Section 1: Course Overview

1.1 Catalog Description
This course thoroughly explains project management techniques and how they can be used to effectively run information technology projects. Project management software is used to provide students with a hands-on experience to effectively use software to manage projects.

1.2 Course Purpose and Goals

1. Understand the genesis of project management and its importance to improving the success of information technology projects
2. Demonstrate knowledge of project management terms and techniques such as:
   - The triple constraint of project management
   - The project management knowledge areas and process groups
   - The project life cycle
   - Tools and techniques of project management such as:
     - Project selection methods
     - Work breakdown structures
     - Network diagrams, critical path analysis, and critical chain scheduling
     - Cost estimates
     - Earned value management
     - Motivation theory and team building
     - Etc.
3. Apply project management concepts by working on a group project as project manager or active team member
4. Use Microsoft Project 2007 and other software to help plan and manage a small project
5. Appreciate the importance of good project management
   - Share examples of good and bad project management
   - Participate in discussion boards throughout the course for personal reflection
Use knowledge and skills developed in this class in other settings

1.3 Course Competencies
The prerequisite to this course is CIS380 Systems Analysis & Design and is in place for the traditional Computer Information Systems students to give them an overview of the systems development lifecycle prior to diving into the details of project management. This prerequisite has been waived for most students pursuing the Enterprise Applications Certificate. CIS381 IT Project Management can be successfully completed without the knowledge learned in CIS380.

1.4 Course Readings and Resources

<table>
<thead>
<tr>
<th>Information Technology Project Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kathy Schwalbe</td>
</tr>
<tr>
<td>Publish date: July 5, 2007</td>
</tr>
<tr>
<td>680 pages</td>
</tr>
<tr>
<td>Softcover</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Microsoft Project 2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requirements: Windows XP or Vista and familiarity with other Windows-based applications. Download a free 120-day trial from Microsoft's website: <a href="http://www.easierwithproject.com/index.html">http://www.easierwithproject.com/index.html</a> The previous site should redirect you to download the content at: <a href="http://technet.microsoft.com/en-us/bb738012.aspx">http://technet.microsoft.com/en-us/bb738012.aspx</a></td>
</tr>
</tbody>
</table>

1.5 Instructor Bio
Sue Pfeifer holds a Master of Science degree in Software Engineering from the University of St. Thomas in St. Paul, Minnesota. Sue completed this degree while working full-time as a software engineer at Thomson Corporation (i.e., West Publishing, Thomson West, and other name changes) in Eagan, MN. Sue began as a software engineer in the Business Systems department and coded in InfoBasic, PL/I, and VisualBasic. When Thomson acquired West Publishing, the corporation began looking for business system solutions that would support the enterprise at a global level. Sue participated in business process reengineering projects focusing on Inventory.
Management. Finally, the corporation decided to implement SAP R/3 and a new adventure began. Sue’s career has since focused on the business needs of companies and the software solutions that support those needs. Towards the completion of the SAP R/3 implementation Sue became a Lead Software Engineer and led the implementation of the Project Systems module. After the implementation, Sue joined the New Release Team which focused on implementing enhancements and completing major projects in SAP R/3. Sue managed projects consisting of 10-25 individuals including business champions, subject matter experts, ABAP developers, and technical resources from integrated systems. Sue worked for Thomson for 10+ years from 1994 to 2005 when she and her family moved back to North Dakota. Sue, her husband Paul, oldest son Nicholas, and twin sons Jacob and Thomas make their home north of Valley City in a rural farm like setting.

1.6 Contact Information

Email: Susan.Pfeifer@vcsu.edu

Work Phone: 701-845-7719

Office Location: McFarland 134

Email will be used as the primary communication method for this course. This is a fully online course and I will not be holding regular office hours during the summer. However, I will hold virtual office hours and can be reached Monday and Wednesday of each week from 1:00-2:00 pm via my VCSU email address or through Windows Live Messenger. If you would like to communicate with me in this manner add my hotmail account as a contact: scrapwithsue@hotmail.com

1.7 Methodology Statement

This course will include several instructional methodologies to aid in proper learning of the course objectives. The course will be project focused and will guide you through the content that must be covered in order to properly complete each deliverable for your
individual project. The chapters in the textbook will be assigned to provide details of project management and to provide examples of deliverables to be used as a guide. Finally, group discussions will be held in the Blackboard discussion board to provide you with the opportunity to collaborate with other members of this online course.

