

MIS 419: INFORMATION TECHNOLOGY PROJECT MGT

Course Information	Instructor: Dr. Jeff Cummings Office: CIS 2051 Office Hours: 11:00 – 2:00 T/TH 9:00 – 12:00 & 1:00 – 2:00 W (or by appointment) Phone: 962-3032 (office) Email: cummingsj@uncw.edu Time: Section 001 (CI 1007) – T/TH 9:30 – 10:45
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Course Overview

The IT Project Management course introduces the fundamentals of project management, beginning with project definition through the post-project review. There will be emphasis placed on applying project management concepts and techniques to IT projects. This includes consideration of project planning, scheduling, budgeting, human resources and the consideration of change management required to implement projects. Upon completion of this course, you will understand:

1. The importance of project planning for information technology projects
2. How to incorporate company strategic needs when selecting IT projects
3. Justifying IT projects on tangible and intangible benefits and building a business case
4. Build 'change management' into the life cycle of projects
5. Tools and techniques for monitoring quality control of IT projects
6. The importance of defining and anticipating potential risks
7. Communicating progress to all stakeholders
8. Update participants on current IT trends and projects

Textbook and Materials

Textbook and Articles

- *Information Technology Project Management: Providing Measurable Organizational Value 5e* (Marchewka - ISBN 978-1-118-91101-3)
- *Additional Articles from PM Network will be provided for reading through Entropy*
- *Case Studies from Harvard Business Review as assigned*

Software

MS Project Professional 2010 will be used during the semester. This can be downloaded through MS Imagine website.

Web-based course systems: Entropy

We use Entropy to manage class content, assignments, quizzes, and grades. It is essential that you are familiar with this system. It is also your responsibility to make sure that you can access your Entropy account at any time.

Entropy is available at <https://csbapp.uncw.edu/entropy/>. This system requires a separate account registration. Log on with your 85-number and self-selected password. If you already have an Entropy account, you will be able to log in using your e-mail address the first time.

You MUST have an Entropy account for this class.

Note: Emails sent before 5 pm (Monday through Friday) will usually be answered by the end of the same day. E-mails sent after 5 pm (Monday through Friday) or on the weekend will not necessarily be answered the same day.

Grading

Exams

Two exams will be given consisting of multiple choice, True/False, hands-on Application and short answer problems/questions. **Any exam grading disputes must be submitted in writing within 1 week of the results.**

No make-up tests will be offered unless you have a proof that you had a legal or medical emergency (regular medical appointments do not constitute an emergency). Dates for the exams are listed on the course schedule. The schedule is tentative and as such these dates are subject to changes. The exams are not cumulative.

Exercises

The course requires work on a computer outside of the scheduled classes on three (3) exercises with different degrees of difficulty. The actual amount of time required will vary from student to student. The student is responsible for arranging his/her individual schedule so that the student can spend the required time on the computer. Computer assignments can be completed using the facilities in the UNCW Computer Information Systems Building and Cameron Hall School computer labs or other computers. Students enrolled should download Microsoft Project 2013 from the MS Academic Alliance.

Late assignments will be accepted with a 10% per day deduction. (No assignments will be graded after 5 days beyond the due date). Instructor reserves the right to verbally review submitted assignments with the student and to modify the grade after the review.

Case Presentations

A presentation of a Harvard Business Review Case (assigned by instructor) will be required by each team (10% of grade). These cases provide insights into the various concepts covered in class surrounding project management. Each team will be assigned a different Harvard Business Review Case. Teams are only required to buy the HBR Case they are specifically presenting to the class.

Semester Project

To practice the skills being covered in class, each student will be responsible for a semester long project. Students will create project charters, stakeholder analysis, WBS, Gantt Charts, etc. This project will account for 30% of the final grade. More details will be provided in class.

Attendance and Participation

Given the amount of material to be covered in this course and the rather fast pace, it is important that students attend and participate in class regularly. Attendance in combination with active participation during sessions will account for 5% of the overall grade. To receive full credit, students must come to class prepared, on time, participate actively, and not leave before class ends. **Attendance will be randomly assessed, unannounced.**

Grading Policy

The distribution of the grades will be as follows.

Midterm	20%
Final Exam	20%
Exercises	15%
Case Presentation	10%
Project	30%
Participation	5%

Grading will be based on the following grading scheme.

93-100	A	73-76	C
90-92	A-	70-72	C-
87-89	B+	67-69	D+
83-86	B	63-66	D
80-82	B-	60-62	D-
77-79	C+	Below 60	F

Student Responsibilities

The student is responsible for doing all assigned readings and grasping all the material presented in class which may or may not originate from the textbook. The student will be responsible for the material covered in the lectures, assigned textbook readings and other reading assignments whether or not covered in the class lectures. **IF YOU DO NOT UNDERSTAND A SUBJECT OR WOULD LIKE A FURTHER EXPLANATION, DON'T BE AFRAID TO ASK. . . YOU ARE PROBABLY NOT THE ONLY ONE WHO NEEDS HELP.**

The student is responsible for submitting the assignments when scheduled by the instructor. Absence from class does not excuse the student from any assignments made during the class period. A student who misses a class should check with the instructor or another student to determine if an assignment was made during the class that was missed. For this purpose, it is strongly advised that each student gets the name and phone number of at least two other students in the class. Each student is expected to address the assignments individually.

Students are expected to exhibit conduct that is courteous to the instructor and to the other students. Talking during class, reading of newspapers or other materials, and doing work for other courses during this class are examples of conduct that is considered to be unacceptable. Use of cellular phones, texting while in class or in the lab will not be acceptable and you will be asked to leave the class. It is rude to other students and the instructor to use your phone or instant message during scheduled class periods.

Academic Dishonesty

Cheating of any kind shall result in a grade of zero (0) on the assignment or exam in question, with a minimum deduction of one letter grade should the assignment be worth less than 10%. Collaboration, copying of other individual's code, or handing in the work of others is considered cheating. Violations will follow the guidelines in the Student Handbook and Code of Student Life.

Grades will be posted on the web. It is the student's responsibility to check the posted grade frequently. Questions pertaining to projects MUST be made within 1 week of when the grade is posted to Entropy. No adjustments will be made after the one week period.