

<b>Course</b>	ITM 5300 Contract Management
<b>Term</b>	Spring 2, 2007
<b>Instructor</b>	Ashley Eanes 703-633-7867 (w) Ashleyeanes67@webster.edu
<b>Catalog Description</b>	This course focuses on areas unique to the acquisition and management of information technology (IT) for the federal government. Planning, developing requirements, source selection and contract administration are addressed.
<b>Prerequisites</b>	The student should have a general knowledge of how services and supplies are purchased by the federal government.
<b>Course Level Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Develop an understanding of the functions involved in IT acquisition.</li> <li>2. Develop an understanding of the roles and responsibilities of the stakeholders in the IT acquisition process.</li> <li>3. Develop an understanding of the capital planning requirements for IT.</li> <li>4. Develop an understanding of the issues involved in source selection and contract administration in the IT acquisition process.</li> </ol>
<b>Materials</b>	<ol style="list-style-type: none"> <li>1. Federal Acquisition Regulation 2006, CCH Incorporated, Chicago. Can also be viewed on-line at <a href="http://www.acqnet.gov">www.acqnet.gov</a>.</li> <li>2. Supplemental materials and case studies provided by the instructor at the beginning of the first class for a cost of \$30.</li> </ol>
<b>Grading</b>	<ol style="list-style-type: none"> <li>1. Class Project:             <ol style="list-style-type: none"> <li>a. 10-15 pages typewritten: 40% (Due NLT class 9)</li> <li>b. Class Presentation: 20%</li> </ol> </li> <li>2. Examinations: Midterm: 30%</li> <li>3. Class participation: 10%</li> </ol>
<b>Activities</b>	Class Project including paper and oral presentation

<p><b>Policy Statements:</b> <b>University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university’s published policies. The following polices are of particular interest.</p> <p><b>Academic Honesty</b> The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university’s academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b> Please be award that, should you choose to drop or withdraw from this course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b> Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p>	
<p><b>Course Policies</b></p>	<ul style="list-style-type: none"> <li>▪ This syllabus may be revised at the discretion of the instructor without the prior notification or consent of the student. The schedule below presents an approximate expectation of course progress. The instructor reserves the right to change the overall course grade weighting. Any changes will be announced in class.</li> </ul>	
<p><b>Weekly</b></p>	<p><b>Assignments</b></p>	<p>Review materials and applicable FAR sections.</p>

<b>Schedule</b>	<b>Week 1</b>	Introduction and Course Overview. Discussion of the student written project and oral presentation. Basis of IT acquisition. Roles and responsibilities of stakeholders in the acquisition community. Market Research, Acquisition Strategy and Planning. Scan Parts 1-6 of the FAR and read Parts 7, 10 and 11 of the FAR.
	<b>Week 2</b>	Lecture and discussion of Capital Planning Requirements.
	<b>Week 3</b>	Lecture and discussion of IT Security Requirements, Technical data rights and the IT Procurement Process. Read FAR Parts 8, 12, 13 and 27..
	<b>Week 4</b>	Lecture and discussion of Developing IT Requirements, Performance based SOWs and Source Selection for IT. Read FAR Parts 14, 15, 16 and 19.
	<b>Week 5</b>	Lecture and discussion of IT Contract Administration, Inspection and Acceptance, Contract Payment, Performance measurement and liquidated damages. Read FAR Parts 30, 31, 32 and 42. Scan FAR Parts 42-46.
	<b>Week 6</b>	Mid-term exam covering all previous material.
	<b>Week 7</b>	In class discussion of selected cases and contemporary issues in the acquisition field. Begin Oral Presentations.
	<b>Week 8</b>	Lecture and discussion of contemporary issues in the Acquisition Field. Continue Oral Presentations.
	<b>Week 9</b>	Lecture and discussion on Ethics. Read FAR Part 3. Complete Oral Presentations. Class wrap-up.
<b>Additional Information</b>	None	