

Course	ITM 5200 – Project Management of Information Technology
Term	Fall I, 2009
Instructor	Name: Roger Beauman Phone: 618) 475-9265 or (618) 530-5894 Cell Email: beauman@webster.edu (alternate – rbeauman@sbcglobal.net)
Catalog Description	This course introduces students to the procedures, tools and techniques used in planning and managing major IT projects. Issues covered include definition, planning, implementatin, control and evaluation of the project. The course also focuses on developing the manager’s ability to organize and lead project teams, and conflict resolution.
Prerequisites	ITM 5000 Information Technology Mnagements: Overview. Students may find it beneficial to log onto the Microsoft Project web page and take the on-line tour of Microsoft Project to become familiar with the tool. Note: A trial version of Microsoft Project will be provided in class)
Course Level Learning Outcomes	This course is designed to provide the student with: <ul style="list-style-type: none"> • A understanding of the complexities in managing a software development project. • Experience in analyzing and preparing project documentation. • Leadership/team experience in defining and submitting documentation to support a software development project. • Experience in the use of automated project-scheduling tools.
Materials	<u>Project Management, A Systems Approach to Planning, Scheduling, and Controlling</u> by Kerzner (10th Ed) ISBN: 987-0-470-27870-3
Grading	<ul style="list-style-type: none"> • Class Project (35%): Each student will participate as a team member in the preparation of documentation necessary to respond to a statement of work. The project will include preparation of a preliminary project plan, a project schedule, a cost proposal, and formal presentation. Project details will be discussed/provided in class, however students will have to research specific software development topics to complete this project.. The instructor will assign students to teams. Students will be expected to use Microsoft Project software on the class project. (Note: Project documentation will be provided in class. Recommend students bring alternate storage media (e.g, thumb drive) to save in-class exercises.)

	<ul style="list-style-type: none"> • Quizzes (5%) and Exam (45%): Each student will be evaluated on their understanding of class material through the use of quizzes and a formal exam. All testing will be open-book and open-notes. Students will demonstrate their understanding of class material by applying concepts discussed in class to questions/scenarios. There will be two quiz sessions and one exam during this course. (Note: Recommend students bring a calculator) • Class Participation/Attendance (10%) and Homework (5%): Each student is expected to actively participate during class discussions/lectures. Student participation and contribution to this course will be evaluated by the instructor. Homework credit is earned on the basis of completing homework assignments.
Activities	Students will study and discuss project management tools and techniques, learn methods for planning, tracking and executing projects and will work in small groups to analyze a set of requirements, plan the work, and establish schedule, resource requirements and estimated costs.
Policy Statements: University Policies	<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>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</p>

	<p>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>Course Policies</p>	<p>Students will work in Teams of 3-4 to complete the class project. Each student in the team will receive the Team grade for that project. Projects that are incomplete will be graded accordingly - all projects will be turned in on time. Students who do not complete testing and homework will find their overall grade reduced by the value of each item not turned in. Students with valid reasons for not completing tests or assignments will receive an incomplete grade until that work is completed.</p>
<p>Weekly Schedule</p>	<p>Week 1:</p> <ul style="list-style-type: none"> • TOPIC: Course overview; role of project manager; phases of project management; work breakdown structure (WBS); activities and inchstones. • READING ASSIGNMENT: Chapter 1; Chapter 2; Sections 11.1-11.10; 11.18-11.22; 11.26 • CLASS DISCUSSION: Course project overview, Student teams selected • CLASS PARTICIPATION: Familiarization with project management software <p>Week 2:</p> <ul style="list-style-type: none"> • TOPIC: Contract familiarization, managing risk, network plans; PM leadership and organization; introduction to PERT. • READING ASSIGNMENT: Chapter 12, 16, 17, 19 and Sections 21.3-21.7 • HOMEWORK ASSIGNED: Outlined on the Web site – due week 3 • CLASS ASSIGNMENT: Work Breakdown Structure (WBS) exercise using project management software • PROJECT ASSIGNMENT: Project documentation explained (Format discussed in class). <p>Week 3:</p> <ul style="list-style-type: none"> • TOPIC: More WBS, progress and performance measurement; introduction to earned value concepts. • READING ASSIGNMENT: Chapter 15 • HOMEWORK ASSIGNED: Outlined on the Web site – due week 4 • CLASS ASSIGNMENT: WBS reviewed in class. Additional MS Project 2000 in-class exercise • PROJECT ASSIGNMENT: Additional Project discussions. Group discussions of SOW/documents. Questions answered/clarified in preparation for planning/implementing the

team project.

Week 4:

- TOPIC: Reducing project time; scheduling resources; project crashing and estimating concepts
- CLASS QUIZ 1: In-class quiz, normally one-half hour duration
- READING ASSIGNMENT: Sections 11.27, 12.9 – 12.15 and Chapter 14
- HOMEWORK ASSIGNED: Outlined on the Web site – due week 5
- CLASS ASSIGNMENT: In-class exercise reviewed. Follow-on in-class exercise and MS Project exercises
- PROJECT ASSIGNMENT: Teams continue to work project. Team questions answered.

Week 5:

- TOPIC: Managing conflicts, project sponsors and executives; course exam review
- CLASS QUIZ 2: In-class quiz, normally one-half hour duration
- READING ASSIGNMENT: Chapters 5, 7, 10
- CLASS ASSIGNMENT: In-class exercise reviewed. Follow-on in-class exercise and MS Project exercises
- PROJECT ASSIGNMENT: Teams continue to work course project. Questions answered by instructor.

Week 6: Course Exam. (NOTE: Students will need a calculator for the exam)

Week 7:

- TOPIC: Exam review; in class lab time
- CLASS DISCUSSION: Team presentations discussed and guidelines provided.
- PROJECT ASSIGNMENT: Teams continue to work course project. Questions answered by instructor.

Week 8:

- TOPIC: Course Critique
- PROJECT ASSIGNMENT: Teams continue to work project documentation. Questions answered by instructor.
- PROJECT ASSIGNMENT: Team project to be turned in by end of class period.

Week 9: Team project presentations.

Additional Information	<ul style="list-style-type: none">• PLEASE COMPLETE READING ASSIGNMENTS PRIOR TO EACH CLASS PERIOD TO INCLUDE THE FIRST CLASS! Class notes are provided on the WEB at the following address http://sbcglobalpwp.att.net/r/b/rbeauman/p/• Students not familiar with Microsoft Project should review on-line tutorials which are available through a link on the home page at the above URL.• All quizzes and exams are open book, open notes
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