IS 430 and PM 430 – Fundamentals of IT Project Management
Spring 2018
TH 5:45PM – 9:00PM
Lewis 01105 at Loop Campus

Instructor: Kerry Good
e-mail: kgood1@depaul.edu
Course Page: http://d2l.depaul.edu
Office Hours:
Thursday 5:00pm to 5:45pm in LEWIS 01105 at Loop Campus
Thursday 9:00pm to 9:45pm in LEWIS 01105 at Loop Campus
Phone: 708-557-8026

Summary of Course:

This course concentrates on monitoring, managing and controlling assets and resources on a single IT project. Topics covered are risk management; procurement and contract management; time and cost estimating; controlling and tracking techniques; quality assurance; testing and audit.   Understand the processes, tools and techniques, and deliverables of Project Management in both Agile and Traditional projects. Case study and group projects.

Learning Outcomes:

Students will be able to:

- Explain and contrast the key dimensions of the Project Management Body of Knowledge (PMBOK) framework
- Apply fundamental IT project planning techniques for scope, estimating, and scheduling
- Apply the techniques needed to assess and control a project budget.
- Assess project progress using techniques such as earned value management.
- Analyze a project plan for best practices and lessons learned.
- Develop the ability to manage team communications, motivate team members, and deal with potentially harmful behavior within a team.
- Ability to develop a project charter, Work Breakdown Structure (WBS), risk management plan, communication management plan, agile stories.
- Discuss emerging trends and issues in IT project management – Agile vs. Traditional methodologies

Type of Instruction:

A combination of teaching methods will be used (lectures, small group discussions, class exercises).

Course Management System:

D2L

Text Book:
Book 24 x 7: https://library.depaul.edu/find/Pages/ebooks.aspx

Introduction to IT Project Management
by Cynthia Snyder and Frank Parth
Management Concepts (c) 2007 (464 pages)

The Project Management Answer Book, 2nd Edition
by Jeff Furman
Management Concepts (c) 2015 (504 pages)

Project Management Fundamentals: Key Concepts and Methodology
by Gregory T. Haugan
Management Concepts (c) 2011 (408 pages)

Scrum in Easy Steps
by David Morris
In Easy Steps (c) 2017 (194 pages)

The Art of Scrum: How Scrum Masters Bind Dev Teams and Unleash Agility
by Dave McKenna
Apress (c) 2016 (218 pages)

Scrum Project Management
by Kim H. Pries and Jon M. Quigley
Auerbach Publications (c) 2011 (198 pages)

Software:
Many of the deliverables of project management can be produced using general-purpose tools such as Word, Excel, and PowerPoint.
Some documents are best produced using a project scheduling tool:
Microsoft Project Professional 2013 or Microsoft Project Standard 2013

The software is available on the CDM lab machines or can be purchased here
(https://offices.depaul.edu/information-services/services/Software/Pages/Software-for-Personal-Computers.aspx).

Mac users: You may want to use the lab computers that have MS Project installed.

Drop Dates:
4/6/18 - Last day to drop classes with no penalty
5/11/18 - Last day to withdraw

Email Policy:
Expect a response to your emails within 24 hours of receipt.

Grading:

1. **Reading Assignments – Due by 8:00am on Thursdays – 10% of the course grade**
   o Each week there is a reading due to prepare for the class. After you read the items, you are asked to submit a short document that contains:
     ▪ Your name
     ▪ Three (3) key concepts in the reading
     ▪ Two (2) questions you have about the reading that we will discuss in class
   o These are due Thursday mornings @ 8:00am and should be uploaded in the appropriate D2L Dropbox. These assignments **will not be accepted late**.
   o These assignments will be graded either 5 points or 0 points.

2. **Assignments – Due by 5:30pm on Thursdays – 55% of the course grade**
   • Assignment 1 – Group names and project name/background (Team) (5 points)
   • Assignment 2 – Project Charter (Team) (25 points)
   • Assignment 3 - Initial WBS/WBS dictionary (Team) (25 points)
   • Assignment 4 – Cost calculations (individual) (15 points)
   • Assignment 5 – Risk Management Plan (Team) (25 points)
   • Assignment 6 – Communication Management Plan (Team) (25 points)
   • Assignment 7 – Dan Pink Video (Individual) (15 points)
   • Assignment 8 – Final WBS/Stories (Team) (30 points)

3. **Final Project/Presentation – Presentation Due Week 10 / Final Paper Due Week 11 – 25% of the course grade**

