Overview

Course Prefix, Course Number, Title: BIT310-03715 IT Project Management
Credits: 3
Meeting Days, Times, and Location: Online/Blackboard
Semester/Year: 2020 Spring
Campus Connection Course Dates: 01/13/2020 - 05/15/2020
Mode of Delivery: Online Asynchronous

Instructor Information

Dr. Deanna Klein Professor
deanna.klein@minotstateu.edu
Office Location: Old Main 302B
Office Hours: 12:00 - 1:00 p.m. MWF & 11:00 - 12:00 noon T/TR
Phone: 701-858-3217

Course Details

Catalog Description: The course is designed to examine the processes, methods, techniques and tools that organizations use to manage their information systems projects utilizing a systematic methodology for initiating, planning, executing, controlling, and closing projects. Students must complete BIT 220 before enrolling in the course. A co-requisite is BIT 311.
Placement Policies: none

Required Course Materials

An Introduction to Project Management, Sixth Edition
9781544701899
Kathy Schwalbe
2017-09-08
Sixth Ed.

Student Learning Outcomes

Students will be able to use productivity tools to plan information solutions.

Course Objectives

Understand the genesis of project, program, and portfolio management and their importance to enterprise success.

Describe the various approaches for selecting projects, programs, and portfolios.

Explain the main tasks involved in and outputs of initiating, planning, executing, monitoring and controlling, and closing projects.

Demonstrate knowledge of project management terms and techniques.

Apply project management concepts by working on a team project as project manager or active team member.

Use Microsoft Project 2016, and other software to help plan and manage a project.

Demonstrate good oral presentation skill.

Learn to use virtual collaboration tools like Google sites or Blackboard Collaborate.

Appreciate 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.

Assignments and Grading

Grading Policy and Scale:

The instructor reserves the right to revise assignments and point values if necessary. Point values are cumulative and are not weighted or curved. Feedback will be provided for all writing/discussion assignments, exams, and projects. The following BIT Department common grading scale will be used for all assignments, exams, projects, and the overall course grade:

A = 92-100% B = 84-91% C = 76-83% D = 68-75% F = 67% and below

Assignments and Descriptions and Tentative Due Dates:

Assignments and Descriptions (all must be typed). One single-spaced page should be at least 500 words. Include a word count at the top of your paper for HW1 and HW3. If you do not include a word count or references, I will deduct 5 points for each. For other assignments requiring a one-to-two-page paper, check the word count on your own to make sure you write enough.

HW1: Summary of Project Management Websites (100 points, Week One)

The purpose of this assignment is to help familiarize you with the world of project management. Review PMI's website (www.pmi.org) and read and summarize one article from **PM Network** (a monthly magazine and the most recent full report called the **Pulse of the Profession.** Both are under the Learning tab. Also look at several past projects done for this class from https://sites.google.com/site/profschwalbe/home/sample-google-sites. Try to find the final presentation or report first, and then look at other information on the sites. Write a two-page single-spaced paper (800-1200 words) summarizing the following, using one paragraph for each bulleted item:

- An introduction, including what you learned about project management in general
- A brief summary of and your opinion about PM Network and the article you read (include citation as a footnote or endnote)
- A brief summary and your opinion about the Pulse of the Profession report you read
- A brief summary of and your opinion of at least two of the past projects done for this class, including a lesson learned that you will try to remember for your team project.

Be sure to **cite references** for the articles (i.e. include the author, title of article, publication, date, url, etc.). Also include the **word count** at the top of

the page. **You'll lose 5 points** for each if you do not include complete references or a word count.

HW2: Team Project Proposal (100 points, Week 3)

A big part of project management is project selection. Each student will propose a unique project to be done as part of this class. Projects must have a sponsor (can be a student, friend, boss, community leader, yourself, etc.), provide a needed service or product, and be a good fit for this class. Each student normally spends between 20-40 hours on the class project. Write a proposal for a potential project, using the **potential project** template (from the zip file with all templates) on the book's website at www.intropm.com. Talk to the sponsor **before** writing the proposal if you really want to do it. The sponsor must contact me via email or phone if we decide to do that project within a couple of days. If you do not do a real project, you will work on a case study. Proposals must be **typed** and complete to get full credit.

HW3: MBTI (100 points) – Tentative

Take the MBTI test and research information on this tool, especially as it applies to team-building and individual work styles. (We'll discuss it more in Chapter 6.) There are several websites that have different versions of the test and information on it, such as www.humanmetrics.com (the one you must take the test on for this HW), www.personalitytype.com, myersbriggs.com, and www.keirsey.com. Write a one- to two-page single-spaced paper (600-1200 words) describing and analyzing your MBTI type (including the percentage for each letter), how this test is used as a team-building tool, and your opinion of its value/validity. Include footnotes citing **at least three references**. Put the **word count** at the top of the page. Also be sure to let your project manager know the four letters of your type for your first progress report.

