IS 430 Fundamentals of IT Project Management

Instructor
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Mondays 1:00-5:00pm and Fridays 1:00-4:00pm
E-mails/Text will be returned within 24 hours

Course Information
Course home page: https://d2l.depaul.edu/
IS 430 Section 702   Class Number 17048
IS 430 Section 711   Class Number 17049
Quarter: Fall 2023
Class Times: Thursdays 5:45PM-9:00PM
Campus/Room: Loop Lewis 1107/Online Sync (or
Zoom)   *and Asynch (Section 711)*
Drop Date: September 19, 2023
Withdraw Date: September 20, 2023
   https://academics.depaul.edu/calendar/Pages/defaul

Course Description
This course concentrates on monitoring, managing and controlling assets and resources on a single IT project. Topics covered are project methodologies (Traditional Waterfall and Agile Scrum); risk management; procurement and contract management; time and cost estimating; controlling and tracking techniques; quality assurance; testing and audit. Students will use common project management techniques for resource allocation and balancing. This course will also include aspects of Team Dynamics and an introduction to advanced topics such as Portfolio Management and Corporate Ethics.

Learning Outcomes
Some of the specific learning outcomes you can obtain in this course are listed below:
- Analyze and understand the roles of Project Manager, Stakeholders and other roles in organizations using traditional project management practices.
- Analyze the roles of Project Manager, Product Owner and Scrum Master in today's Agile-centric organizations
- Understand the genesis of project, program, and portfolio management and their importance to enterprise success. Identify the processes, tools and techniques use to manage both traditional projects and agile projects.
- Identify core deliverables in both Traditional Waterfall and Agile projects
- Ability to apply theoretical frameworks from the course to a group project.
- Explains the main tasks involved in and outputs of initiating, planning, executing, monitoring and controlling, and closing projects
- Demonstrates knowledge of project management terms and techniques such as
    - The triple constraint of project management
    - The project management knowledge areas
- Tools and techniques of project management such as
    - Selection methods
    - Work breakdown structures
    - Gantt charts, network diagrams, critical path analysis
    - Cost estimates
    - Earned value management
    - Motivation theory and team building
- Applies project management concepts by working on a team project as project manager or active team member.
- Uses Microsoft Project, Jira, or other software to help plan and manage a project
- Demonstrates good oral presentation skills

- Learns to use virtual collaboration tools like Slack, Zoom, and the Google suite
- Appreciates the importance of good project management by sharing examples of good and bad project management and using knowledge and skills developed in this class in other settings

Course Organization

This is a lecture-based course with weekly lectures, readings, actvities and individual and group project assignments done in and outside of class. Workshops and projects consist of developing product specifications and associated artifacts. Students will work individually and in small teams to master Product Management concepts related to Digital Products. Readings will be a collection of optional Text Books and mandatory readings from PDFs, website content, and DePaul online resource material. Information on course modalities: https://resources.depaul.edu/teaching-commons/teaching-guides/course-design/Pages/course-modalities.aspx

Lecture, online activities, homework, in-class exercises, group discussion (social annotation), presentations, exams, and team projects will be used to aid in understanding and application of project management.

Required Text Books

Textbooks and Other Materials - Only as a supporting material but *Not Required*
Project Management Institute PMIstandards+
- https://www.pmi.org/pmbok-guide-standards/standards-plus (you can get the monthly subscription for $8/month if interested)

- Project Management Institute. A Guide to the Project Management Body of Knowledge (PMBOK@Guide) – Seventh Edition and The Standard for Project Management
  ISBN-13: 978-1628256642
  ISBN-10: 1628256648
  $38.62 in Paperback

- A Guide to the Scrum Body of Knowledge. 2016 SCRUMstudy, a brand of VMEdu, Inc.
  ISBN: 978-0989925204
  https://www.scrumstudy.com/SBOK/SCRUMstudy-SBOK-Guide-2016.pdf

Grading Scale

Course work will be weighted as follows:
- **Assignments/Homework: 40 points**
  - **Participation Activities 2 - 5 points each (Total 15 Points and no late acceptance – see Assignments and Due dates below)**
  - **Homework 1 – Homework 5: 5 points each (Total 25 Points)**

- **Group Projects: 30 points**
  - **Group Project 1: 15 Points**
  - **Group Project 2: 15 Points**

- **Exams: 30 points:**
  - **Midterm 15 points (Attendance via in-person or via Zoom is required October 5, 5:45pm US CT)**

- o **Final 15 points (Attendance via in-person or via Zoom is required November 16, 5:45pm US CT)**
  Format: Online D2L *Quiz*: **Proctored and timed exams in D2L**.
     Open Book/Notes. Randomized questions. T/F, Multiple Choice.