4. **Participation/attendance (discussion forum participation (online students))** - 10% of the course grade**

**Online students earn participation credit by posting their insights, thoughts, concerns, etc. on the weekly discussion forum after reading the required assignments and watching the weekly lecture. Students should be conversing with one another to get credit. To get credit the postings must be made during the discussion forum's open period. The quality of the weekly in-class and online discussions plays a large role in helping you understand your project management knowledge. To ensure a quality ongoing conversation, I have provided answers to some frequently asked questions.
9-10 Consistently asks good questions, makes valuable observations, and answers questions effectively
8-9 Frequent participant, but not all questions, answers, and observations are effective, or not consistently active
7-8 Participates infrequently, or questions/answers do not reflect adequate preparation, or late to class
6-7 Very rare participation, or questions/answers reflect little or no preparation, or very late to class
<6 Displays no sign of life, or absent for entire class

Late assignments

Late assignments will be penalized unless prior arrangements have been made with the instructor. In general, you will lose 15% of the possible credit if less than 1 week late, 25% of the credit if 1-2 weeks late, 50% of the credit if 2-3 weeks late, and 100% of the credit if more than 3 weeks late or if turned in after the last class session. For the OL students, you must respond to a post within the timeframes specified in D2L; if you miss the time window, there will be nobody to participate with and it will be impossible for you to earn credit.

Grading Scale:
98 - 100 A+
92 - 97 A
90 - 91 A-
88 - 89 B+
82 - 87 B
80 - 81 B-
78 - 79 C+
72 - 77 C
70 - 71 C-
68 - 69 D+
62 - 67 D
60 - 61 D-
0 - 59 F

Prerequisites:
None

Topics Covered:

Week	Date	Chapter: Topic	Assignment Due	Reading Due
1	3/29/18	Course Overview/ Intro to Project Management/ Project Methodology		*Introduction to IT Project Management* (Snyder/Parth) – Chapter 1-3 *Project Management Fundamentals: Key Concepts and Methodology* (Haugan) – Parts 1-2 - https://blog.iil.com/predictions-for-project-management-in-2018/ - Peter Taylor article – https://www.linkedin.com/pulse/project-manager-who-smiled-peter-taylor/
2	4/5/18	Project Methodology / Integration Management / Scope Management	Assignment 1: Group names and project name/background (Team) Reading for Week 2	*Introduction to IT Project Management* (Snyder/Parth) – Chapter 4-6, 12-14 *The Project Management Answer Book* (Furman) – Chapter 2-4 - Read Mini Case 1 – Global Green Books (uploaded to D2L Content – Case Studies) - Read Mini Case 7 – Global Green Books (uploaded to D2L Content – Case Studies)
3	4/12/18	Time Management / Cost Management **LAB**	Assignment 2: Project Charter (Team)	*Introduction to IT Project Management* (Snyder/Parth) – Chapter 11

Week	Date	Chapter: Topic	Assignment Due	Reading Due
			Reading for Week 3	• *The Project Management Answer Book* (Furman) – Chapter 5-6 • Read Mini Case 4 – Cost Estimation at Global Green Books (uploaded to D2L Content – Case Studies)
4	4/19/18	Quality Management / Risk Management	Assignment 3: Initial WBS/WBS dictionary (Team) Reading for Week 4	• *Introduction to IT Project Management* (Snyder/Parth) – Chapter 8, 10 • *The Project Management Answer Book* (Furman) – Chapter 7-8 • Read Mini Case 9 – Quality Management at Global Green Books (uploaded to D2L Content – Case Studies) • Read Mini Case 2 – Risks at Global Green Books (uploaded to D2L Content – Case Studies)
5	4/26/18	Guest Speaker / Procurement Management	Assignment 4: Cost calculations (individual) Reading for Week 5	• *The Project Management Answer Book* (Furman) – Chapter 9 • *Project Management Fundamentals: Key Concepts and Methodology* (Haugan) – Parts 4
6	5/3/18	HR Management / Communication Management / Stakeholder Management	Assignment 5: Risk Management Plan (Team) Reading for Week 6	• *Introduction to IT Project Management* (Snyder/Parth) – Chapter 7, 9 • *The Project Management Answer Book* (Furman) – Chapter 11-13 • Read Mini Case 8 – Team Building at Global Green Books (uploaded to D2L Content – Case Studies)
7	5/10/18	Introduction to Agile Principles / Intro to Disciplined Agile Delivery (DAD)	Assignment 6: Communication Management Plan (Team) Reading for Week 7	• *The Project Management Answer Book* (Furman) – Chapter 14 • *Project Management Fundamentals: Key Concepts and Methodology* (Haugan) – Part 5 • *Scrum in Easy Steps* (Morris) – Chapter 1-4 • *Scrum Project Management* (Pries/Quigley) – Chapter 1-2 • Read DAD article – link to article
8	5/17/18	Guest Speaker / Scrum Core Concepts	Assignment 7: Dan Pink Video (Individual) Reading for Week 8	• *The Art of Scrum: How Scrum Masters Bind Dev Teams and Unleash Agility* (McKenna) – Chapter 1-5 • Mutual Of Omaha case study – link to article

