IST 404 – 940

Information Technology (IT) Project Management

Spring 2013

Instructor: Jim Sissom

Mailbox: ASA 106

Office: ASA 102

Lecture room: N/A

E-mail: jsissom@siu.edu

Phone: (618) 453-6261

Website: http://jsissom.siuc.edu

IMS Website: http://isat.siuc.edu

Online Office Hours: M W 9:00-11:00

Prerequisites: IST 232 & 301


Note regarding required textbook: You’ll need to set up an account and enter the key code that comes in the CD packet in the front of the textbook to access certain course-related content.

7th Edition of Schwalbe Text: A 7th Edition of the Schwalbe text, “Information Technology Project Management” is available (newly released). The 7e was released / promoted after the bookstore deadline last October. The 7e is not required; however, you can purchase this text and use it for the course.

The first chapter of the Schwalbe 6th Ed. Revised is available on the D2L course site.

The author provides a Student Resource page at the following URL: http://college.cengage.com/mis/1439080097_schwalbe/student/start.html this site provides podcasts of textbook chapter summary information, links to all the Chapter Power Point presentations, and electronic project template files (among other support material. I encourage you to take full advantage of this resource page.

Course Description: Understand what project management means and how it improves the success of information technology projects.

1. Demonstrate knowledge of project management terms and techniques, such as:
   - The triple constraint of project management
   - The project management knowledge areas and process groups
   - The project life cycle
   - Tools and techniques of project management, such as:
     - Project selection methods
     - Work breakdown structures
     - Network diagrams, critical path analysis, and critical chain
scheduling
  ▪ Cost estimates
  ▪ Earned value management
  ▪ Motivation theory and team building

2. Use Microsoft Project 2010 and other software to help plan and manage a small project.

3. Appreciate the importance of good project management.
   • Share examples of good and bad project management.
   • Use discussion postings throughout the course for personal reflection.
   • Use knowledge and skills developed in this class in other settings.

**Approach:** Homework, discussion boards, research, and developing skills in automated project management will be used to aid in understanding and application of project management.

**Desire 2 Learn (D2L):** Teaching materials, assignment postings and communications will be made available on the D2L course site. Course access is granted at 12am January 14th.

**Evaluation:**
1. Web Research assignments 8%
2. Discussion board postings 15%
3. Homework assignments 41%
4. Exam 1, Chapters 1-4 12%
5. Exam 2, Chapters 5, 6, 8 & App A 12%
6. Exam 3, general Project Management 12%

The final grading scale is based on overall percentages with 90% required for an A, 80% for a B, 70% for a C, 60% for a D, etc.

**Policies**

**Homework Assignments:** Late homework will not be accepted. See page 4 for descriptions of homework assignments. If you have a special circumstance, let me know in advance. You'll have an electronic drop box set up for each assignment; please do not email your homework to me.

**Participation:** Students are expected to actively participate in class by posting comments and questions to the discussion board, working on homework assignments, being active participants of their team projects, and sharing personal experiences and opinions related to the topics discussed.

**Make-up Tests and Status Report Date Changes:** I will not issue an “incomplete” for a final letter grade in this course. Requests for makeup tests or status report date changes must be made in advance with the instructor or the student(s) will get no credit for that item. Either leave a phone message or send an e-mail message in case of a last minute emergency and we’ll try to work things out.

**Online Discussion Board:** The asynchronous Online Discussion Board will be
used for this course. This is an integral part of the subject matter and is similar to an instructor-led class discussion. The instructor will create new discussion topic areas for the various conversations. Look carefully at the Guidelines and Grading sections, the discussion board requires work and has a high point value (100 points each).

**Grading Policies:** Each assignment will be graded based on the following criterion:

- Correct grammar and word usage
- Originality and creativity
- Spelling
- How well instructions are followed

**Guidelines for Online activities:** Go online daily and make sure to do the following:

- Check your @siu.edu e-mail
- Read all of the new posts on the discussion board
- Make one post to the discussion board summarizing and editorializing the articles
- Check for responses to your previous posts on the discussion board
- Respond to responses to your posts on the discussion board
- Respond / Comment to at least two other student’s posts
- Respond to the student that responded to your post – this is what creates a learning dialogue between students.
- IMPORTANT – Post in the appropriate discussion topic area. If you post a comment that is not related to the subject matter it does not count for class points.

