

CIS412 IT Project Management (3 credit hours) Syllabus

Course Description

This course is mainly designed to prepare IT project managers with project management skills needed to better manage IT projects. Built along the IT project management lifecycle, this course covers detailed topics of the basic concepts of IT project management, including initiating, planning, controlling, executing, and closing projects. The course also illustrates how IT projects should be managed, from inception to post implementation review.

Course Learning Outcomes (CLOs)

By the end of this course, the student will be able to do the following:

1. Explain and contrast the key dimensions of the Project Management Body of Knowledge (PMBOK) framework.
 2. Create an IT Project Management Plan.
 3. Apply fundamental IT project planning techniques for scope, estimating, and scheduling.
 4. Use basic features of Microsoft Project 2010 to create a project plan.
 5. Discuss emerging trends and issues in IT project management.
 6. Develop Work Breakdown Structures (WBS).
-

Course Topics

Project Life Cycles

- What is a project?
- What is project management?
- Role of the project manager
- Systems view of project management
- Phases and lifecycles
- Recent trends

Organizations

- Understanding organizations
- Stakeholder management

Project Management

- Process groups
- Methodologies
- Strategic planning
- Making the business case

Integration Management

- Project integration

Scope Management

- Collecting requirements
- Defining scope
- Work breakdown structures
- Validating and controlling scope

Time Management

- Importance of project schedules
- Sequencing activities
- Estimating resources and durations
- Scheduling methods and tools

Cost Management

- Planning and estimating costs
- Controlling costs

Quality Management

- Quality assurance
- Tools and techniques for quality control
- Modern quality management

HR Management

- Key concepts for managing
- Human resource management planning
- Team development

Communications Management

- Project communications
- Communications management plans
- Controlling communications

Risk Management

- Common sources of risk
- Risk analysis
- Controlling risks

Procurement Management

- Contracts
- Conducting and controlling procurements
- Closing procurements

Stakeholders

- Importance of stakeholder management
- Identifying stakeholders
- Managing stakeholder engagement
- Using software to assist in stakeholder management

Course Prerequisites/Corequisites

CIS111

Required Textbook(s) and Resources

These are the materials you will need to purchase for the course:

Schwalbe, K. (2016). *Information technology project management*, (8th ed.). Boston, MA: Cengage Learning. ISBN: 9781285452340

Please note that the textbook refers to Microsoft Project 2007 within some assignments. Your textbook should include a free trial, but you may also use Microsoft Excel to complete many of the assignments.

Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. Where applicable, Tiffin University has obtained permission to use copyrighted material.

Recommended Resources

Supplementary information for the course is available at www.cengagebrain.com. The Web site contains class notes, study aids, project templates, and other information for the course.

Minimum Student Technology Requirements

In order to have a quality learning experience in your online courses, the University requires that your primary computer (the computer used to access course materials and on which you will be required to install course-specific software) meets or exceeds certain specifications. Click on the following link to view the specifications:

- [PC Recommendations](#)

Time Management

Time management is an important part of academic success. Please refer to the approximate (average) times noted below for readings and assignments to help plan your time accordingly.

Course Content

Please refer to individual activities for assessment guidelines.

| WEEK 1 | | | | |
|--|--|------------|---------------------|-------------------------------------|
| Course Topics | Project Life Cycles <ul style="list-style-type: none"> • What is a project? • What is project management? • Role of the project manager • Systems view of project management • Phases and lifecycles • Recent trends Organizations <ul style="list-style-type: none"> • Understanding organizations • Stakeholder management | | | |
| Read/Review | | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 1, 2 Ponderable Presentations 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | | 4.00 hrs. 0.50 hrs. 0.50 hrs. |
| Activity Type | Course Learning Outcomes | Due | Approx. Time | |
| Introductory Discussion: Initial Post | CLO(s): n/a | Monday | 0.75 hrs. | |
| Discussion 1: Initial Post | CLO(s): 1, 2, 5 | Wednesday | 2.00 hrs. | |

| | | | |
|--|--------------------|-----------|-------------------|
| Discussion 2: Initial Post | CLO(s): 1, 2, 3, 5 | Wednesday | 2.25 hrs. |
| All Discussions: Secondary Posts | CLO(s): as noted | Saturday | 2.00 hrs. |
| Assignment: Essay | CLO(s): 5 | Sunday | 8.00 hrs. |
| Quiz: Chapter 1, 2 | CLO(s): 1, 2, 3 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | 26.00 hrs. |