Letter Grade Percentage Points

A	100 – 93
A-	92.99 – 90
B+	89.99 – 87
B	86.99 – 83
B-	82.99 – 80
C+	79.99 - 77
C	76.99 - 73
C-	72.99 - 70
D+	69.99 - 67
D	66.99 - 59
F	Below 59

Assignments and Due Dates
- Assignment templates are submitted to a D2L submission folder.
- The D2L submission folders has a due date and time listed on D2L.
- Assignments are due on their assigned date and time. Due dates differ by assignment.
- Due dates and times are listed in D2L.
- Students are responsible for checking D2L and being aware homework due dates.
- Assignment submitted late will receive the following deductions:

Late Participation Assignments get 0 points unless the student has contacted me prior to the due date.

Late Homework point deductions
> 1 hour and < 1 day: – 10%
≥ 1 day and < 1 week: – 25%
≥ 1 week and < 2 weeks: -50%
2 Weeks or more: - 0 points

Students may request extensions but must be requested at least 24 hours prior to the due date.
Extensions are usually between 1 and 3 days.
Note: The D2L submission folder closes at 9 pm on the last day of the final (Week 11).
At that point, assignments are no longer accepted for grading.

Exams
As previously noted there will be two major exams (mid-term and final). Each will count 15 points to your overall grade. **Both the Mid-term and Final Exam are proctored and require your attendance either in-person or via Zoom on the specified date/time.** If

you are unable to attend the either session for this exam, you must let me know **prior to the date/time it is administered** to schedule an alternative time.

Makeup Tests:

Requests for makeup tests *must* be made in advance with the instructor or the student will get no credit for that item. Either leave a phone message or send an e-mail message in case of a last minute emergency and we'll try to work things out.

Topics Covered: Week-By-Week Schedule
NOTE: See Content Section in D2L as Lecture Topics may shift around between weeks.

Week	Date	Topic
1	September 7	Course Logistics and Overview Introduction to Team Dynamics
2	September 14	Introduction to Project Management Project Initiation
	September 19 September 20	*Last day to drop with no penalty* *Last day to withdraw*
3	September 21	Project Management Plan Project Planning: Scope, Requirements Gathering & Acceptance Criteria Project Planning: Schedule (WBS & Resource Sequencing)
4	September 28	Project Planning: CPM Resource Optimization Project Planning: Budget/Cost
5	October 5	**Mid-Term (Open Book, Open Notes)** – Async Students must take the Mid-term on Thursday, October 5, 5:45pm US CT **Group Project 1** Project Planning: Quality Project Planning: Resource Project Planning: Risk
6	October 12	Project Planning: Procurement Project Planning: Knowledge Management Monitoring and Controlling Project Closing
7	October 19	Group Project 1 – *Due at the end of class* Introduction to Software Development Life-Cycle (SDLC) Origins of the Agile Methodology
8	October 26	Scrum Ceremonies and Artifacts
9	November 2	Agile Scrum NOTE: See *Content* Section in D2L as Lecture Topics may shift around between weeks.
10	November 9	Advanced Topics Group Project 2 Presentations
	November 16	**Final Exam (Open Book, Open Notes)** – Async Students must take the Final on Thursday, November 16, 5:45pm US CT

*** NOTE:
Please, always refer to the syllabus posted in D2L for reference.
Academic Calendar: https://academics.depaul.edu/calendar/Pages/default.aspx

Policies (Instructor Specific)

Additional Required Materials
- For additional material we will use PDF(s) and other Content stored on D2L (NOTE: D2L is not "certified" to run on Safari).
- Access to a computer or laptop with web access
- A working DePaul email account.
- Web access for online articles and DePaul books online
- Zoom Access
- Word Processing program
- Spreadsheet program
- ASCII Text Editor
    - Windows: Notepad++, Edit++, Brackets
    - Mac: Text Wrangler, BBEdit, Brackets

Reading assignment details will be made available during class (and posted in D2L).

