**Spring 2013 (201320) Full Term**

**PROFESSOR: Teresa Long**

West Campus Office: 7-115

E-mail: tlong@valenciacollege.edu

School phone number: 407.582.1515

Cell Number – 407-925-2612 This number is available to students from 7:00 am to 7:00 pm seven days a week.

Office hours: Mondays and Wednesdays 1:00 PM – 3:00 PM in my office

Tuesdays 10:00 AM – 1:00 PM Email

Thursdays 10:00 AM – 12:00 PM Email

**COURSE: CTS 1142 Information Technology Project Management**

**CRN: 26369**

Credit: 3

Prerequisite(s) and Co-requisite(s): CGS 2100

Meeting places and times: Online

**COURSE DESCRIPTION**

This course will enable the student to use a variety of project management techniques that can be applied in an information technology project context. The student will gain knowledge in the areas of integration management, scope management, time management, cost management, and quality management, which will serve as a foundation for an information technology project management position. This course maps to the objectives of CompTIA’s Project+ certification and the Project Management Institute’s Project Management Professional certification exams.

**COURSE OUTCOMES**

Upon completion of this course, students will have completed all of their in-major coursework in their chosen degree program. Specifically, this final course will enable students to:

* Develop a project scope
* Demonstrate project time management
* Demonstrate project cost management by preparing and managing the budget for an information technology project
* Illustrate project quality management that insures the project will satisfy the stated or implied needs for which it is undertaken

**COURSE THEME**

The primary mission of this course is to provide students a rich and robust learning experience of the approaches, techniques, and tools considered by industry as “best practices” in terms of Information Technology Project Management. The course is structured around the material found in the “Project Management Body of Knowledge” guide published by the Project Management Institute. The major project life-cycle processes covered in this class are: (1) Initiation, (2) Planning, (3) Executing, (4) Controlling, and (5) Closing. The major knowledge areas which span each of the process areas are: (1) Project Integration Management, (2) Project Scope Management, (3) Project Time Management, (4) Project Cost Management, (5) Project Quality Management, (6) Project Human Resource Management, (7) Project Communications Management, (8) Risk Project Management, and (9) Project Procurement Management. The course is structured to follow a project life-cycle meaning; material will be covered in class in the same sequence, as it would be needed in an actual live project. The class will use actual business case study examples to get hands on experience working as a project manager. The class will receive hands on experience working with a computer based project management software package.

## Keywords Applicable to Career Development and Job Hunting

1. Activity Estimating
2. Capability Maturity Model (CMM)
3. Change Control
4. COCOMO II
5. Configuration Management
6. Cost Control
7. Critical Path
8. Earned Value
9. Function Points
10. Gantt Chart
11. Internal rate of return (IRR)
12. ISO 9000
13. Monte Carlo analysis
14. Net Present Value (NPV)
15. PERT
16. Project Charter
17. Project Life Cycle
18. Project Management Institute
19. Risk Management
20. Resource Management
21. Scope Management
22. Work Breakdown Structure (WBS)

**EDUCATIONAL MATERIALS:**

Required text:

Information Technology Project Management, 6th ed. by Schwalbe. ISBN 1-133-45936-6 (eBook).

Optional text:

Information Technology Project Management, 6th ed. by Schwalbe. ISBN 1-111-22175-8 (print).

Recommended:

The One-Page Project Manager by Campbell <https://www.oppmi.com/one-page-project-manager-for-it-projects-book.cfm>

The Zen Approach to Project Management: Working from Your Center to Balance by Pitagorsky. Available at Google Books

PMBOK from <http://www.pmi.org>

Resources: Microsoft Project available from DreamSpark.

Additional required materials:

Each student must have access to a computer with an Internet connection and a webcam. Additionally, each student must have a **Skype account**. It is free and you can register [here](http://beta.skype.com/en/).

**Assignments, Team Project, Peer Evaluations, Presentations:**

**Technical Writing Assignments** will be individual. Online research or reading assignments will be included. There will be 3 of these. This is the technical writing component of the course.

The **Team Project** is the core of the course. The implementation of the product will require collaborative efforts. The project planning, design, organized implementation, testing, and descriptions of the issues encountered during implementation will all be considered.

