



The School of
Business & Technology

Course Syllabus

Celebrating 31 years of Academic Success in Colorado Springs

Course	ITM 5300 –Procurement and Contract Management for Information Technology		
Term	Summer, 2008 Thursdays, 5:30pm – 9:30pm Class begins: Thursday, June 5, 2008 Location: Peterson AFB		
Instructor	Name:	Suzanne N. Snyder	
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Catalog Description	This course covers the basic concepts and practices in procurement and contract management, not from a strict legal approach, but rather in a manner that equips a student with the skills and knowledge necessary to negotiate and manage the procurement of information and communications technology, armed with an understanding of the critical issues.		
Prerequisites	ITM 5000 – Information Technology Management - Overview		
Course Level Learning Outcomes	<p>After completing this course, students will:</p> <ul style="list-style-type: none"> • <i>Know and explain the important technical and management terminology, concepts, principles, techniques, practices and theories related to the procurement of information and communications technology.</i> • <i>Be able to effectively apply important technical and management concepts, principles, practices, techniques, practices and theories to the process of procuring information and communications technology.</i> • <i>Know and explain the important technical and management terminology, concepts, principles, techniques, practices and theories related to the negotiation and administration of contracts for large-scale information and communications technology purchases.</i> • <i>Be able to effectively apply important technical and management concepts, principles, practices, techniques, practices and theories to the contract management process.</i> • <i>Know and explain the critical legal issues involved in contract management.</i> 		
Materials	Required Text: Purchasing and Financial Management of Information Technology, by Frank Banister, Burlington: Elsevier Butterworth-Heinemann, 1st edition, 2004, reprinted 2007. ISBN-13: 978-0-7506-5854-6; ISBN-10: 0-7506-5854-1		
Grading		Points	% of Course Grade
	2 In class exams (Week 4 &7)	150	30%
	FINAL Exam – Due Week 9	150	30%
	In Class Project	100	20%
	Class Preparation (Case	100	20%

	<p>more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class.</p> <p>Academic Honesty 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>Drops and Withdrawals Please be aware 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>Special Services 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>Disturbances 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. Please be considerate and turn-off your cell phone during class sessions.</p> <p>Student Assignments Retained From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p> <p>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>INSTRUCTOR'S EXPECTATION OF STUDENTS: Students should have a general understanding of marketplace functions related to standard business practices. In addition, students are expected to:</p> <ul style="list-style-type: none"> • be a positive contributor in class discussions, activities, and oral presentations • take comprehensive notes of class lecture material • read textbook and case study assignments prior to the class in which they will be discussed • submit written case study assignments, exams, and class presentations on time • attend all classes; however, if you cannot, you must notify instructor prior to any class absence • register and access Connections Portal for course material

<p>Additional Information</p>	<ul style="list-style-type: none"> • Webster University's online library, Passports, is available through http://library.webster.edu, you will need to use your student ID to access the databases. • Students who are discovered cheating or committing plagiarism will be awarded a failing grade for the course, and may be subject to discipline or dismissal. www.turnitin.com is a tool Webster University uses to assist faculty in identifying plagiarism. • Students should use citation protocol from APA. Guidelines are available in the office or on-line at www.webster.edu/coloradosprings • Class sessions are limited to currently enrolled students. • Daycare services are not available at Webster University. Children are not allowed to attend class or use Webster University facilities. • Grades are available online by visiting www.webster.edu, select Registration and Online Services. You will need to provide your student number and password to access your online information.
<p>Weekly Schedule</p>	<p>Week 1: Introduction to IT Policy and Procurement Topics: Differentiating IT procurement; Foundation of IT Acquisition policy; IT procurement and supply management</p> <ul style="list-style-type: none"> • Course Introduction and Requirements <p>Cover Bannister, Chpt. 1</p> <ul style="list-style-type: none"> • Reading (provided in class) for discussion • Introduce In Class Project <p>Week 2: Relationship with Suppliers Topics: Supplier Relationship Management; Strategic Supplier Development; Outsourcing; Procurement Processes; Legal Aspects</p> <p>Cover Bannister, Chpts. 2 and 11 and Assigned Reading</p> <p>In Class Project</p> <ul style="list-style-type: none"> • Discussion of Reading • Class Project <p>Week 3: IT Cost and Cost Management Topics: IT-related Costs; Total Cost of Ownership; Outsourcing; Cost Analysis</p> <p>Cover Bannister, Chpts. 3 and Assigned Reading</p> <ul style="list-style-type: none"> • Discussion of Reading • Class Project <p>Week 4: IT Investments, Budgeting, Accounting, and Costing Topics: IT-related Investment Evaluation; Budgeting, Accounting, and Cost Control</p> <p>Cover Bannister, Chpts 4 and 5 and Assigned Reading</p> <ul style="list-style-type: none"> • Discussion of Reading

- In Class Project
- EXAM 1: Weeks 1-3

Week 5: IT Specifications – Hardware and Systems/Application Software

Topics:

Specification Development

Cover Bannister, Chpts. 6 and 7 and Assigned Reading

- Discussion of Reading
- In Class Project

Week 6: Procurement of Other IT-related Goods and Services

Cover Bannister, Chpt. 8 and Assigned Reading

- Discussion of Reading
- In Class Project

Week 7: Evaluation and Selection of IT

Cover Bannister, Chpt 9 and Assigned Reading

- Discussion of Reading
- In Class Project
- EXAM 2: Weeks 4-6

Week 8: Risk and Risk Management

Cover Bannister, Chpt. 10 and Assigned Reading

- Final Exam Review
- Discussion of Reading

Week 9: Evaluating the Success of IT and Planning for the Future

- In Class Project Conclusion

EXAM 3 – Comprehensive Weeks 1-8 Due