

<b>Course</b>	<b>ITM 5300 – Procurement and Contract Management for Information Technology</b>
<b>Term</b>	Fall 2, Oct 19 – Dec 18, 2009
<b>Instructor</b>	Name: Mr. John Adams Phone: 501-259-1381 Email: jadams@webster.edu
<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>• <b>know and explain</b> the important technical and management terminology, concepts, principles, techniques, practices and theories related to the procurement of information and communications technology.</li> <li>• be able to <b>effectively apply</b> important technical and management concepts, principles, practices, techniques, practices and theories to the process of procuring information and communications technology.</li> <li>• <b>know and explain</b> 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.</li> <li>• be able to <b>effectively apply</b> important technical and management concepts, principles, practices, techniques, practices and theories to the contract management process.</li> <li>• <b>know and explain</b> the critical legal issues involved in contract management.</li> </ul>
<b>Materials</b>	<p>REQUIRED TEXT(S) <i>Purchasing and Financial Management of Information Technology</i>, Bannister, Frank, Burlington; Elsevier Butterworth-Heinemann, 2004, ISBN # 0-7506-5854-1</p> <p>SUPPLEMENTAL MATERIAL; Selected documents and/or articles that are relevant to lecture, discussion, or research activities may be provided or assigned throughout the term.</p>

<p><b>Grading</b></p>	<p><b>Grading Scale</b> 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Class participation will account for 10% of the final grade. Term (research) paper will account for 20% of the final grade. Mid-term and final exams will account for 70% of the final grade.</p> <p><b>Course Requirements</b> The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A- Superior graduate work B+/B/B- Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR 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. F Work that is unsatisfactory I Incomplete work ZF 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. IP In progress NR Not reported W Withdrawn from the course</p>
<p><b>Activities</b></p>	<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>
<p><b>Policy Statements: 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 policies are of particular interest:</p> <p>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time (7-10 days) for this process to be utilized and still turn in the term paper on the assigned date. Go to <a href="http://www.webster.edu/acadaffairs/asp/wc/online.html">http://www.webster.edu/acadaffairs/asp/wc/online.html</a></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.

**Drops and Withdrawals**

Please beware 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, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.

Disruption of class, whether by latecomers, noisy devices, or 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**

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.



<b>Course Policies</b>	
<b>Week 1:</b>	Introduction to IT Procurement and Contract Management
<b>Week 2:</b>	Laws and Regulations Governing Contracts
<b>Week 3:</b>	Requirements Analysis; Statement of
<b>Week 4:</b>	Preparation of Request for Proposals
<b>Week 5:</b>	Evaluation Criteria and Analysis of Responses to RFP; Mid Term
<b>Week 6:</b>	Supplier Selection; Due Diligence and Award
<b>Week 7:</b>	Contract Terms and Conditions
<b>Week 8:</b>	Administering the Contract; Organizational Issues in Contract Management
<b>Week 9:</b>	Comprehensive Final Examination
<b>Additional Information</b>	None
<b>Approved by</b>	Michael Hostetler, Faculty Coordinator, 19 May 2009