**Peer Evaluation:** Each student will submit a peer evaluation spreadsheet near the end of each evaluation cycle. Cycles are 3 weeks long. These are submitted in BlackBoard.A blank Peer Evaluation sheet is found in BlackBoard. (The peer evaluation scores may be modified although this is unlikely.)

**Project Documentation:** These are electronic documents, appropriate for passing the entire project to another team of technical experts. Documentation will include items such as: the tools used in the creation of the project, the technical specifications for the project, the technical difficulties / pitfalls that may be encountered by the subsequent team. This documentation is intended to ensure that the project will not end when the semester is over.

**Evaluation: Peer Evaluation 10%**

**Technical Writing Assignments 30%**

**Homework 40%**

**Exams 20%**

The sum of these will determine a letter grade as follows:

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

0 – 59 F

**FINAL EXAM POLICY**

The Final Exam is integrated into the overall grading scheme of the course. Students not taking the final exam will lose the points available, just as with any other exam or assignment in the course. Refer to the Assessment Methods and Evaluation section in this document.

**NO-SHOW PROCEDURE**

“This will count as an attempt in the class, and students will be liable for tuition. If your plans have changed and you will not be attending this class, please withdraw yourself through your Atlas account during the drop period for this part of term.”

**ATTENDANCE**:

Online students are required to keep up with—and contribute weekly to—the Blackboard Discussion Board. Most discussions will revolve around your team and the project at hand. Some weeks, I will ask pointed questions, or direct you in some activity that requires a follow up answer. Timely answers to these questions/directions will fulfill the weekly "attendance" obligation.

**Please note** that even if you turn in your assignments regularly and on time, the preceding paragraph says that you can still be removed from the class for non-attendance.

**WITHDRAWAL** Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals), a student who withdraws from class before the established deadline for a particular term will receive a grade of “W. A student is not permitted to withdraw after the withdrawal deadline. **See Important Dates below for the Withdrawal Deadline for your part of term** A student who is withdrawn by faculty for violation of the class attendance policy will receive a grade of “W”. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F”. For a complete policy and procedure overview on Valencia Policy 6Hx28:4-07, please go to:  [http://valenciacollege.edu/generalcounsel/policy/](http://valenciacollege.edu/generalcounsel/%20)  .

**IMPORTANT DATES:**

Drop/Refund Deadline 11:59 p.m. Jan 15.

No Show reporting period Jan 16-25.

Withdrawal deadline for W grade is 11:59 p.m. Mar 22.

Classes end Apr 21.

Final Exams held Apr 22-28.

Credit Classes Do Not Meet:

Jan 21 Dr. Martin Luther King Day (College Closed),

Feb 8 Learning Day,

Mar 4-10 Spring Break (College Closed).

See College calendar for important dates and final exam schedule at <http://valenciacollege.edu/calendar>

**MAKE-UP POLICY:** Check the date/time that the submissions are due. Part of this course is about responsibility in a workplace. Late work will not be accepted without a documented reason.

Cases of documented student emergencies: For student emergencies, it is the student’s responsibility to contact the instructor and provide documentation within one week unless special arrangements have been made previously.

**ACADEMIC HONESTY:** Each student is required to follow Valencia policy regarding academic honesty. All work submitted by students is expected to be the result of the student’s individual thoughts, research, and self-expression unless the assignment specifically states “group project.” Any act of academic dishonesty will be handled in accordance with Valencia policy as set forth in the Student Handbook and Catalog.

**Plagiarism**

**There is zero tolerance for plagiarism. Every team member is responsible for all parts of the final product.**

**All material in the project is the responsibility of the entire team, and everything that appears in the project must be approved be each team member.**

The entire team will receive a grade of F if the project contains material that is plagiarized.

When is something considered plagiarism? Understand plagiarism: <http://www.plagiarism.org/>

Photographs, images, text, etc. may be copyrighted. If you create something and make it public, you hold the copyright on that material. The copyright symbol © is not required to hold the copyright on something.