The discussion postings are worth 125 points (a total of 750 points), here is a breakdown of the points per week:

<table>
<thead>
<tr>
<th>Discussion Posting Component</th>
<th>Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Read the discussion session instructions and formulate your response, complete the assigned tasks (if necessary).</td>
<td>25 points</td>
</tr>
<tr>
<td>Post your original comments, take a position, defend a position, provide additional examples, real world experience that you can share, etc.</td>
<td>50 points</td>
</tr>
<tr>
<td>Respond to two other student’s comments</td>
<td>25 points</td>
</tr>
<tr>
<td>Respond to the students that responded to your post – create a learning dialogue.</td>
<td>25 points</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>125 points</strong></td>
</tr>
</tbody>
</table>
Homework Assignments

HW1: Summary of Project Management Web Sites (100 points)
Review PMI’s web site (www.pmi.org) and links to project management sites from the textbook author’s web site (www.kathyschwalbe.com) under Project Management Information on the main page. Visit at least five of the links and read at least two articles from any of these sites. Write a one- to two-page, single-spaced paper summarizing key information and your opinion of PMI’s site, the other sites you visited, and the articles you read. Include proper citations, especially for the articles. You can follow the footnote format in the text for citations.

HW2: How to “Grow” a Project Manager (150 points)
Review Mind Connections web site: http://www.mindconnection.com/library/business/projectmanagement.htm entitled, Project Management: Doing it Better and read through the material posted on the site. The author mentions that there is a shortage of good project managers. The author suggests that organizations must “grow their own” high quality project managers inside their own firms and organizations. Your assignment is to create a 2-3 page report (addressed to your boss) on the issue of project manager cultivation. Make use of the Mind Connections web site and additional sources of information – remember to cite your sources and proofread your submission before submitting. Note that you could use a “fictitious” organization or develop the product with your own organization in mind.

HW3: Using the Systems View (200 points)
Consider that you are employed in a position where you have been given the assignment to implement a new accounting software package. Write a memo to management describing the benefits of taking a systems view of this project and how this will ensure success. Indicate how the project must address issues in all three spheres of the systems management model. (Refer to Chapter 2)

HW4: Establishing Effective Status Reporting Requirements (200 points)
The use of status reports was discussed in the JWD Consulting’s business case found in Chapter 3. The project manager found that status reports not only helped team members report on their activities but also focused on the project’s progress and areas in need of improvement. Write a two- or three- page paper that briefly describes at least four guidelines that would assist a project manager in establishing effective status reporting requirements for his/her team members. Take advantage of information on the Internet to develop your report, and be sure to cite your sources. (Refer to Chapter 3)

HW5: Developing an Effective Project Charter for Information Technology (IT) Projects (200 points)
Developing a project charter is one of the main processes involved in project integration management. Write a brief report that provides guidance to an amateur project manager who is developing their first IT project charter. In your paper
discuss the value, role, and benefits of the project charter. Include a template that will be helpful to the aspiring project manager. Use sources from the Internet or your own knowledge and experience to write your report. (Refer to Chapter 4)

**HW6: Potential Project Scope Management Problems (150 points)**
Write a two-page summary of at least three potential project scope management related problems that a project manager is likely to run into while defining the scope of a project. Your summary should include the likely causes and consequences of these problems. Try to offer some recommendations as to how to solve the problems. (Refer to Chapter 5)

**HW7: Network Diagrams (150 points)**
You will be provided with a network diagram where you’ll estimate time in days. The network proceeds are from Node 1 to Node 8. You’re asked to draw an AOA network diagram representing the project and put the node numbers in circles and draw arrows from node to node, labeling each arrow with the activity letter and estimated time. You’re asked to supply the following information:
1. Identify all the paths on the network diagram and note the estimated time for each.
2. Identify the critical path for this project. How long is the path?
3. What is the shortest time it will take to complete this project?
4. Identify which, if any, nodes have bursts or are merges.
5. Identify any tasks that appear to be in parallel. What factors should a project manager consider when working with parallel tasks?
(Refer to Chapter 6)

**HW8: MBTI (Meyers-Briggs Type Indicator) (150 points)**
Take the MBTI test and research information on this tool. There are several Web sites that have different versions of the test and information on it, such as [www.humanmetrics.com](http://www.humanmetrics.com) (the one I’d suggest taking the test on), [www.personalitytype.com](http://www.personalitytype.com), [www.myersbriggs.com](http://www.myersbriggs.com), and [www.keirsey.com](http://www.keirsey.com). Write a 1-2-page paper describing your MBTI type, and what you think about this test as a team-building tool. Note that you’ll create a Team MBTI report as a deliverable for your team project.