HW4: Project 2016 Exercise 1 (100 points, Week 5)

You can use a free online trial of Project 2016 or use it on the PCs at school or download the software using Dreamspark. Read and follow the hands-on instructions from the *Brief Guide to Using Project 2016*, found in Appendix A of the text. As you perform the steps (end at page 414 for Exercise 1), press the Prnt Scrn button on your computer to show just the required screens (A-11, A-16, and A-23), and then paste the results into Microsoft Word or other word processing software. Also create your own file for part d and take a screen shot of it. Just load one file for this assignment into Moodle, clearly labeling each part. Each item/letter is worth 25 points. You must type

everything for this assignment on your own (you can sit side by side and work on it).

HW 5: Project 2016 Exercise 2 (100 points, Week 6)

Finish the rest of Appendix A. Do Exercise 2 on p. 451. Again use Prnt Scrn to show your screen shots, and put everything in one file.

HW6: Histograms, Earned Value, and Quality Charts (100 points, Week 7)

Search the Internet for examples of a project resource histogram (see Chapter 5), an earned value chart (see Chapter 7), and at least two different quality charts (see Chapter 7). Write a short paper describing each chart, what it shows, and how it can assist in managing a project. Include a screen shot of each chart, along with a reference. Be sure the references are cited properly (author, date, title, as well as url, not just a url).

HW7: Lessons Learned/Self-Assessment (100 points, Week 14)

- Prepare your own lessons learned report (1-2-pages, single-spaced) based on personal reflections of what you learned from this class, including the team projects and presentations. Do <u>not</u> use the lessons learned template! (50 points).
- Write a 1-2-page self-assessment based on the team project, answering the following questions (50 points):
- If you had to give your team a grade for the project, what would it be? Why?
- What were *your* roles and responsibilities on the group project? How well do you think *you* performed on this project?
- Briefly assess each team member's performance. If you had to give each person, including yourself, a grade, what would it be? To compare individual contributions, if you had 100 points to allocate to your team, how would you allocate them?

Tentative Course Outline:

DRAFT CLASS SCHEDULE

Date	Topic
Week 1	Course introduction, class survey, Ch. 1: Introduction to Project, Program, and Portfolio Management
Week 1	Continue Ch. 1
Week 2	Review HW1

Plan presentations, discuss HW 2 ideas

Intro to Ch. 2, Project, Program, and Portfolio Selection |
| Week 2 | Review chapters 1-2, discuss HW2 ideas

How to collaborate on documents

How to give a great presentation |
| Week 3 | Discuss project proposals and case studies for team projects

Begin forming teams

Ch. 3, Initiating |
| Week 3 | Continue forming team |
| Week 4 | Finalize projects and teams, set up team websites

Ch. 4: Planning-part 1 |
| Week 4 | Work on first progress report (hold kick-off meeting). Email or chat with me online with questions |
| Week 5 | Ch. 5: Planning-part 2

Understanding MBTI and teams

Review team project info and for Exam 1

See take-home part of Exam 1 in Moodle |
Week 5	**Exam 1 (Chapters 1-5)**
Week 6	Email or chat with me online with questions
Week 6	**Team Progress Report 1. See info required in Appendix C**
Week 6	Email or chat with me online with questions
Week 7	Ch. 6: Planning – part 3

Project 2016 intro |
| Week 7 | |
| | |

Week 8	Ch. 7: Executing
Week 8	Ch. 7 (continued) Perhaps start Ch. 7
Week 9	
Week 9	Ch. 8: Monitoring and Controlling
Week 10	More on chapter 8, time for teams
Week 10	**Team Progress Report #2. See info required in Appendix C**
Week 11	
Week 11	Review charts Ch. 9: Closing Ch. 10 Best Practices in Project Management
Week 12	Work on team projects
Week 13	Review for Exam 2 Other pres? Last day to present!
Week 13	**Exam 2 (Chapters 6-10, App A)**
Week 14	Team final presentations
Week 15	Team final presentations
Finals Week	

Important Dates

Jan. 13 -- Class starts after 4:00 p.m.

Jan. 20 – Martin Luther King Day, university closed

Feb. 17 – President's Day, university closed

March 16 -20 – Spring Break, no classes

April 10 – Good Friday, university closed

April 13 – Easter Break, no classes

Final Exam Date and Time: May 12, 2020 (midnight)

Assessment Day: February 18th, 2020

Late and Missed Work

Deadlines for assignments will be given in class. All assignments must be turned in on or before the date they are due; later is considered late. Ten minutes into class is considered late. Assignments will be accepted up to 24 hours late with a 50% point reduction. After that time assignments will not be accepted. Please remember that submitting assignments is the responsibility of each student. Please take this into account when completing and submitting assignments.

