compliance: https://clearwatercompliance.com/privacy-policy/

Additional supplemental resources will be provided by the instructor.

Online Learning

Student attending this class should realize the nature of the course they are enrolled in. This is a completely online class. There will be NO face-to-face interactions expected of between the students and the instructor. Students are always encouraged to interact with the instructor via discussion posts for topics of interest to the entire class or email for items that are personal or confidential. Students will also interact with each other virtually, through online discussions in D2L, and through assignments. In order to ensure the student does not fall behind it is STRONGLY encouraged that students keep to the schedule suggested in this syllabus in the Schedule section below. Some classes have periodic reporting requirements, while others do not. If this class does not, the student should make a concerted effort to maintain currency and not wait until the last minute to complete assignments. Every reasonable effort is being made to facilitate quality learning in this online format.

KSU has a variety of support services to facilitate student learning and engagement. These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

- Student Success Services department http://studentsuccess.kennesaw.edu/
- Department of Student Engagement http://studentengagement.kennesaw.edu/
- Department of Student Life http://studentlife.kennesaw.edu/
- Writing center http://writingcenter.kennesaw.edu/
- KSU Library http://library.kennesaw.edu/
- UITS Student Training (Owl Train) http://uits.kennesaw.edu/support/training.php
- College Undergraduate Advising
  Services http://coles.kennesaw.edu/programs/undergraduate/academic-advising.php
- Graduate University Student Services http://graduate.kennesaw.edu/students/
- Undergraduate Student Government http://sga.kennesaw.edu/
- Graduate Student Association http://graduate.kennesaw.edu/students/gsa.php

The preferred mode of communications with the instructor is via discussion postings in D2L for all topics suitable for public discussion (anything you would typically feel comfortable raising your hand and asking in a physical class) and email for personal or confidential issues. While other email access may be available, only

emails from your kennesaw.edu accounts, with the course number in the subject are guaranteed responses. An instructor will endeavor to respond to all questions within 2 business days, sooner if possible.

Minimum Technology Requirements

In order to complete this course, the student must have access to the following technologies:
- A computing device - desktop, laptop, tablet, or smart phone capable of:
  - accessing Internet-based content
  - displaying recorded video
  - playing recorded audio - with speakers or headphones
  - recording audio - with microphone or headset
  - capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
  - Ability to install MS Project
- Internet access of sufficient speed to download/display recorded lectures
- Freeware or trialware software capable of creating slide + audio presentations
- Standard office productivity applications like MS Word, Excel, PowerPoint, and Adobe Reader
- A printer (optional for printing course calendars, etc.)
- Microsoft Teams is required for class video instruction and quicker communications.

Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

Students caught violating the KSU policy on Academic Integrity in this course will be subject to the following:

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation. if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.
For a second offence (in this course) an "F" will be assigned for the course, at the discretion of the instructor.

All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution. Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as those at www.turnitin.com) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

In accordance with KSU Policy
"Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information, or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).

For the complete the SCAI policy visit SCAI policy, from which this information was copied and/or adapted.

Use of Paraphrasing Tools

Recently students have begun using online paraphrasing tools to avoid TII issues. To avoid any confusion or ambiguity with the use of these tools, the use of all such tools is hereby prohibited in this course. Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission and thus will be subject to SCAI procedures.

TurnItIn & D2L

Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by D2L's TurnItIn (TII) module. Therefore, most written submissions will be submitted in a two-phase approach:

- A complete draft version of the assignment must be submitted to D2L no later than 24 hours prior to the date/time specified in D2L. Once you receive your originality report, you may revise and resubmit it as often as you like to D2L until the due date/time. Note that TII may take up to an hour for a subsequent report.
- A final version of the assignment must be to the same D2L submission folder by the due date and no sooner than 1 hour from the submission time of the draft. The final version will also be reviewed for originality. The final version will count as the final assignment grade as specified by the instructor in the grades area above, using the appropriate rubric. Part of your grade will assess whether you submitted a draft, and whether you improved the TII flagged content from the draft to the final version.

- As a general rule, ***ignore the originality score***, instead review the report for flagged content. Any flagged content not directly attributable to instructor-provided materials must be rewritten unless it is considered common usage. (e.g., "Michael J. Coles College of Business, Kennesaw State University" may be flagged but can be safely ignored).
- If a student only uploads a single version, that version will be deemed final and graded as such, even if the student intended it to be a draft. This version will be reviewed for potential TII violations.
- The minimum penalty for failing to submit a complete draft 24 hours prior to the assignment's due date/time AND a FINAL version at least an hour later is 10% of the value of the assignment.

Institutional Policies

Federal, BOR, & KSU Course Syllabus Policies:
http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php

Student Resources:
http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

Academic Integrity Statement:
http://scai.kennesaw.edu/codes.php

KSU Student Resources

This link contains information on help and resources available to students:
https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php

Security Resources:
- KSU Institute for Workforce Development Resource Page at
  https://cyberinstitute.kennesaw.edu/resources.php
- KSU Offensive Security Research Club at https://owllife.kennesaw.edu/organization/ksu_offsec
- The Computer Security Resource Center at the National Institute of Standards and Technology
  http://www.csrc.nist.gov/
- The SANS Institute (System and Network Security) at http://www.sans.org
- Information Security Magazine at http://www.infosecuritymag.com/
- Carnegie Mellon SEI CERT/CC at http://www.cert.org
- ACM Special Interest Group on Security, Audit and Control (SIGSAC) at http://www.acm.org/sigsac/
- Metro Atlanta Information Systems Security Association (ISSA) at http://www.gaissa.org/
- Metro Atlanta Information Systems Audit and Controls Association (ISACA) at
  https://engage.isaca.org/atlantachapter/home
- Add additional resources, If applicable.

Syllabus Modification

The instructor reserves the right to modify the syllabus or course schedule at any time during the semester, to best meet the objectives of the course. Any changes in assignments or due dates will be announced in a posting in the D2L Discussion area.

Course Schedule

Please see the table in the course requirements and assignments above. If there is a conflict between the syllabus and D2L notify your instructor immediately.

Please the KSU Fall 2022 Calendar for details but below are some important dates:

Modules	Dates	Content	Activities
Module 1 - Basics	8/14-9/3	Course Introduction Slides/Review links	Syllabus Quiz (week 1) Form Teams (week 1) Module Discussion 1 (I) Module Assignment 1A (I) Module Assignment 1B (G)
Module 2 - Project Management Overview	9/4-9/18	Slides/Review links (SOW) Project Charter	Module Discussion 2 (I) Module Assignment 2A (I) Module Assignment 2B (I)
Module 3 - Requirements Review	9/19-10/1	Slides/Review Links	Module Discussion 3 (I) Module Assignment 3 (G) Exam 1 (I)
Module 4 - Vendors & Scheduling	10/2-10/29	Slides/Review Links	Module Discussion 4 (I) Module Assignment 4A (I) Module Assignment 4B (G) Module Assignment 4C (G) Module Assignment 4D (G)
Module 5 – Change Control	10/30-11/5	Slides/Review Links	Module Discussion 5 (I)
Module 6 – Documentation and Testing	11/6-11/12	Slides/Review Links	Module Discussion 6 (I) Module Assignment 6 (G) Exam 2 (I)
Module 7 – Go Live	11/13-11/19	Slides/Review Links	Module Discussion 7 (I) Module Assignment 7 (G)
Holiday/Breaks	11/20-11/26		
Review and Finish	11/27-12/4	N/A	Exam 3 (I)
Exam Week	12/5-12/10	N/A	Exam 3 (I)

Additional syllabus information https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php