| WEEK 2 | | | | |
|---|--|--------------------------|-----------|-------------------------------------|
| Course Topics | Project Management <ul style="list-style-type: none">• Process groups• Methodologies• Strategic planning• Making the business case Integration Management <ul style="list-style-type: none">• Project integration | | | |
| Read/Review | | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 3, 4 Ponderable Presentations 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | | 5.00 hrs. 0.50 hrs. 0.50 hrs. |
| Activity Type | | Course Learning Outcomes | Due | Approx. Time |
| Discussion: Initial Post | | CLO(s): 1, 2, 3 | Wednesday | 1.00 hrs. |
| Discussion: Secondary Posts | | CLO(s): as noted | Saturday | 1.00 hrs. |
| Assignment 1: Essay | | CLO(s): 1, 3, 5, 6 | Sunday | 8.00 hrs. |
| Assignment 2: Case Study | | CLO(s): 1, 2, 3 | Sunday | 4.00 hrs. |
| Quiz: Chapter 3, 4 | | CLO(s): 1, 2, 3, 4 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | | 21.50 hrs. |

| WEEK 3 | | | | |
|---|--|--------------------------|-----------|--------------|
| Course Topics | Scope Management <ul style="list-style-type: none">Collecting requirementsDefining scopeWork breakdown structuresValidating and controlling scope Time Management <ul style="list-style-type: none">Importance of project schedulesSequencing activitiesEstimating resources and durationsScheduling methods and tools | | | |
| | Read/Review | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 5, 6 | | | 4.00 hrs. |
| | Ponderable | | | 0.50 hrs. |
| | Presentations 1, 2 | | | 0.50 hrs. |
| | Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | | |
| Activity Type | | Course Learning Outcomes | Due | Approx. Time |
| Discussion: Initial Post | | CLO(s): 2, 3 | Wednesday | 1.00 hrs. |
| Discussion: Secondary Posts | | CLO(s): as noted | Saturday | 1.00 hrs. |
| Assignment 1: Terminology Reinforcement | | CLO(s): 1, 3, 5 | Sunday | 2.00 hrs. |
| Assignment 2: Case Study | | CLO(s): 1, 2, 3, 6 | Sunday | 4.00 hrs. |
| Quiz: Chapters 5, 6 | | CLO(s): 1, 2, 3, 4 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | | 14.50 hrs. |

| WEEK 4 | | | |
|--|--|------------|-------------------------------------|
| Course Topics | Cost Management <ul style="list-style-type: none"> • Planning and estimating costs • Controlling costs Quality Management <ul style="list-style-type: none"> • Quality assurance • Tools and techniques for quality control • Modern quality management | | |
| Read/Review | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 7, 8 Ponderable Presentations 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | 4.00 hrs. 0.50 hrs. 0.50 hrs. |
| Activity Type | Course Learning Outcomes | Due | Approx. Time |
| Discussion: Initial Post | CLO(s): 1, 3, 5 | Wednesday | 5.50 hrs. |
| Discussion: Secondary Posts | CLO(s): as noted | Saturday | 1.00 hrs. |
| Assignment 1: Self-Assessment | CLO(s): 1, 2, 3, 4, 5, 6 | Sunday | 1.00 hrs. |
| Assignment 2: Case Study | CLO(s): 1, 2, 3, 4, 6 | Sunday | 6.00 hrs. |
| Quiz: Chapters 7, 8 | CLO(s): 1, 2, 3, 4, 6 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | 20.00 hrs. |

| WEEK 5 | | | |
|--|---|------------|-------------------------------------|
| Course Topics | HR Management <ul style="list-style-type: none"> • Key concepts for managing • Human resource management planning • Team development Communications Management <ul style="list-style-type: none"> • Project communications • Communications management plans • Controlling communications | | |
| Read/Review | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 9, 10 Ponderable Presentations 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | 4.00 hrs. 0.50 hrs. 0.50 hrs. |
| Activity Type | Course Learning Outcomes | Due | Approx. Time |
| Discussion: Initial Post | CLO(s): 1, 2, 3 | Wednesday | 2.00 hrs. |
| Discussion: Secondary Posts | CLO(s): as noted | Saturday | 1.00 hrs. |
| Assignment 1: Terminology Reinforcement | CLO(s): 1, 2, 3, 5 | Sunday | 2.00 hrs. |
| Assignment 2: Case Study | CLO(s): 1, 2, 3 | Sunday | 5.00 hrs. |
| Quiz: Chapters 9, 10 | CLO(s): 1, 2, 3, 4 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | 16.50 hrs. |