Week	Date	Chapter: Topic	Assignment Due	Reading Due
9	5/24/18	SCRUM with Waterfall / Sprints	Assignment 8: Final WBS/Stories (Team) Reading for Week 9	• *Scrum Project Management* (Pries/Quigley) – Chapter 6 • *Scrum in Easy Steps* (Morris) – Chapter 5-9 • *The Art of Scrum: How Scrum Masters Bind Dev Teams and Unleash Agility* (McKenna) – Chapter 6-11 • Moving to Agile in a Waterfall World – Link to article
10	5/31/18	Final Presentations	Final Presentation	
11	6/7/18	Final Paper Due **NO CLASS**	Final Paper	

Attendance:
Students are expected to attend each class and to remain for the duration. Coming 15 minutes late or leaving 15 minutes early constitutes an absence for the student. The overall grade for participation drops one-third after any absence. Three absences for any reason, whether excused or not, may constitute failure for the course.

Class Discussion:
Student participation in class discussions will be measured in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic. Participation allows the instructor to "hear" the student's voice when grading papers. Secondly, students will be called upon by the instructor to offer comments related to the reading assignments. Students must keep up with the reading to participate in class discussion.

Attitude:
A professional and academic attitude is expected throughout the course. Measurable examples of non-academic or unprofessional attitude include but are not limited to: talking to others when the instructor is speaking, mocking another's opinion, cell phones ringing, emailing, texting or using the internet whether on a phone or computer. If any issues arise, a student may be asked to leave the classroom. The instructor will work with the Dean of Students Office to navigate such student issues.

Cell Phones/On Call/Laptops:
If you bring a cell phone to class, it must be off or set to a silent mode. Should you need to answer a call during class, students must leave the room in an undisruptive manner. Out of respect to fell students and the instructor, texting is never allowable in class. If you are required to be on call as part of your job, please advise me at the start of the course. Laptops must also be closed during class unless we are using software on your laptop as part of the class instruction.

School policies:

Changes to Syllabus
This syllabus is subject to change as necessary during the quarter. If a change occurs, it will be thoroughly addressed during class, posted under Announcements in D2L and sent via email.

Online Course Evaluations
Evaluations are a way for students to provide valuable feedback regarding their instructor and the course. Detailed feedback will enable the instructor to continuously tailor teaching methods and course content to meet the learning goals of the course and the academic needs of the students. They are a requirement of the course and are key to continue to provide you with the highest quality of teaching. The evaluations are anonymous; the instructor and administration do not track who entered what responses. A program is used to check if the student completed the evaluations, but the evaluation is completely separate from the student's identity. Since 100% participation is our goal, students are sent periodic reminders over three weeks. Students do not receive reminders once they complete the evaluation. Students complete the evaluation online in CampusConnect.

Academic Integrity and Plagiarism
This course will be subject to the university's academic integrity policy. More information can be found at http://academicintegrity.depaul.edu/. If you have any questions be sure to consult with your professor.

Academic Policies
All students are required to manage their class schedules each term in accordance with the deadlines for enrolling and withdrawing as indicated in the University Academic Calendar. Information on enrollment, withdrawal, grading and incompletes can be found at http://www.cdm.depaul.edu/Current%20Students/Pages/PoliciesandProcedures.aspx.

Students with Disabilities
Students who feel they may need an accommodation based on the impact of a disability should contact the instructor privately to discuss their specific needs. All discussions will remain confidential.

To ensure that you receive the most appropriate accommodation based on your needs, contact the instructor as early as possible in the quarter (preferably within the first week of class), and make sure that you have contacted the Center for Students with Disabilities (CSD) at:

Lewis Center 1420, 25 East Jackson Blvd.
Phone number: (312)362-8002
Fax: (312)362-6544
TTY: (773)325.7296