Section 2: Course Policies

2.1 Student Responsibilities
- To learn the Blackboard software through the tutorial and to contact me or the help desk if you have problems with aspects of the course.
- To visit the site twice a week, check for announcements, and maintain an active presence in discussions.
- Complete your deliverables and other assignments on time as defined in the course schedule.
- Abide by ethical standards. Your work must be your own. You may debate and disagree but your comments online must be respectful of the views of others.

2.2 Instructor Responsibilities
- Maintain an active presence on the Discussion Board. While I may not comment on every posting individually, I will make periodic comments to help keep the discussion on track.
- Respond to email within 2 business days. If I receive emails regarding the same question or concern I may post a general reply as an announcement.
- Provide meaningful and constructive feedback on all course deliverables.
- Help guide students through the course material and their endeavors to provide an effective learning experience.

2.3 Course/Program Standards
The overall objective of the Division of Business and Information Technology is to prepare students for gainful employment in the various areas of business, education, and information systems. CIS 381 IT Project Management is a required course within the Computer Information Systems (CIS) major, Enterprise Applications Certificate, and the Customer Relationship Management Certificate at Valley City State University. CIS 381 IT Project Management will introduce students to the methodologies of project management and provide a hands-on learning opportunity to complete a project.
2.4 Special Needs and 504 Compliance Statement

Valley City State University is committed to providing education to a diverse population of people. Please refer to the VCSU Equal Access/Equal Opportunity Policy for further information regarding The American Disabilities Act and VCSU’s commitment to this Federal Law. If you require special accommodations or alternative material formats please inform the instructor immediately so that we can work with you during the semester to ensure your educational success.

2.5 Academic Integrity Statement

Academic integrity in students is recognized as a fundamental objective of higher education. Traditionally, it has been a highly regarded ideal in colleges and universities, one which symbolized the essence of learning. Academic integrity constitutes all forms of scholastic honesty. Academic dishonesty contradicts this fundamental value.

Academic dishonesty among students can take many forms, including:

- Copying from another test
- Stealing examinations or gaining unauthorized access to them
- Using crib notes
- Turning in inauthentic term papers
- Plagiarizing
- Sabotaging laboratory experiments
- Dry-labbing
- Padding bibliographies
- Falsifying transcripts and letters of recommendation
- Facilitating another person’s dishonest action.

To ensure that academic integrity is more than a theoretical principle at Valley City State University, certain sanctions regarding academic dishonesty are set forth. These sanctions may include but are not limited to:

- Rejecting the student work that was dishonestly created, and giving the student a zero or failing grade for that work;
- Giving a failing grade for the course;
- Reporting the violation to the Vice President for Academic Affairs.

However, simply imposing sanctions upon students falls short of fulfilling institutional responsibilities. The underlying objective is that students will ultimately internalize...
standards of academic integrity, so that they do not have to be moved toward that integrity by fear of sanction.

If you have any questions about how to cite a work, please consult the MLA (http://www.mla.org/) or APA (http://www.apastyle.org/elecref.html) websites.
Section 3: Assessment Strategies

3.1 Course Objectives
Upon successful completion of the course, students will be able to:

- Discuss knowledgeably the concepts of project management
- Create key project deliverables and explain the importance of the deliverables
- Create a project schedule using Microsoft Project 2007
- Explain the purpose for using project management methodologies and why the world has grown to appreciate strong project management skills.

3.2 Measures of Learning Achievement
Learning Objective/Student Outcome: Discuss knowledgeably the concepts of project management.
Measure: Short answers and essays on the exams and group discussions in the Blackboard discussion board.

Learning Objective/Student Outcome: Create key project deliverables and explain the importance of the deliverables.
Measure: Project deliverables for the individual project.

Learning Objective/Student Outcome: Create a project schedule using Microsoft Project 2007.
Measure: Submission of .mpp files in Appendix A and the project schedule for the individual project.

Learning Objective/Student Outcome: Explain the purpose for using project management methodologies and why the world has grown to appreciate strong project management skills.
Measure: Reflection paper included in the final exam.

