



School of Computer Science and Information Systems
44-418: IT Project Management (3 hours)
44-618: Project Management in Business and Technology (3 hours)
Spring 2021

Instructor: Dr.Ajay Bandi

Section: 01

Email:ajay@nwmissouri.edu

Office hours: M (10:00 AM- 11:00 AM & 2:00 PM – 4:40 PM)

TR (9:20 AM- 11:00 AM)

Office: CH 2250

Prerequisites for 44418

Prerequisite: CSIS 44317 and either CSIS 44411 or CSIS 44561, each with a grade of C or better.

Prerequisites for 44618

CSIS 44542 with a grade of B or better, or concurrent enrollment in CSIS 44542, or consent of instructor.

Course Description

This course covers the skill set needed to lead an information system development team in successful project management using the constraints of scope, time, cost, and quality. Current behavioral and technical tools of project management are presented within the context of the information systems development process. Some of the work may be accomplished using workgroups and teams.

Course Description

A detailed study of project management including life cycle, scope, integration, controls and the use of project management software.

Student Learning Outcomes

Student Learning Outcomes	Assessment Methods
1. An ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution.	Assignments, project, quizzes, and presentations.

2. An ability to function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.	Assignments, project, quizzes, and presentations.
3. An ability to evaluate and demonstrate leadership skills, make sound data-driven decisions, take responsibility for actions, manage workload, address challenges ethically and responsibly, and communicate effectively on technical matters to a wide variety of audiences.	Assignments, project, quizzes, and presentations.

Objectives of the Course

Upon completion of this course, students should:

1. Understand project management and its importance to improving the success of information technology projects
 - Team leadership
 - Organizational culture
 - Leading change in today's organization
 - Managing quality
2. Demonstrate knowledge of project management terms and techniques such as
 - The project management knowledge areas and process groups
 - The project life cycle
 - The Systems Development Life Cycle (SDLC)
 - The iterative process of management and development
3. Use tools and techniques of project management such as
 - Project selection techniques
 - Work breakdown structures
 - Network diagrams and critical path analysis
 - Cost estimates
 - Microsoft Project and other software to help plan and manage information technology projects
 - Motivation and team building
4. Appreciate the importance of good project management
 - Share his/her own examples of good and bad project management
 - Use knowledge and skills developed in this class in other settings
 - Analyze and develop projects in a team setting

Textbook

- Schwalbe, Kathy (2019). Information Technology Project Management 9e, Course Technology, Cengage Learning. ISBN-13: 978-1-337-10135-6

Supplementary Materials

- DeMarco, Tom & Lister, Timothy (2013) Peopleware: Productive Projects and Teams, 3rd edition, Dorset House ISBN: 0-321-93411-3

Course Outline: Tentative course outline:

Week	Date	Topics	Due
1	Jan 13	Introduction Chapter 1 Introduction to Project Management	Select one article and read it Student Agreement Quiz
2	Jan 18	Continue Chapter 1 Introduction to Project Management Discuss Final Project	
3	Jan 25	Chapter 2 – Project Management and Information Technology Context	Chapter 01 Quiz
4	Feb 1	Continue Chapter 2 - Project Management and Information Technology Context	
5	Feb 8	Chapter 3 – Project Management Process Groups Article presentation by students	Chapter 02 Quiz
6	Feb 15	Chapter 4 – Project Integration Management Article presentation by students	Chapter 03 Quiz MS Project Installation
7	Feb22	Chapter 5 - Project Scope Management Article presentation by students	Chapter 04 Quiz
8	Mar 1	Chapter 6 Project Schedule Management Article presentation by students	Chapter 05 Quiz Milestone #1
9	Mar 8	Chapter 7 – Project Cost Management Article presentation by students	Chapter 06 Quiz Task Scheduling Assignment
10	Mar 15	Chapter 8 – Project Quality Management Article presentation by students	Chapter 07 Quiz Google Tools Assignment
11	Mar 22	Chapter 9 – Project Resource Management Article presentation by students	Chapter 08 Quiz MS Project- Gantt Chart
12	Mar 29	Chapter 10 – Project Communications Management Article presentation by students	Chapter 09 Quiz

13	Apr 5	Chapter 11 – Project Risk Management Article presentation by students	Chapter 10 Quiz Trello Assignment
14	Apr 12	Chapter 12 – Project Procurement Management	Chapter 11 Quiz
15	Apr 19	Chapter 13 – Project Stakeholder Management	Chapter 12 and 13 Quiz
16	Apr 26	Preparation week	
17	May 3	Finals week	Project submission

Schedule Subject to Change:

The schedule is subject to change with instructor notification and students will be responsible for abiding by these changes.

