

<b>Course</b>	ITM 5300 –Procurement and Contract Management for Information Technology
<b>Term</b>	Spring 1, 2010 Tuesday 5:30 p.m. to 9:30 p.m. – Kansas City Metropolitan Campus
<b>Instructor</b>	Name: Alvin Dunn Phone: 913-682-1922 Email: <a href="mailto:alvindunn68@webster.edu">alvindunn68@webster.edu</a>
<b>Catalog Description</b>	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.
<b>Prerequisites</b>	ITM 5000 – Information Technology Management - Overview
<b>Course Level Learning Outcomes</b>	<p>After completing this course, students will:</p> <ul style="list-style-type: none"> <li>• <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></li> <li>• <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></li> <li>• <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></li> <li>• <i>be able to effectively apply important technical and management concepts, principles, practices, techniques, practices and theories to the contract management process.</i></li> <li>• <i>know and explain the critical legal issues involved in contract management.</i></li> </ul>
<b>Materials</b>	Required text: Purchasing and Financial Management of Information Technology Frank Bannister ISBN 0-7506-5854-1

	<p>The book may be obtained through MBS Direct Books at 1-800-325-3252 or <a href="http://www.mbsdirect.net">www.mbsdirect.net</a>.</p> <p><b>SUPPLEMENTAL MATERIAL;</b>  Selected documents and/or articles that are relevant to lecture, discussion, or research activities may be provided or assigned throughout the term. A selected booklist may also be provided for optional outside reference.</p>
<b>Grading</b>	<p>Class participation will account for 10% of the final grade.  Group project (written report and oral presentation) will account for 20% of final grade.  Term (research) paper will account for 20% of the final grade.  Mid-term and final exams will account for 50% of the final grade.</p> <p>Students will receive one of the following letter grades upon completion of the course. The letter grade received is dependent on the percentage of points obtained from examinations, papers, assignments, and your contributions to class discussions.</p> <ul style="list-style-type: none"> <li>• A 90-100%</li> <li>• B 80-89%</li> <li>• C 70-79%</li> <li>• F &lt;70%</li> </ul> <p><b>The GRADUATE catalog provides these guidelines and grading options:</b></p> <ul style="list-style-type: none"> <li>• <b>A/A-</b> Superior graduate work</li> <li>• <b>B+/B/B-</b> Satisfactory graduate work</li> <li>• <b>C</b> Work that is barely adequate as graduate-level performance</li> <li>• <b>CR</b> Work that is performed as satisfactory graduate work (B- or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.</li> <li>• <b>F</b> Work that is unsatisfactory</li> <li>• <b>I</b> Incomplete work</li> <li>• <b>ZF</b> An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal.</li> <li>• <b>IP</b> In progress</li> <li>• <b>NR</b> Not reported</li> <li>• <b>W</b> Withdrawn from the course</li> </ul>
<b>Activities</b>	<ul style="list-style-type: none"> <li>• Short lectures</li> <li>• Facilitated discussion of assigned readings</li> <li>• Short, moderately complex cases and exercises</li> <li>• Term (research) paper and/or group project</li> <li>• Midterm and final exams</li> </ul>

**Policy Statements:  
University Policies**

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 policies are of particular interest:

**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.

**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.

**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.

**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.

**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.

**Contact Hours for this Course**

	<p>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><b>Course Policies</b></p>	<p>Attendance at all class sessions is expected.</p> <p>Late assignments will be accepted if prior arrangements have been made with the instructor, but will be given reduced points based upon the number of days it is late.</p>
<p><b>Weekly Schedule</b></p>	<p><b>Week 1: 3/18/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 1 – IT Acquisition Policy</li> <li>• Assignments: N/A</li> <li>• Other: Introductions, Course Objectives, Assignments/Weekly Schedule, Grading</li> </ul> <p><b>Week 2: 3/25/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 2 – Dealing with Suppliers, Chapter 3 – IT Costs and Cost Management</li> <li>• Assignments: N/A</li> <li>• Other: Groups Assigned and Topics Chosen for Group Project</li> </ul> <p><b>Week 3: 4/1/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 3 – IT Costs and Cost Management (continued), Chapter 4 - Evaluating and Reviewing IT Investments</li> <li>• Assignments: N/A</li> <li>• Other: Research Paper Topic Approved by Instructor</li> </ul> <p><b>Week 4: 4/8/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 5 – IT Budgeting, Accounting, and Cost Control, Chapter 6 – Specifying Hardware and Systems Software</li> <li>• Assignments: Research Paper Topics Submitted</li> <li>• Other: Review for Mid-term Examination</li> </ul> <p><b>Week 5: 4/15/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 7 – Specification of Application Software, Chapter 8 – Purchasing Other IT Products and Services</li> <li>• Assignments: N/A</li> <li>• Other: Mid-term Examination</li> </ul> <p><b>Week 6: 4/22/2008</b></p> <ul style="list-style-type: none"> <li>• Reading: Chapter 8 – Purchasing Other IT Products and Services (continued), Chapter 9 – Evaluation and Selection of IT</li> <li>• Assignments: N/A</li> <li>• Other: N/A</li> </ul>

**Week 7: 4/29/2008**

- Reading: Chapter 10 – Risk and Risk Management, Chapter 11 – Legal Aspects of Purchasing
- Assignments: N/A
- Other: N/A

**Week 8: 5/6/2008**

- Reading: N/A
- Assignments: Group Project Paper Submitted
- Other: Group Project Presentations, Review for Final Exam

**Week 9: 5/13/2008**

- Reading: N/A
- Assignments: Research/Term Paper Submitted
- Other: Final Examination

**Participation:** There is a highly noticeable direct relationship between class attendance/participation and the level of learning taking place. Often times this has a direct influence on a student's final course grade. It is very important that students attend class, arrive on time, and participate in discussions, case studies, group projects, and other activities.

**Group Project:** This project will be a simulation of a large IT acquisition project with emphasis on course objectives and achieving buy-in from management. Some class time will be used to work on group projects, although the amount of time given is not expected to be enough to completely finish the project. Each group will produce a written document detailing the project and make a presentation of their project during week 8. The paper detailing the project will be submitted electronically and a physical copy will be delivered to the instructor the night of the presentation. The objective of the project is to detail an IT project (using the procedures/guidelines provided in the text and discussed in class) and make a presentation to senior management (the rest of the class and the instructor) to gather support for your proposed project. The project must be something significant enough to result in streamlined processes and provide a competitive advantage to your organization. The paper will be at least 10 pages in length presented in a professional format. The presentation will be between 15 and 20 minutes. The use of visual aids in the paper and presentation (graphs, tables, etc.) is highly encouraged.

**Term Paper:** Each student is expected to organize and produce a term paper on a relevant subject area relating to this course. Paper will be 8 and 10 pages in terms of page count. Minimum of 8 research sources from

	<p>industry or academic journals/websites will be required. Students will utilize the format style in the APA's <u>Publication Manual of the American Psychological Association</u>, Fifth Edition. The Instructor will approve the paper topic no later than the third week of class. The paper can be physically or electronically delivered.</p> <p><b><u>Mid-term:</u></b> Exam covering chapters 1-5 of the textbook and other materials discussed in class, handouts, articles, etc. (True/False, Multiple Choice, Matching, Short Answer, and Essay)</p> <p><b><u>Final:</u></b> Exam covering chapters 6-11 of the textbook and other materials discussed in class, handouts, articles, etc. (True/False, Multiple Choice, Matching, Short Answer, and Essay) Although the exam is not comprehensive, many of the concepts from chapters 6-11 relate to material in chapters 1-5.</p>
<b>Additional Information</b>	None