| WEEK 6 | | | |
|--------|--|--|--|
|--------|--|--|--|

| | | | |
|--|--|------------|-------------------------------------|
| Course Topics | Risk Management <ul style="list-style-type: none"> • Common sources of risk • Risk analysis • Controlling risks Procurement Management <ul style="list-style-type: none"> • Contracts • Conducting and controlling procurements • Closing procurements | | |
| Read/Review | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 11, 12 Ponderable Presentations 1, 2 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | 3.50 hrs. 0.50 hrs. 0.50 hrs. |
| Activity Type | Course Learning Outcomes | Due | Approx. Time |
| Discussion 1: Initial Post | CLO(s): 1, 2 | Wednesday | 3.50 hrs. |
| Discussion 2: Initial Post | CLO(s): 1, 3, 5 | Wednesday | 4.00 hrs. |
| Discussion: Secondary Posts | CLO(s): as noted | Saturday | 2.00 hrs. |
| Assignment: Case Study | CLO(s): 1, 2, 3, 4, 6 | Sunday | 4.00 hrs. |
| Quiz: Chapters 11, 12 | CLO(s): 1, 2, 3, 4 | Sunday | 1.50 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | 19.50 hrs. |

| WEEK 7 | | | |
|--|--|------------|-------------------------------------|
| Course Topics | Stakeholders <ul style="list-style-type: none"> • Importance of stakeholder management • Identifying stakeholders • Managing stakeholder engagement • Using software to assist in stakeholder management | | |
| Read/Review | | | Approx. Time |
| Textbook, Lectures, and Other Resources | Textbook: Chapter 13 Ponderable Presentation 1 Some lectures/activities may contain additional resources. See individual lectures/activities for those requirements. | | 2.00 hrs. 0.25 hrs. 0.25 hrs. |
| Activity Type | Course Learning Outcomes | Due | Approx. Time |
| Discussion: Initial Post | CLO(s): 1, 2, 3, 4, 5, 6 | Wednesday | 3.00 hrs. |
| Discussion: Secondary Posts | CLO(s): as noted | Saturday | 1.00 hrs. |
| Assignment: Case Study | CLO(s): 1, 2, 3, 4, 5, 6 | Sunday | 3.00 hrs. |
| Quiz: Chapter 13 | CLO(s): 1, 2, 3, 4 | Sunday | 1.50 hrs. |
| Final Exam: Chapters 1-13 | CLO(s): 1, 2, 3, 4, 5, 6 | Sunday | 3.00 hrs. |
| Approximate Weekly Time on Task (includes resources and activities) | | | 14.00 hrs. |
| Approximate Time on Task for Entire Course | | | 132.00 hrs. |

Grading Structure

| Activity | Week 1 | Week 2 | Week 3 | Week 4 | Week 5 | Week 6 | Week 7 | Total |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|-------|
| Introductory Discussion | n/a | | | | | | | 0 |
| Discussion 1 | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 70 |
| Discussion 2 | 10 | | | | | 10 | | 20 |
| Essay | 10 | 10 | | 10 | | | | 30 |
| Case Study | | 20 | 40 | 40 | 40 | 40 | 20 | 200 |

| | | | | | | | | |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Vocabulary | | | 10 | | 10 | | | 20 |
| Quiz | 10 | 10 | 10 | 10 | 10 | 10 | 10 | 70 |
| Final Exam | | | | | | | 50 | 50 |
| Total | 40 | 50 | 70 | 70 | 80 | 70 | 90 | 460 |

| Activity Categories | Percentage of Total Points |
|---------------------|----------------------------|
| Discussions | 22% |
| Assignments | 67% |
| Final Exam | 11% |
| Total | 100% |

| Grading Scale | |
|---------------|------------|
| Grade | Percentage |
| A | 90-100% |
| B | 80-89% |
| C | 70-79% |
| D | 60-69% |
| F | <60% |

Please see the Academic Bulletin for grade appeal information.

FERPA

The Family Educational Rights and Privacy Act (FERPA) protects student information. Other than directory information, such as name, address, phone number, etc., students must give consent for individuals to gain access to a student's educational record, including grades, transcripts, and behavior reports (unless the student is under the age of 18). Students also have the right to review their educational records. For a more detailed explanation, please see the Student Handbook.

Office for Disability Services

Please refer to your Moodle Home page for Office for Student Accessibility Services contact information to coordinate reasonable accommodations for students with documented disabilities.

Veterans

Please refer to your Moodle Home page for services for veterans, service members, and their families.

Moodle and Non-Moodle Technical Support

Blackboard Student Services will provide 24x7 Moodle helpdesk support for all Tiffin University students and faculty. Locate contact information for Blackboard Student Services (Moodle-related issues) and for Tiffin University ITS helpdesk (non-Moodle related issues) on your Moodle Home page.

This syllabus is subject to change at the discretion of the University.