

Course	ITM 5300 –Procurement and Contract Management for Information Technology
Term	Fall 1 2008 August 18 – October 17, Tuesday 6 – 10 pm
Instructor	Tom Lewandowski tomlewandowski@netzero.net Office: (803) 254-1232
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
Incoming Competency Expected by Instructor	Students are expected to have mastered skills and competencies in written, oral and critical thinking expected of graduate students. Students are expected to be able to demonstrate higher level thinking skills such as analyzing, evaluating and synthesizing information and data generated from required and supplemental reading and real-world data analysis assignments
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</i> terminology, concepts, principles, techniques, practices and theories related to the procurement of information and communications technology. • be able to <i>effectively apply important technical and management</i> concepts, principles, practices, techniques, practices and theories to the process of procuring information and communications technology. • <i>know and explain the important technical and management</i> terminology, concepts, principles, techniques, practices and theories related to the negotiation and administration of contracts for large-scale information and communications technology purchases. • be able to <i>effectively apply important technical and management</i> concepts, principles, practices, techniques, practices and theories to the contract management process. • <i>know and explain</i> the critical legal issues involved in contract management.
Materials	<p>NOTICE: At the time this faculty guide was prepared, a suitable list of suggested text and other course materials was still being developed. You are encouraged to suggest books and other materials that may meet the course’s primary objectives.</p> <p><u>REQUIRED TEXTS:</u></p> <p>Information Technology Outsourcing Transactions: Process, Strategies, and Contracts, John</p>

	<p>Halvey/Barbara M Melby 2006; (2ND Ed) John Wiley & Sons, Inc.; ISBN: 0-471-45949-6</p> <p>Publication Manual of the American Psychological Association, by American Psychological Association (5th Ed) American Psychological Association, ISBN: 1-55798-791-2</p> <p>SUPPLEMENTAL MATERIAL; Throughout the semester lectures will be given on the topics listed below. Additional handouts may be given to supplement the text if there is a need to expand on the existing topics.</p> <p>Visual Aids and Tools:</p> <p>The instructor will provide all equipment needed such as a laptop computer, digital projector and software to illustrate topics covered in the class. Many classes will feature demonstrations of hardware and software products and tools in common use in preventing system intrusion such as firewalls and operating system configuration considerations. Local area network components and vulnerabilities will be discussed and illustrated.</p>																								
Grading	<p>Course Requirements:</p> <table border="0"> <tr> <td>Individual Paper</td> <td>30%</td> </tr> <tr> <td>Final Exam</td> <td>30%</td> </tr> <tr> <td>Case Studies</td> <td>15%</td> </tr> <tr> <td>Assignments</td> <td>15%</td> </tr> <tr> <td>Weekly Contact</td> <td>10%</td> </tr> </table> <p>Grading Scale:</p> <p>South Carolina regional scale will be used.</p> <table border="0"> <tr> <td>A</td> <td>96 - 100</td> </tr> <tr> <td>A-</td> <td>90 - 95</td> </tr> <tr> <td>B+</td> <td>87 - 89</td> </tr> <tr> <td>B</td> <td>84 - 86</td> </tr> <tr> <td>B-</td> <td>80 - 83</td> </tr> <tr> <td>C</td> <td>70 - 79</td> </tr> <tr> <td>F</td> <td>69 or Below</td> </tr> </table> <p>The GRADUATE catalog provides these guidelines and grading options:</p> <ul style="list-style-type: none"> • 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 	Individual Paper	30%	Final Exam	30%	Case Studies	15%	Assignments	15%	Weekly Contact	10%	A	96 - 100	A-	90 - 95	B+	87 - 89	B	84 - 86	B-	80 - 83	C	70 - 79	F	69 or Below
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Activities	<p>The course will be presented in a lecture/demonstration/class room and online discussion format with questions welcomed at any time. Class participation is encouraged on all discussion topics and to queries by the instructor. Specific requirements for this course</p>																								

	include and are graded as follows:
<p>Policy Statements: University Policies</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><i>Academic Honesty</i></p> <p>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><i>Drops and Withdrawals</i></p> <p>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><i>Special Services</i></p> <p>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><i>Disturbances</i></p> <p>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.</p> <p><i>Student Assignments Retained</i></p> <p>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><i>Contact Hours for this Course</i></p> <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>Course Policies</p>	<p>ATTENDANCE POLICY</p> <p>The university reserves the right to drop students who do not attend class the first week of the term/semester. 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 advanced</p>

	<p>permission of the instructor should withdraw from the class.</p> <p>ABSENCE POLICY</p> <p>If a student is absent, the instructor is to assign makeup work to cover the materials presented that week.</p> <p>If a student has two absences, the instructor has the option to lower the student’s grade one letter grade and to inform the student of the action.</p> <p>If a student has three absences, the instructor has the option to assign a grade of F and to inform the student of the action. It is the student’s responsibility to withdraw from the course.</p> <p>When the instructor chooses to award a grade of I (Incomplete) for three or four absences, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. – illness, work conflict, military temporary duty).</p>
<p>Weekly Schedule</p>	<p>Week 1 Introduction to course Course requirement and expectations</p> <ol style="list-style-type: none"> 1. IT Acquisition Policy: Introduction, the objectives of purchasing; what makes IT purchasing different. IT strategy and Purchasing; IT Values; Foundations IT Purchasing; Purchasing Procedures. <p>Week 2 2. Dealing with Suppliers; Introduction: Good supplier relationships; Poor supplier relationships; Joint development; Good suppliers, Supplier Management Strategies...</p> <ol style="list-style-type: none"> 3. IT costs and cost management; Are we getting value from IT? The dynamics of IT cost growth; Identifying IT costs; managing hidden costs... <p>Week 3 4. Evaluating and reviewing IT investment: Principles of IT evaluation; IT benefits; Why IT expenditure is difficult to evaluate; Methods of evaluating IT expenditures...</p> <ol style="list-style-type: none"> 5. IT Budgeting, Accounting and Cost control; Introduction; Prerequisites for good IT budgeting; Why good budgeting is important; Four basic approaches to budgeting; Ownership; Practical rules for budget ownership... <p>Week 4 Exam (covers chapters 1-5)</p> <ol style="list-style-type: none"> 6. Specifying Hardware and Systems Software: Introduction: Two approaches to Specification; Important definitions; Specifying processors; Specifying desktop machines; Specifying portable PCs... <p>Week 5 7. Specifications of Application Software: Introduction; The importance of good software specification; specifying requirements for packaged software; Functional requirements; specifying custom software requirements.</p> <p>Week 6 8. Purchasing and Other IT Products and Services: Introduction; Purchasing hardware maintenance; Purchasing consultancy services; Purchasing systems integration services; Purchasing contract staff;</p> <ol style="list-style-type: none"> 9. Evaluating and Selection of IT: Introduction; Overview of evaluation steps; Supplier presentations; Demonstrations; Benchmarking; Weighted ranking methods; Reference sites and site visits; summary, ...

	<p>Week 7 10. Risk and Risk Management: Introduction; Supplier risks; hardware purchasing risks; System risks; Packaged software risks; Custom software risks; People risks; Major project risks; Quantifying risk, conclusion</p> <p>Week 8 11. Legal Aspects of Purchasing: Introduction; Contracts – Basic Principles; Standard Contracts: Negotiated Contracts; Escrow and related matters; Licenses; Other contract issues;</p> <p>Research Papers Due (Presentations may start this week if there is a large class)</p> <p>Week 9 Presentations (10-15 minutes each student) Final Exam (covers chapters 6-11)</p>
Additional Information	None

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