Attendance
- Attendance for this course will not be taken (however, in order to receive credit for class participation activities they must be completed/submitted by their stated due dates in D2L)
- Anyone in either the Sync or Async sections is welcome to attend the Zoom online sessions held Thursdays at 5:45pm US CT.

Contact Information and Support
- Details:
    - Email: rdumiak@depaul.edu
    - Phone: 847 612-7469
    - Office Hours: (by appointment on Mondays and Fridays)
        Mondays 1:00-5:00pm and Fridays: 1:00-4:00pm

    I welcome your contacting me outside of class and "office hours" and I'm committed to responding within 24 hours

Participation Expectations
This class is sometimes focused on team-based work. You MUST have a working camera, camera and microphone on your computer or tablet (Smart phones will be very difficult to use). Students are expected to participate in the learning process.

As we advance through the material and perform activities either in-person or as part of the virtual class, it is your responsibility to both ask questions and attempt to answer questions when asked (via live conversation or by responding via D2L Discussion or e-mail).

- Minimize distractions, such as televisions and cell phones, when possible.
- Try to put your device at eye level on a solid surface. Holding your device or placing it in your lap can add movement to your video, which can be distracting.
- **If you think you might have trouble actively participating in group projects, let me know in advance.**

Please note: Students should report any incidents of behavioral misconduct (including harassment) in student meetings to me. Any incident of harassment

and/or behavioral misconduct that impedes the teaching & learning environment may be reported to the Dean of Students Office for referral to the student conduct process. This includes sharing meeting links, passwords, screenshots, recordings, or other meeting information in a way that could facilitate harassment or misconduct by others.

Class Discussion:
Student participation in class discussions will be conducted in two ways. First, students are highly encouraged to ask questions and offer comments relevant to the day's topic via D2L IS 430 Questions and Answers Discussion forum.
Secondly, students will be called upon to participate in the participation activities and offer responses and/or comments related to the reading assignments. Students must keep up with the reading to participate in the activity and class discussions and discussion board. This quarter we will participate in using the Hypothes.is tool to allow the annotation of selected readings (this is often referred to as "Social Annotation").

Attitude:
A professional and studious attitude is expected throughout this course. Students will refrain from such behaviors as talking to others when the instructor is speaking, mocking another's opinion, emailing, and 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 to resolve these issues.

Civil Discourse:
DePaul University is a community that thrives on open discourse that challenges students, both intellectually and personally, to be Socially Responsible Leaders. It is the expectation that all dialogue in this course will be civil and respectful of each student. Any instances of disrespect or hostility may jeopardize a student's ability to be successful in the course. The instructor will work with the Dean of Students to resolve these issues.

Cell Phones/On Call:
If you bring a cell phone to class, it must be off or set to a silent mode. If you are required to be on call as part of your job, please advise the instructor at the start of the course. Should you need to answer a call during class, you must leave the room as discreetly as possible. Please put your cell phone away during class. Do not keep it on the desk. Students who do not comply will be asked to leave class and will receive an absence.

No texting during class:
Out of respect to fellow students and the instructor. Headphones are not allowed in class: Please take off headphone and ear buds and put them away during class.

Reading and Assignments
Reading assignments will be sections from our textbook and online articles.
Reading assignment details will be made available during class and posted on the DePaul D2L.

Class Workshop (Project) Assignments

- **Students will work in small teams to learn the agile methodology, teamwork, and work together to solve a simulated project problem using project management methodologies.**
- **You will receive a "Slack" invitation to join your assigned group. You must accept this invitation and use Slack and Zoom to communicate between team members.**
- **Assignment due dates will be published on D2L. Students will submit assignments to D2L using a template document.**

Assignment Submission to D2L

If you are using Mac Pages, please convert the Pages template to a PDF and submit the PDF to D2L.

Accepted template formats are Microsoft Word or PDF.

Please do not submit Pages, Text, or Zip files to D2L submission folder for this class. They will not be graded and you not receive credit for the assignment.

Changes to Syllabus

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

Please, always refer to the syllabus posted in D2L for reference.

Diversity and Inclusion

At DePaul, our mission calls us to explore "what must be done" in order to respect the inherent dignity and identity of each human person. We value diversity because it is part of our history, our traditions and our future. We see diversity as an asset and a strength that adds to the richness of classroom learning. In my course, I strive to include diverse authors, perspectives and teaching pedagogies. I also encourage open dialogue and spaces for students to express their unique identities and perspectives. I am open to having difficult conversations and I will strive to create an inclusive classroom that values all perspectives.

