

IS 372 – Software Project Management

Fall 2018-2019

W 5:45PM – 9:00PM

LEWIS 01511 at Loop Campus

Instructor: Kerry Good

e-mail: kgood1@depaul.edu

Course Page: <http://d2l.depaul.edu>

Office Hours:

Wednesday 5:00pm to 5:45pm in LEWIS 01511 at Loop Campus

Wednesday 9:00pm to 9:45pm in LEWIS 01511 at Loop Campus

Phone: 708-557-8026

Summary of Course:

An introduction to the concept and techniques of project management for a broad range of systems, including Web-based application development. Topics include resource management, organizational factors, project manager responsibilities, team building, and risk management. Tools and techniques for project estimating and scheduling will be presented. Case study and group projects.

Learning Outcomes:

Students will be able to:

- Apply project management concepts and techniques to an IT project.
- Identify issues that could lead to IT project success or failure.
- Explain project management in terms of the software development process.
- Describe the responsibilities of IT project managers.
- Apply project management concepts through working in a group as team leader or active team member on an IT project.

Type of Instruction:

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

Course Management System:

D2L

Text Book:

Schwalbe, Kathy (2016) *Information Technology Project Management* Edition: 8th

ISBN-13: 978-1285452340, ISBN-10: 1285452348

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

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)

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>).

Drop Dates:

9/18/18 - Last day to drop classes with no penalty

10/23/18 - 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 Wednesdays – 10% of the course grade

- 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
- These are due Wednesday mornings @ 8:00am and should be uploaded in the appropriate D2L Dropbox. These assignments **will not be accepted late**.
- These assignments will be graded either 5 points or 0 points.

2. Assignments – Due by 5:30pm on Wednesdays – 30% of the course grade

- Assignment 1 – Business Case (20 points)
- Assignment 2 – Work Breakdown Structure (20 points)
- Assignment 3 – Cost Estimation (20 points)
- Assignment 4 – Communication Plan (20 points)
- Assignment 5 – Agile (20 points)

3. Midterm Exam – Week 6 – 20% of the course grade

4. Final Project – Due Week 11 – 30% of the course grade

5. 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:

92 - 100 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:

IS 215 Analysis and Design Techniques

Topics Covered:

Week	Date	Chapter Topic	Assignment Due	Reading Due
1	9/5/18	Course Overview Introduction to Project Management Project Management and IT Context		<i>Information Technology Project Management</i> Ch. 1-2
2	9/12/18	Project Management Process Groups Integration Management	Reading for Week 2	<i>Information Technology Project Management</i> Ch. 3-4
3	9/19/18	Guest Speaker Scope Management Cost Management	Assignment 1: Business Case Reading for Week 3	<i>Information Technology Project Management</i> Ch. 5, 7

Week	Date	Chapter Topic	Assignment Due	Reading Due
4	9/26/18	Time Management Lab – ??	Assignment 2: Work Breakdown Structure Reading for Week 4	<i>Information Technology Project Management</i> Ch. 6
5	10/3/18	Quality Management	Reading for Week 5	<i>Information Technology Project Management</i> Ch. 8
6	10/10/18	Mid Term Exam		
7	10/17/18	Communication Management Agile Concepts	Assignment 3: Cost Estimation Reading for Week 7	<i>Information Technology Project Management</i> Ch. 10 <i>Project Management Fundamentals: Key Concepts and Methodology</i> (Haugan) – Part 5 <i>Scrum Project Management</i> (Pries/Quigley) – Chapter 1-2
8	10/24/18	Guest Speaker Agile Concepts Risk Management	Assignment 4: Communication Plan Reading for Week 8	<i>Information Technology Project Management</i> Ch. 11 <i>Scrum in Easy Steps</i> (Morris) – Chapter 1-4
9	10/31/18	HR Management	Assignment 5: Agile Reading for Week 9	<i>Information Technology Project Management</i> Ch. 9
10	11/7/18	Procurement Management Stakeholder Management	Reading for Week 10	<i>Information Technology Project Management</i> Ch. 12-13
11	11/14/18	Final Project Due		

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 undistruptive manner. Out of respect to fellow 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