**HW9: Project 2010 Tutorial (400 points)**
1. Microsoft Project 2010 Appendix Assignment.

**INSTRUCTIONS TO BE ANNOUNCED**

**HW10: Project Manager Interview (200 points)**
Using your personal contacts, web sites, articles, or other sources, find someone who managed a project in the past (or is currently managing one) in any industry. Interview this person (in person, via phone, or via the Internet) and using the project manager interview guide on the textbook web page, ask him/her questions about being a project manager. Document your results in a one- to two-page
single-spaced paper. Be ready to summarize your interview in a discussion area.

**HW11: Earned Value Spreadsheet (150 points)**
You'll be provided with an Excel spreadsheet and instructions for calculating the earned value data.

**Syllabus Source Content:** Kathy Schwalbe ([http://www.kathyschwalbe.com](http://www.kathyschwalbe.com))

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**Syllabus Agreement**

I have read and understand the syllabus, course requirements, and guidelines necessary for me to successfully complete IST 404-940, Information Technology Project Management (Online).

Name:

Semester:

Date:

Contact phone:

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Cut and paste your completed Syllabus Agreement and drop it into the Syllabus Agreement Drop Box.
1. In this class, all students are resources. What are some of your abilities or strengths as they relate to this class?

2. What are some of your weaknesses or areas that you would like to improve?

3. What are you most interested in learning from this class?

4. Are you currently working on a project or have you recently completed one? Please describe the project below.

5. For the group project, team members will need skills in several areas. Please rank yourself on a scale of 1 to 10 (10 being the most proficient) in each of the skills listed below.

   ____ Real project experience
   ____ Customer interaction
   ____ Research skills
   ____ Writing skills
   ____ Presentation skills
   ____ Software skills (project management software)
   ____ Web site creation
   ____ Leadership
   ____ Teamwork facilitation

6. List any questions or concerns below. Thanks!
Name: _____________________

**Discussion Forums (750 points) – 15% of Grade**
- Dis-01 Certification Research (125 points) __________
- Dis-02 Winning the Support of Project Stakeholders (125 points) __________
- Dis-03 Developing Project Management Methodologies (125 points) __________
- Dis-04 A Realistic Approach to Project Planning (125 points) __________
- Dis-05 Project Scope Management Tips for Establishing a Project's Scope (125 points) __________
- Dis-06 Allowing for Flexibility in Project Deadlines (125 points) __________

**Web Research-related (400 points) – 8% of Grade**
- Res-01 Personal Introduction (100 points) __________
- Res-02 Quality Management Software (150 points) __________
- Res-03 Project Human Resources Success Story (150 points) __________

**Homework (2050 points) – 41% of Course Grade**
- HW1 Summary of Project Management Websites (100 points) __________
- HW2 How to “Grow” a Project Manager (150 points) __________
- HW3 Using the Systems View (200 points) __________
- HW4 Establishing Effective Status Reporting Requirements (200 points) __________
- HW5 Developing an Effective Project Charter for IT Projects (200 points) __________
- HW6 Potential Project Scope Management Problems (150 points) __________
- HW7 Network Diagrams (150 points) __________

**Homework (Con’t)**
- HW8 MBTI (150 points) ______
- HW9 MS Project 2010 Tutorial (400 points) __________
- HW10 Project Manager Interview (200 points) __________
- HW11 Earned Value Spreadsheet (150 points) __________

**Exams (1800 points) – 36% of Course Grade**
- Exam 1 (600 points) ______
- Exam 2 (600 points) ______
- Exam 3 (600 points) ______

5,000-4,450 – A (91% or greater)
4,449-4,100 – B (90% - 82%)
4,099-3,600 – C (81% - 72%)
3,599-3,100 – D (71% - 62%)

**Final Grade (5000 Points Possible)**

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