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. Please see https://resources.depaul.edu/teaching-commons/teaching/Pages/online-teaching-evaluations.aspx for additional information.

Academic Integrity and Plagiarism

This course will be subject to the university's academic integrity policy. All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to

be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.
More information can be found at https://resources.depaul.edu/teaching-commons/teaching/academic-integrity/Pages/default.aspx.
Posting work on online sites, such as Hero
All students are expected to abide by the University's Academic Integrity Policy which prohibits cheating and other misconduct in student coursework. Publicly sharing or posting online any prior or current materials from this course (including exam questions or answers), is considered to be providing unauthorized assistance prohibited by the policy. Both students who share/post and students who access or use such materials are considered to be cheating under the Policy and will be subject to sanctions for violations of Academic Integrity.

Use of AI and Gen AI (ChatGPT, Bing, Bard, etc.) can be considered analogous to a person, and therefore relevant DePaul around "plagiarism" policies apply. Students are allowed to use generative AI tools, however, students must document and credit the AI tool. For example, text generated using ChatGPT should include a citation to that effect. You will not be graded on your use of the APA, MLA, or Chicago Style generative AI citation guidelines. Materials (such are graphics or presentations, etc.) generated using other AI tools should follow a similar citation convention.

Withdrawal (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://cdm.depaul.edu/enrollment.

Incomplete Grades (Academic Policies)
An incomplete grade is a special, temporary grade that may be assigned by an instructor when unforeseeable circumstances prevent a student from completing course requirements by the end of the term and when otherwise the student had a record of satisfactory progress in the course. All incomplete requests must be approved by the instructor of the course and a CDM Associate Dean. Only exceptions cases will receive such approval. Information about the Incomplete Grades policy can be found at http://www.cdm.depaul.edu/Current%20Students/Pages/Grading-Policies.aspx

Waitlists and Late Registrants
If you are unsure how waitlists work, please visit DePaul Central's webpage for specific policies. Waitlists expire at the registration deadline.
Students who register for this class late are responsible for making up all late assignments. They should also contact me ASAP to discuss any possible assignment extensions.

Preparation: Students are expected to prepare for class by reviewing class activities, presentations, and assignments before class. This is an instructional class. Preparation for class is essential. I cannot allow non-registered students to stay in this class beyond the first week if they are not enrolled. There are federal aid requirements that are compromised if the student is in class and not enrolled. Appeals may be submitted online via MyCDM by the student. Appeals must include: 1) written statement from the student describing why the registration deadline was missed; 2) documentation (e.g. copy of email) from the instructor supporting the late enrollment appeal and indicating how many classes/assignments the student has missed.

Preferred Name & Gender Pronouns

Professional courtesy and sensitivity are especially important with respect to individuals and topics dealing with differences of race, culture, religion, politics, sexual orientation, gender, gender variance, and nationalities.

I will gladly honor your request to address you by an alternate name or gender pronoun. *Please advise me of this preference early in the quarter so that I may make appropriate changes to my records.*
Student Preferred Name and Gender Policy at
http://policies.depaul.edu/policy/policy.aspx?pid=332

Students with Disabilities

Students seeking disability-related accommodations are required to register with DePaul's Center for Students with Disabilities (CSD) enabling you to access accommodations and support services to assist your success. There are two office locations:

Loop Campus - Lewis Center #1420 - (312) 362-8002
Lincoln Park Campus - Student Center #370 - (773) 325-1677

Students can also email the office at csd@depaul.edu

Students who are registered with the Center for Students with Disabilities are also invited to contact me privately to discuss how I may assist in facilitating the accommodations you will use in this course. This is best done early in the term. Our conversation will remain confidential to the extent possible.

Covid-19/Corona Virus

Information regarding DePaul's health and safety compliance can be found at:
https://resources.depaul.edu/coronavirus/faqs/Pages/classes-academics-faculty.aspx

Emergency School Closure Information

Info on emergency closure can be found at: Emergency School Closure
- In the event of a large-scale class cancellation or closure, a University-wide e-mail will be issued.
- A voicemail message will also be posted on the University's general announcement line at 312/362-6226 or main telephone number at 312/362-8000.
- Additionally, the DPU Alert system may be utilized and a banner on the University's homepage with closure information may be activated.
- The University may also post information on the University's social media.