3.3 Student Learning Portfolio Items
CIS381 IT Project Management is a relatively new course and is not officially mapped in the portfolio abilities matrix. However, students may use the project from the course with permission from the portfolio advisor. Students successfully completing this course will apply the concepts of the following abilities:

- Communication: To convey thoughts, ideas, data, information, and messages effectively.
- Problem Solving: To select and use appropriate and effective approaches and tools in solving a wide variety of problems.
3.4 Grading Policy
Grades will be recorded in the Blackboard grade book. Check the grade book for points assigned to each assignment.

<table>
<thead>
<tr>
<th>Assessment Tool</th>
<th>% of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exams</td>
<td>15</td>
</tr>
<tr>
<td>Group Discussions</td>
<td>10</td>
</tr>
<tr>
<td>Individual Project</td>
<td>50</td>
</tr>
<tr>
<td>Microsoft Project 2007 Assignment - Appendix A</td>
<td>5</td>
</tr>
<tr>
<td>Final Exam</td>
<td>20</td>
</tr>
</tbody>
</table>

3.5 Submission Policies
Submit written deliverables in a Word 1997-2003 format to my VCSU email address. If you have a newer version of Microsoft Word, use the Save As function to choose this option. Microsoft Office Project 2007 files should be compressed and emailed in a .zip folder to my VCSU email address. Anything you submit must have your name and the assignment in the filename.

Section 4: Communication Strategies

4.1 Communication Policies
In order to maximize your potential for learning and your ability to stay on track for completion of the readings, assignments, exams, and projects, you should plan on logging on to the course site two or more times each week. You should know that the software can record your attendance patterns. Also, participation in group discussions represents 10% of your final grade. Discussion grades will be based on meeting or exceeding the minimum criteria for participation. These are: logging on to the appropriate discussion board two separate times during the week, and posting at least three messages per week to the appropriate discussion board. These messages should be on topic. Post to the discussions only during the specified week. If you post later, it is likely that others will not read your postings and your contributions to the course will not be as valuable and you will not receive the desired feedback.

I will provide feedback on your project deliverables prior to the submission of the next deliverable. This will give you a chance to modify the direction of your project before you get too far along. I will respond to all email sent to me at my VCSU email address within 2 business days. I will also make myself available for virtual office hours on
Windows Live Messenger on Tuesday and Wednesday of each week from 1:00-2:00 pm. I will post an announcement on Blackboard if I cannot be available on a given day for some unforeseen reason.

Section 5: Delivery Strategies

5.1 Course Delivery Plans and Course Structure
This course is divided into five topics that relate to the project management process groups:

- **Topic 1: Introduction**
- **Topic 2: Project Management Process Groups**
  - Initiating
  - Planning
  - Executing
  - Monitoring and Controlling
  - Closing
- **Topic 3: Project Management Knowledge Areas**
- **Topic 4: Conclusion**

The process groups also relate to the deliverables that each student must complete for the individual projects. Topic readings, discussion posts, and assignments should be completed in accordance with the Course Schedule. The project deliverables should be completed in parallel with the topic tasks.

In each topic, students will be presented with:

- The instructor’s introduction to the topic
- Objectives of the topic
- Assignments
- Additional resources to explore
- Opportunities to provide feedback to the instructor

For each topic, students are expected to:

- Read the assigned chapters within the textbook
- Participate in the weekly class discussion boards
- Complete the assignments
- Complete the appropriate deliverables for the individual project
- Explore additional resources

The instructor will provide the first posting for the class discussion board during the appropriate week and all students are encouraged to participate. The discussion board is intended to provide an overview of the materials (i.e., a substitute for the traditional
lecture) and the opportunity for students to ask questions and provide input about the material.

As the course progresses, topic activities may change if needed. If this occurs, the instructor will post an announcement communicating the changes.

Section 6: Technology Strategies

6.1 Technology Guidelines
Students must have internet access and the ability to use Blackboard on VCSU’s portal. Contact the help desk if you run into any issues accessing the portal. Microsoft Project 2007 requires Windows XP or Vista and familiarity with other Windows-based applications.

Section 7: Formative Evaluation Strategy

7.1 Formative Evaluation Tools and Policies
To help ensure you have a meaningful and effective learning experience, I plan to provide multiple feedback opportunities to you throughout the course. Periodically, I will post online surveys to solicit your input, and I will hold regular virtual office hours to answer any questions you may have. Please feel free to submit your questions and concerns.

Section 8: Additional Resources

8.1 Help and Support Options
See the External Links in the navigation panel of the Blackboard course.