CISM 430, Technical Project Management, Syllabus
(3 credits)

COURSE DESCRIPTION
This course introduces the project management and business analysis process within the context of an Information Technology project. It focuses on fundamental concepts of project management and the phases of project management during a system life cycle, including business analysis, requirements capturing, issue tracking, and release planning. Additional topics include development environments (development, integration, QA, production), help desk and support, and IT planning for business continuity. Prerequisites: CISM 215 IT Applications II, CISM 230 Technical Writing. Special Consideration: CISM 430 is a Writing Emphasis course.

REQUIRED TEXTS & RESOURCES
The text for this course is an open text book. It is freely available through https://open.bccampus.ca.

An open textbook is a textbook licensed under an open copyright license and made available online to be freely used by students, teachers, and members of the public. They are available for free as online versions and in a variety of file formats (e.g., for eReaders, editable files like XML and HTML), and as low-cost printed versions, should students or faculty opt for these. Open textbooks are a way to significantly reduce student textbook costs while giving instructors the flexibility to reformat and customize their course material. They are an affordable, flexible alternative to traditionally-published textbooks.

The book can be downloaded from this site, or directly from the open text book site at https://open.bccampus.ca/find-open-textbooks/?uuid=8678fbae-6724-454c-a796-3c6667d826be.
📄 Project-Management.pdf

COURSE SCHEDULE
Each course begins on a Wednesday with a Getting Started module before moving into the week 1-7 content. The introduce yourself forum is required during the Getting Started module in order to be counted present during this half-week of instruction. The introduce yourself forum is open from the start of the course to the first Sunday. All posts are due by Sunday at 11:59 p.m. Participation is required to be marked present for this time period. Keep in mind that in future weeks, forum due dates may be different.

Unless stated otherwise, graded assignments are due on the last day of the course week (Sunday). http://point.edu/course-schedules/

	Learning Activities	Due
Getting Started		
	Login to Course	
	Introduce Yourself	
Week 1		

Week 2		
Week 3		
Week 4		
Week 5		

Week 6		
Week 7		

GRADING POLICIES

Course Evaluation Plan
An assessment instrument (checklist, rubric, quiz, etc.) will accompany each major graded assignment. See the instructions for specific assignment criteria and accompanying grading instruments.

Points Distribution
Graded assignments will be distributed as follows:

Graded Assignments	Points Possible
Total Points:	

Final Grades

The following scale will be used when calculating final grades:

A	90-100%	D	60-69%	
B	80-89%	F	0-59%	
C	70-79%			

Final grades will be posted according to the Academic Calendar:
http://point.edu/academic-calendar/

COURSE LEARNING GOALS & OBJECTIVES

TIME REQUIREMENTS & COMMITMENTS
This course is 3 credit hours. Regarding time on task, students can expect to spend approximately 16 hours per week for an undergraduate course.

COURSE GOALS AND OBJECTIVES
Goal 1: To understand the importance of project management in today's world.
Objective 1.1: To establish the importance of projects in implementing organization strategy
Objective 1.2: To understand the rules for creating a Work Breakdown Structure for a project
Goal 2: Apply project management terminology/methods/concepts
Objective 2.1: Understand project management processes/phases and why each is important
Objective 2.2: Identify project objectives using SMART guidelines
Goal 3: Understand project management processes/phases and why each is important
Objective 3.1: Create a clear project definition, including specific goals
Objective 3.2: Design an efficient and practical project timeline
Goal 4: To understand the critical success factors in project management
Objective 4.1 Plan for needed resources
Objective 4.2 Understand what information should be collected to report status to stakeholders
Objective 4.3 Communicate project status using a thorough PM checklist

	Objective 4.4 Ensure your project is finalized, and lessons learned get documented

DISABILITY SERVICES

Point University is committed to providing qualified students with disabilities an equal opportunity to access a Point education through the provision of reasonable and appropriate accommodations and support services. Accordingly, Point complies with Title IX (https://point.edu/title-ix) of the Educational Amendments of 1972 and the subsequent reauthorization of that act, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 and subsequent amendments to that act. For more information about Disability Support Services, see the "Consumer Information" section of the website (http://point.edu/disclosures) and the "Student Services" section of this catalog, or contact the Director of Disability Services and College Section 504 Coordinator, at disability.services@point.edu.

COURSE EXPECTATIONS

Attendance

A student is expected to actively participate in each week of the class in which he or she is enrolled. Active participation each academic week includes submitting classwork in one or more of the following activities within the course during the week they are due: discussion forums, assignments such as (but not limited to) projects, papers, presentations, case studies, quizzes, or exams. Students may be absent up to 25% of the class. After absences exceed 25% of the session or term's total – in either consecutive or cumulative days – the student will be withdrawn from the class roster and assigned a grade on the basis of work completed at the time of withdrawal unless, because of exceptional circumstances, prior arrangements have been made with the professor and the Chief Academic Officer.

Students representing the university, such as student-athletes, remain responsible for submitting work online within the week it is due to be counted present. No student will be disadvantaged while representing the university. However, the responsibility is on the student to notify faculty no later than one week before missing class for any reason, to ensure time for content to be made available to them and for make-up work to be considered and arranged. It is expected that students will limit their absences outside of these required absences, as they will be dropped if they overcut the allowed number of absences.

The full attendance policy is found in the catalog (https://point.edu/catalogs/).

Etiquette & Netiquette

Students are expected to be respectful and well-mannered towards the instructor and their peers, whether in the physical classroom or the online course site. For guidance on meeting this expectation, particularly in the online environment, please see the materials provided during student orientation or reach out to advising.center@point.edu.

Policies

For academic policies governing attendance, late assignments, and student support, please refer to the Academic Catalog directly (https://point.edu/catalogs/).

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