Instructional Methods and Techniques

Instructional methods include lectures, group discussions, presentations, final project, and interactive question and answer sessions. Grading and Evaluation

Assessments	Points
Article Presentation and Summary	100 (22%)
Assignments	100 (23%)
Research Project (Title: Work from home during COVID)	200 (44%)
Online Quizzes	50 (11%)
Total	450

Grading scale

Undergraduate (44-418) Credit	
Percent Range	Grade
88-100%	A
>= 78% and < 88%	B
>= 68% and < 78%	C
>= 58% and < 68%	D
below 58%	F

Graduate (44618) Credit	
Percent Range	Grade

90-100%	A
>= 80% and < 90%	B
>= 70% and < 80%	C
>= 60% and < 70%	D
below 60%	F

Email Requirements

Professional email practices are required.

1. Email must include course number and section (e.g., **44-618-01/44418-01**) in the subject line.
2. Email should be professional, politely written, and use proper grammar, capitalization, and spelling.

Course Conduct Guidelines

1. Students will behave in a professional manner in all course interactions.
2. Devices including cell phones, ear phones, gadgets, and other items should be silent and put away during class.
3. Unauthorized use of devices during class may result in reduction in scores.
4. Be ready to work when the class is scheduled to begin.
5. Be polite and respectful to others in the class. Do not interrupt someone during a class discussion, and respect others' opinions/comments as you expect them to respect yours.

Citation Requirements

1. **Cite ALL Sources.** You must provide proper citation for any content including text, images, videos, and code **that you did not personally develop.**
2. Do not copy and paste content for any submissions.
3. Failing to acknowledge assistance including internet photos, clipart, slide content, course files, shared solutions, etc. can be expected to result in a 0 on the assignment, a one-half letter grade reduction, a 0 in the course, and/or a failing the course with an academic integrity violation.

Late Work Policy

Graded activities are expected to be completed by due date. If you must miss class or a due date, contact the instructor in advance or as early as possible. Due dates get you ready for coming material. Keeping up is critical.

On rare occasions, special challenges or obligations may make it difficult to submit on time. You typically have a one-week grace period where the work may still be submitted and graded. Late penalties will be described in the rubric. No late submissions will be accepted for the final submission.

Submissions

All submissions must be your own, creative, unique work. You may be asked to explain your work during class, in discussions, or in a recorded submission.

Grading

Grades will generally be posted within 2-7 days of the due date. If you wish to petition for additional points, please wait 24 hours. Petitions must be emailed, and must include the specific changes you are requesting, along with your reasoning on why the higher score is warranted. Challenges must be raised within seven days of the grade being posted; after seven days, grades are considered final.

Save Your Content

The course site will not be available after the end of the semester. Save the syllabus and any materials you wish to access after the course, you may need to submit this to a potential employer or another university in the future. We do not provide materials after completion of the course.

Grade of Incomplete (I)

Following Northwest Missouri State University policy, incomplete grades may only be given in extreme circumstances, such as illness, death in a student's immediate family, or similar circumstances beyond a student's control, and the student was unable to complete a significant portion of the course work.

Attendance

Students are expected to attend all classes as specified in the course syllabi for each course. This course has many in-class activities, most of which have points and may not be announced in advance. Students arriving late or missing activities due to unexcused absences may not be able to make up certain types of work and may earn zero points for the activity. Notify your instructor when unable to attend class. Please refer to the university policy on attendance at <https://www.nwmissouri.edu/policies/academics/Attendance.pdf>

Excused Absences

Excused absences include attendance at a university sponsored event (documented with an excuse signed by the university sponsor prior to the event) or by circumstances considered extenuating by the course instructor. A student may make up class work without penalty for excused absences.

