IST 404 – 001

Information Technology (IT) Project Management

Spring 2015

Instructor: Jim Sissom
Office: ASA 102
E-mail: jsissom@siu.edu
Web site: http://jsissom.siuc.edu

Mailbox: ASA 106
Lecture room: ASA 112 E
Phone: 453-6261 (no voicemail)

Office Hours: T H 10:00-11:00, T H 1:00-2:00, & T H 5:30-6:30; or by appointment

Prerequisites: IST 232 & 301

Final Exam: Thursday, May 14th from 10:15 a.m.-12:15 p.m.


You can read the first chapter of this textbook free on the author’s web site, www.kathyschwalbe.com if needed; it is posted on the D2L Course Homepage.

Please get familiar with Kathy Schwalbe’s web site, http://www.intropm.com/ this site has a student resources page that provides

Objectives: The student who successfully completes this course.

1. Understand the genesis of project, program, and portfolio management and their importance to enterprise success.

2. Describes the various approaches for selecting projects, programs, and portfolios.

3. Demonstrates 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

4. Applies project management concepts by working on a group project as a project
manager or active team member.
5. Uses Microsoft Project 2010/2013 and other software to help plan and manage a project.
6. Appreciate the importance of good project management.
   - Share examples of good and bad project management.
   - Use knowledge and skills developed in this class in other settings.

Approach: Lecture, homework, collaborative learning techniques (CoLTs) in-class exercises, group discussion and presentations, and a project management case study (with presentation) 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 a D2L course site. Registration will take place prior to the start of the course.

Evaluation:

<table>
<thead>
<tr>
<th>Evaluation</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Team Project (with presentation)</td>
<td>30%</td>
</tr>
<tr>
<td>2. CoLTs</td>
<td>20%</td>
</tr>
<tr>
<td>3. Homework</td>
<td>20%</td>
</tr>
<tr>
<td>4. Exam 1, Chapters 1-4</td>
<td>10%</td>
</tr>
<tr>
<td>5. Exam 2, Chapters 5-9</td>
<td>10%</td>
</tr>
<tr>
<td>6. Appendix A</td>
<td>10%</td>
</tr>
</tbody>
</table>

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

Policies

Homework Assignments: Students will volunteer or be asked to present homework due that class period. **Late homework and CoLTs will not be accepted.** See the Homework Assignments packet. If you have a special circumstance, let me know in advance. I prefer hard copies of homework, but you can email your homework to me if you have to miss class for a legitimate reason. Homework assignments are to be completed individually, not as groups.

Participation: Students are expected to actively participate in class by asking questions, working on in-class exercises, giving presentations as individuals or as part of their team projects, and sharing personal experiences and opinions related to the topics discussed. **Students who do not participate in class or miss more than 4 in-class hours without a pre-approved excuse will have their final grades reduced by one letter grade.** Be sure to contact me BEFORE you miss a class, if possible. Let me know about last minute emergencies via email or phone as soon as you can.

The team presentation, project, and project notebook instructions will be provided and discussed in class and posted on D2L.

Homework Assignments 1 & 2

HW1: Summary of PM Web Sites (150 points)
The purpose of this assignment is to help familiarize you with the world of project management. Review the Project Management Institute (PMI) website, www.pmi.org. Look over the entire site including the Certifications and information about the Project

2
Management community. Be ready to write and discuss what you learned about project management in general. Then go to PMI’s Pulse of the Profession site (free online at http://www.pmi.org/learning/pulse.aspx – download, read, and summarize three (3) articles from any location in the PMI Learning site and the complete the following:

Write a two- to three-page (800-1200 words) double-spaced paper summarizing key information from three (3) PM-related articles in the articles you read and one (1) paragraph on the PMI site in general.

An example homework paper will be supplied if necessary.

- Task 1) An overview of the PMI site and your impression of the project management profession as a whole (in your own words) - ONE PARAGRAPH.
- Task 2a) Provide the article title, subject area, and author name(s).
- Task 2b) Write up an article summary IN YOUR OWN WORDS in approximately one paragraph for each article.
  o That makes four (4) paragraphs describing the three (3) articles from three (3) separate PM-related articles and one (1) general introductory paragraph describing the PMI site and general impressions of the project management profession.
  o DO NOT COPY AND PASTE THE ARTICLE - you will lose 150 points.
  o DO NOT COPY AND PASTE THE URL ONLY - you will lose 150 points.
- Bundle this into a single report format. The purpose for this exercise is to evaluate your writing and research capabilities.

Your article selection will also provide insight into your personal interests. Be sure to cite references for the articles. Also include the word count at the top of the page. You’ll lose 5 points for each if you do not include complete references or a word count. Homework 1 is due Friday, February 6th by 11:59 PM in the D2L drop box, "Homework 1".

HW2: Class Project Proposal (50 points)
Each student will propose a project to be done as part of this class. Projects must have a sponsor (can be a student, friend, boss, community leader, etc.), provide a needed service or product, and be a good fit for this class. Each student normally spends between 20-40 hours on the class project. Review the textbook author’s web site (https://sites.google.com/site/profschwabe/home/sample-google-sites) and look at some of the past student projects. Then write a proposal for a potential project, using the template on the D2L course homepage and on the last page of this syllabus. (file name, potential_project.doc). Talk to the sponsor before writing the proposal, and try to come up with a good proposal!

Special Note Regarding Syllabus Attachment:
Please find a hard copy of the campus-based Syllabus Attachment provided at the end of this document. This document comes from the University's Provost office.

In addition, the Syllabus Attachment may be downloaded at the following URL:
http://pvcaa.siu.edu/index1/Syllabus%20Attachment_Fall2014-12.pdf

The Syllabus Attachment will be provided on the D2L course page as well.
Name: _____________________

**Homework (1,000 points)**

- HW1 Summary of PM Web Sites (150 points) _____________
- HW2 PM Case Study Proposal (50 points) _____________
- HW3 Battle of the X-Planes (150 points) ______
- HW 4 Work Breakdown Structure (in-class) (50 points) ______
- HW5 MBTI (100 points) _____________
- HW6 Project 2010/2013 Tutorial (500 points) ______

**Collaborative Learning Techniques (CoLT) (1000 points)**

- CoLT Assignment 1 (200 points), Chapter 2 (3-short answers) ______________
- CoLT Assignment 2 (200 points), Scope Creep Film Analysis ______________
- CoLT Assignment 3 (200 points), Network Diagramming ______________
- CoLT Assignment 4 (400 points), Italian Job Film Analysis ______________

**Exams (1,000 points)**

- Exam 1 (500 points) ______
- Exam 2 (500 points) ______

**Team Project (2,000 points)**

- Initial Status Report (TBA)
- Second Status Report (TBA)
- Web Site
- Lessons Learned
- Project Notebook
- Project Deliverables (TBA)
- Final Presentation
- Self-Assessment

**Team Project ______ (Due on day of the Final Exam)**

**Final Grade (5000 Points Possible) ______**

* All submissions are due in D2L drop box (unless otherwise specified in class)
**Updated January 19, 2015**
Potential Project Proposal

Student Name:                      Date:

Potential Project Name:

Project Sponsor’s Name and Organization:

Justification or Reason for the Project:

Main Project Deliverables:

Required Team Skills:

Main Team Tasks/Roles:

My Desired Role and Why:

Project Sales Pitch:
(You must convince at two and up to four of your classmates to work on this project with you. Write a short sales pitch to read in class.)