Attendance Policy

University Attendance Policy

http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml

Class-specific Attendance Policy

Please contact me prior to missing class via course mail, email, or my office phone. If this is not possible, contact me at your earliest convenience.

University Sanctioned Events Policy

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence.

Please contact your Professor via email, course mail, or phone prior to any absence. If this is not possible, please communicate at your earliest convenience.

Academic Honesty Policy

MSU's Academic Honesty Policy from Page 3 of Students Rights and Responsibilities
(https://www.minotstateu.edu/student_rights_responsibilities.pdf) Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy.

Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

To the above list, the College of Business adds the following: "Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online."

Process

Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.

Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

Penalty for Violating the Policy

First violation in this course: The student's first violation of academic honesty within this course shall result in a zero (0) for that specific assignment and the instructor will raise a permanent *Academic Honesty* flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramification, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in this course: The student's second violation of academic honesty within this course shall result in failure of the course, and the instructor will raise another permanent *Academic Honesty* flag in Starfish.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the Students Rights and Responsibilities (https://www.minotstateu.edu/student_rights_responsibilities.pdf) and repeated above.

Academic Honesty Policy with Penalty for Violating the Policy: (see the information in the [Undergraduate Catalog](#) and in the [Graduate Catalog](#); also see the [Student Handbook](#))

ADA Accommodation Statement

In coordination with Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and alternative format print materials (large print, audio, disk or Braille) are available through [Access Services](#), in person, by phone 701-858-3372 or by e-mail at evelyn.klimpel@minotstateu.edu.

Non-discrimination Statement

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the

Student Complaint and Anti-Discrimination Form located here: https://form.jotform.com/72996849416981.

For the complete non-discrimination statement, visit here.

Title IX Statement

Minot State University (MSU) faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including non-consensual sexual intercourse, sexual harassment, relationship violence, or stalking, know that help and support are available. MSU has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all MSU employees (other than those designated as confidential resources such as advocates, counselors, clergy, and healthcare providers) are required to report information about such discrimination and harassment to the University. This means that if you tell a faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit the Title IX website: https://www.minotstateu.edu/title9/.

MSU Online Help Desk

Direct your inquiries about course operations to the instructor. For issues involving your computer or software issues contact the MSU Help Desk by selecting the Help Desk link under the Student Help and Resources link in the Course Menu.

MSU online students have access to help with their online technology-related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact.

MSU Help Desk (https://www.minotstateu.edu/itcentral/) hours of operation: (All times are CST.)

- Monday - Friday: 7:30 am to 4:30 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444 or E-mail us your questions at helpdesk@minotstateu.edu the university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an e-mail for assistance.

- For additional help desk coverage call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

Software Downloads

Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under the Student Help and Resources link in the Course Menu.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/contact-us.shtml).

This course contains content that is PDF-based and will require a PDF Reader (https://get.adobe.com/reader/) which can be downloaded for free at the Adobe web site or by going to the link under the Student Help and Resources link in the Course Menu.

PowerPoint Accessibility Statement

The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Access Services (https://www.minotstateu.edu/access_services/) by calling 701-858-3371 or by e-mail at: evelyn.klimpel@minotstateu.edu.

PDF Accecssibility Statement

Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Closed Captioning

This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology (https://www.minotstateu.edu/oit/) at 701-858-3832 or 701-777-0750 extension 3832.

Communication Requirements

I will respond to course communications within 48 hours. Students are expected to meet the same standard.

Word-processing Requirements

Students must submit all assignments using Microsoft Word. Remember, it is the student's responsibility to back-up all assignments on their personal computer.

Instructor Involvement in Discussion Projects

I will monitor all activity in Discussion projects and when necessary facilitate, intercede, or contribute feedback.

Netiquette

- Be direct: Share ideas and comments directly with classmates
- Be specific: Avoid vague discourse. If you like or disagree with a peer's posting, be clear about what aspect you are referring to
- Demonstrate and share knowledge: Use examples from your workplace and life experience that are relevant and contribute to the topic and understanding of course materials
- Share resources: Use resources that help explain your position, such as reports, web sites, blogs, professional articles
- Provide strategies: provide tools, methods, strategies, and best practices that you have used or believe may contribute to the discussion topic
- Be visionary: Try to examine and respond to issues from a different perspective.
- Inspire and Lift: Mediate differences not broaden them. Lift spirits not dampen.
- Share new information or material about the topic.
- Avoid judgment and prejudice
- When straying, bring the discussion back on topic and focus
- Actively participate but don't overdo it
- Offer assistance when appropriate