Final Exams

If an emergency occurs that prevents the administration of a course scheduled final examination, the final course grades will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of an institutional cancellation of a final examination.

Administrative Drop

An instructor may request the Office of the Registrar delete a student from a course roster if the student has not met the prerequisite for the course as stated in the catalog, or as a result of non-attendance in the course.

Course Access

Course content is provided via Canvas and Northwest Online. Access to Northwest Online is at <https://nwmissouri.instructure.com/>.

University Communications

Students are expected to use their Northwest student email account for any electronic correspondence within the university. Students are also strongly advised to check their email and CatPAWS accounts on a regular basis.

Academic Integrity Policy

The students, faculty, and staff at Northwest endeavor to sustain an environment that values honesty in academic work, that acknowledges the authorized aid provided by and intellectual contributions of others, and that enables equitable student evaluation. Please refer to Northwest Missouri State University's Academic Integrity Policy at <http://www.nwmissouri.edu/policies/academics/Academic-Integrity.pdf>. In addition, students are expected to understand and abide by the Computer Science and Information Systems Academic Integrity Policy at <http://www.nwmissouri.edu/csis/pdf/AcademicIntegrityCSI.doc>. This document explains types of behavior considered to constitute academic dishonesty. You are responsible for reading this document and abiding by the guidelines described therein.

Special Accommodations Policy

Northwest Missouri State University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 [ADA] and the ADA Amendments Act of 2008 [ADAAA]. If a student has a disability that qualifies under the ADA/ADAAA and requires accommodations, they should contact the Office for Equity and Accessibility for information on appropriate policies and procedures at 660.562.1639, or pjp@nwmissouri.edu / ADA@nwmissouri.edu. For the university policy on disability accommodation refer to <http://www.nwmissouri.edu/policies/student/Disability-Accommodation.pdf>.

Non-Discrimination and Anti-Harrassment Policy

Northwest Missouri State University is committed to maintaining an environment for all faculty, staff, students, and third parties that is free of illegal discrimination and harassment. Please refer to the Non-Discrimination and Anti-Harassment Policy at <http://www.nwmissouri.edu/diversity/titlevi.htm>.

Family Educational Rights and Privacy Act (FERPA)

Family Educational Rights and Privacy Act of 1974, as amended (commonly known as the Buckley Amendment), is a federal law which provides that colleges and universities will maintain the confidentiality of student education records. Please refer to the Family Educational Rights and Privacy Act (FERPA) Policy at

<http://www.nwmissouri.edu/policies/academics/Family-Educational-Rights-and-Privacy-Act.pdf>

Course Evaluation

At the end of this course, you will be encouraged to complete a course evaluation.

Syllabus Subject to Change

The syllabus is subject to change with instructor notification and students will be responsible for abiding by these changes.

COVID-19 Classroom Mitigation

Northwest is committed to the health and safety of the University community and has therefore adopted COVID-19 mitigation policies. Every student must wear a face covering (such as a cloth facemask, bandana, scarf, neck gaiter, or medical mask) over their nose and mouth at all times in all academic building spaces, including classrooms (unless directed not to by the instructor), offices, hallways, and restrooms. Face shields may be worn in addition to, but not in place of, a face covering. Students without face coverings will not be allowed in the classroom until they comply with expectations. Students must also follow directions regarding entries, exits and furniture, and maintain at least 6 feet of social distancing whenever possible. Northwest further asks all students to practice good hygiene and not enter academic buildings or attend face-to-face classes when they feel sick or have been instructed to quarantine/isolate; students who miss class should communicate with their instructors. Students who do not comply with these requirements will be subject to standard disciplinary procedures according to the Northwest Student Code of Conduct (i.e. verbal and written warnings followed by a hearing, if necessary). We thank you for doing your part to maintain our learning environment and to protect the health of fellow Bearcats.

Change in Course Delivery

It is our goal as a University to continue all courses as planned on campus. However, due to unforeseeable impacts of COVID-19, faculty and students must be prepared to move all courses to a remote/online learning format anytime during the semester, either permanently or for a short term. The type of format (synchronous or asynchronous) will be at the discretion of each faculty member. The University and faculty will communicate with students in the event such action is deemed necessary to preserve the health and safety of students and employees.