

<b>Course</b>	ITM 5300 – Section 58 - Procurement and Contract Management for Information Technology
<b>Term</b>	Fall 1, 2008, August 11-October 11, Tuesdays 6-10 pm
<b>Instructor</b>	<p><b>Name: Patrick Becka</b></p> <p><b>Phone: 502-410-3393</b></p> <p><b>Email: pbecka@technologist.com</b></p> <p>(be sure to put ITM5300 in the subject line)</p>
<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>	<p>Frank Bannister, <i>Purchasing and Financial Management of Information Technology</i>, Publ: Butterworth Heinemann</p> <p>;</p> <p>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><b><u>Scoring Criteria:</u></b></p> <p><b>Scoring Criteria: Two Exams (100 point each maximum)</b></p> <ul style="list-style-type: none"> <li>• There will be two 60-minute in-class exams. Each test will be based on the material discussed in class.</li> </ul> <p><b>Scoring Criteria: Class Participation/Attendance (50 points)</b></p> <ul style="list-style-type: none"> <li>• Class participation will be evaluated based on contributions during class discussion and research assignment presentations and on attendance, per university policy.</li> </ul> <p><b><u>Grading:</u></b></p> <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Assignments</th> <th style="text-align: right;">Maximum Points</th> </tr> </thead> <tbody> <tr> <td>◆ Test 1</td> <td style="text-align: right;">100</td> </tr> <tr> <td>◆ Test 2</td> <td style="text-align: right;">100</td> </tr> <tr> <td>◆ Class Participation</td> <td style="text-align: right;"><u>50</u></td> </tr> <tr> <td style="text-align: right;"><b>Total Points</b></td> <td style="text-align: right;"><b>250</b></td> </tr> </tbody> </table> <p><b><u>Grades:</u></b></p> <table border="0"> <tr> <td>90 – 100 percent</td> <td>A</td> </tr> <tr> <td>80 – 89 percent</td> <td>B</td> </tr> <tr> <td>70 – 79 percent</td> <td>C</td> </tr> <tr> <td>69 percent or less</td> <td>F</td> </tr> </table>	Assignments	Maximum Points	◆ Test 1	100	◆ Test 2	100	◆ Class Participation	<u>50</u>	<b>Total Points</b>	<b>250</b>	90 – 100 percent	A	80 – 89 percent	B	70 – 79 percent	C	69 percent or less	F
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<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>																		
<b>Policy Statements: University Policies</b>	<p><b><u>CONDUCT</u></b></p> <p>Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University’s function as an educational institution. Misconduct for which students are subject to discipline include the following categories:</p>																		

1. All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities, or of authorized activities on University premises.
3. Theft or damage to property at the University.

Students who cheat or plagiarize may receive a failing grade for the course in which the cheating or plagiarism took place. Students who engage in any of the above misconducts may be subject to dismissal from the University. To the extent that penalties for misconduct (e.g. theft or destruction of property) are prescribed by law, the University will consider appropriate actions under such laws.

#### **ATTENDANCE POLICY**

Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advance permission of the instructor should withdraw from the class. The University reserves the right to involuntarily drop enrolled students from classes, which they do not attend. Students who do not attend the first class session, who have not made prior arrangement with the instructor for being absent, will be dropped from the course.

#### **MAKE-UP WORK REQUIREMENTS**

For each class missed, makeup work will be assigned and must be submitted at the next class. The instructor will assign the topic and amount of work. This makeup work will be incorporated into the class participation grade. If make-up work is not submitted on time, the student's final grade will be subject to a reduction of one (1) letter grade.

Students are responsible for any class material presented during their absence and any assignments due should be submitted prior to the absence, if possible.

#### ***Drops and Withdrawals***

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. Refer to the university policies

	<p>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><i>Special Services</i></b></p> <p>If you need accommodations for a disability, please let the instructor know at the beginning of the course so that they can be provided.</p> <p><b><u>DISCLAIMER</u></b></p> <p>This syllabus is intended to provide a basic structure to this course. It MAY be modified for class size, student competencies, etc. Adherence to this syllabus is subject to change at the sole discretion of the instructor.</p>
<b>Course Policies</b>	<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 class sessions it is late.</p>
<b>Weekly Schedule</b>	<p>Topical Outline</p> <p>Week 1 Introduction to IT Procurement and Contract Management</p> <p>Week 2 Laws and Regulations Governing Contracts</p> <p>Week 3 Requirements Analysis; Statement of Work</p> <p>Week 4 Preparation of Request for Proposals, Mid-Term Exam</p> <p>Week 5 Evaluation Criteria and Analysis of Responses to RFP</p> <p>Week 6 Supplier Selection; Due Diligence and Award</p> <p>Week 7 Contract Terms and Conditions</p> <p>Week 8 Administering the Contract; Organizational Issues in Contract Management</p> <p>Week 9 Final Exam</p>
<b>Additional Information</b>	None