**COLLEGE POLICIES:** A full description of all College policies can be found in the College Catalog at [http://www.valenciacollege.edu/catalog/;](http://www.valenciacollege.edu/catalog/;%20) Policy Manual at [http://www.valenciacollege.edu/generalcounsel/](http://www.valenciacollege.edu/generalcounsel/%20) and the Student Handbook at <http://valenciacollege.edu/studentdev/CampusInformationServices.cfm>

**STUDENT ASSISTANCE PROGRAM:** Valencia College is interested in making sure all our students have a rewarding and successful college experience.  To that purpose, Valencia students can get immediate help with issues dealing with stress, anxiety, depression, adjustment difficulties, substance abuse, time management as well as relationship problems dealing with school, home or work.  BayCare Behavioral Health Student Assistance Program (SAP) services are free to all Valencia students and available 24 hours a day by calling (800) 878-5470. Free face-to-face counseling is also available.

**OFFICE OF STUDENTS WITH DISABILITIES INFORMATION:** Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities.

East Campus Bldg. 5, Rm. 216 Ph: 407-582-2229 Fax: 407-582-8908 TTY: 407-582-1222

West Campus SSB, Rm. 102 Ph: 407-582-1523 Fax: 407-582-1326 TTY: 407-582-1222

Osceola Campus Bldg. 1, Rm. 140A Ph: 407-582-4167 Fax: 407-582-4804 TTY: 407-582-1222

Winter Park Campus Bldg. 1, Rm. 212 Ph: 407-582-6887 Fax: 407-582-6841 TTY: 407-582-1222

**SPECIAL RULES:**

*All email communication with your Professor will be via mail.valenciacollege.edu email (this is for organizational purposes).*

**Expected Student Conduct:** Valencia is dedicated not only to the advancement of knowledge and learning but is concerned with the development of responsible personal and social conduct. By enrolling at Valencia, a student assumes the responsibility for becoming familiar with and abiding by the general rules of conduct. The primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any prohibited or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class. Violation of any classroom or Valencia’s rules may lead to disciplinary action up to an including expulsion from Valencia. Disciplinary action could include being withdrawn from the class, disciplinary warning, probation, suspension, expulsion, or other appropriate and authorized actions. You will find the Student Code of Conduct in the current Valencia Student Handbook.

**DISCLAIMER:** Changes may be made at the discretion of the instructors. Any changes to this document during the semester will be delivered to each student by email.

This schedule is tentative. Each week will include a team meeting, and significant work on the project. Each week begins on Monday and ends on Sunday.

All work for each week is due by 11:59 PM Sunday night.

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| **Week** | **Topic** | **Work Due** |
| 1 | Introduction to Project Management | Chapter 1 - Discussion Questions 1,4,6,7 page 37 |
| 2 | The Project Management and Information Technology Context | Chapter 2 – Discussion Questions 2,4 page 72&73 Exercises 1,3 Page 73 |
| 3 | The Project Management Process Group: A Case Study | Chapter 3 – Discussion Questions 1,2,5 page 125 |
| 4 | Quiz 1 Chapters 1,2,3 | Based on Key terms in each chapter |
| 5 | Project Management Integration | Chapter 4 – Discussion Questions – 2,3,5 page 169 |
| 6 | Project Scope Management | Chapter 5 – Discussion Questions – 2,3,4 page 206 |
| 7 | Project Time Management | Chapter 6 – Discussion Questions – 2,6,7 page 246 & 247 |
| 8 | Project Cost Management | Chapter 7 – Discussion Questions – 1,4,6,7 page 284 |
| 9 | Spring Break – Take a Break! |  |
| 10 | Project Quality Management | Quiz 2 – Based on Key terms in each chapter  Chapter 8 - Discussion Questions –2,4,7,9 pages 329 & 330 |
| 11 | Project Human Resource Management | Chapter 9 - Discussion Questions –2,4,6,7 page 375 |
| 12 | Project Communications Management | Chapter 10 - Discussion Questions –2,4,5,6 page 416 |
| 13 | Project Risk Management | Chapter 11 - Discussion Questions – 2,5,6,9  Page 456 |
| 14 | Project Procurement Management | Chapter 12 - Discussion Questions – 1,2,6,8  Page 486 & 487 |
| 15 | Wrap-up and Lessons Learned |  |
| 16 | Final Exam |  |