

Oklahoma State University Institute of Technology
Online Common Syllabus
Spring 2017

ITD 4113 IT Project Management

Introduces students to the principles and application of project management techniques with an emphasis on the design and management of computer information systems projects. Topics include project planning, work team design, project estimation techniques, project reporting, identifying and controlling project risks, budgets, and quality assurance.

Type of course: Theory/Lab.

Credit Hours: 3; Total hours of theory per semester: 25;

Total hours of lab for the semester: 50; Total hours of clinical per semester: 0.

Class length – Full Semester Hybrid

Required Synchronous meeting: Online, Friday, 8 January 6:00 – 6:55 p.m.

Prerequisites: None

Instructor Name: Daniel D. Claborn

Instructor Phone: (918) 293-4780

Office: Building: ET/IT Room: 15D

Instructor email: danny.claborn@okstate.edu

Contact: My preferred method of contact is e-mail. Please allow 24-48 hours to return your correspondence during the normal workweek.

Instructor's Office Hours: Monday - Thursday 9:00 – 11:00 a.m.; Monday and Tuesday (online) 6:00 – 8:00 p.m., Central Time

School Name: School of Information Technologies **School's Main Phone:** 918-293-5440

REQUIRED TEXT, REFERENCES, AND MATERIALS

Texts: *Information Technology Project Management Revised Seventh Edition*, Kathy Schwalbe, Thomson Learning, Course Technology Division, ISBN-13: 978-1-285-84709-2

References: None Required

Materials: Materials needed including notebooks, writing utensils, project supplies, data storage devices, tools, etc.

Access to a computer with broadband Internet Access (2Mbps upload preferred)

Uniform/Tools: None Required

Estimated Cost for Materials: \$ 175.00

Estimated Cost for Uniform/Tools: \$ 0.00

ONLINE COURSE INTERACTION

OSUIT requires all online courses to include interaction between students, peers and instructors.

Our online courses use a variety of tools to build a community of learners and strengthen engagement between students and their peers, as well as between students and the instructor. Communication tools used in this course may include Discussion, News, Blackboard Collaborate, and Email. Read the syllabus completely to determine which of these methods you, your classmates and your instructor will use for interaction.

Upon completion of the course, students should:

Program Assessment ID	Course Objectives	Assessment of Objectives
B.1	Create logical designs for IT systems that support specific processes	*Unit Assignments
C.4	Determine the current organizational IT system components and assess their capabilities to perform specific processes (the 'as-is')	*Unit Assignments
H.1	List the applicable certification paths related to the different career choices in the information technology domain	*Midterm Presentation
I.2	Apply knowledge, skills, tools, or techniques to activities needed to meet project or laboratory requirements	*Unit Assignments
K.1	Implement project management processes to facilitate the needs and expectations of individuals involved with or affected by project activities	*Unit Assignments
L.1	Implement systems integration practices for specific processes on enterprise IT system components	*Unit Assignments
N.2	Introduce measures that validate project progress and effectiveness	*Unit Assignments

Aspects of the course objective assessments may be used in the university’s assessment of student learning. If applicable, an asterisk (*) above indicates this course is used in the university assessment program.

COURSE ACTIVITIES

In this course students will:

- Develop and use the genesis of project management and its importance to improving the success of information technology projects Translate a relational database design into fully functional database
- Demonstrate the knowledge and use of project management terms and techniques Use appropriate tools and skills to complete projects successfully
- Use computer software to help plan and manage a project

EVALUATION - GRADES WILL BE BASED ON THE QUALITY AND COMPLETION OF THESE TASKS:

Unit Assignments (12)	20%
Study Guide Chapter Quizzes (12)	20%
Team Assignments (6)	22%
Midterm Presentation	10%
Student Portfolios	5%
Comprehensive Final*	14%
Participation & Team Assessment	9%
Total	100%

OSUIT Grading Scale
A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% & below

* The student’s grade for the Comprehensive Final Exam will be used in the university’s assessment of student learning. A 70% competency or higher receives a Pass rating. This Pass/Fail rating is independent of the student’s course grade.

ONLINE COURSE INTERACTION

This online course uses a variety of tools to build a community of learners and strengthen communication between students and their peers, as well as between students and the instructor. Through the use of these tools, you will be able to interact with others in the virtual classroom. Communication tools used in this course include Discussion, News, Blackboard Collaborate, and Email.

INTERACTION WITH YOUR PEERS

Starting with chapter 7, you will need to form a group (2 – 3 students) to answer the end of chapter Running Case questions. Many of these questions are cumulative (where answers to previous questions will be used to determine answers for following questions) and will require that the group develop a plan of coordination and action.

Required: Running Case deliverables – Starting Week 7 by Sunday 11:59 p.m. CST

INTERACTION WITH YOUR INSTRUCTOR

You can also expect me to provide:

- Additional information and updates about the course as needed through e-mails and the News feature in the Online Classroom (D2L)
- Detailed analysis, feedback and explanation of grades according to the following schedule

Daily and/or weekly quizzes, small weekly assignments and similar type projects: Normal return time to student by next class meeting or no later than one (1) week.

Extensive assignments, large lab projects, extensive quizzes, exams and similar type projects: Normal return time to students in one (1) to two (2) weeks.

You may contact me by email at any time with questions or concerns about your course; however, please allow 24-48 hours to receive a reply to your correspondence on weekdays. I may not be available to respond to your correspondence on the weekend, so please do not leave your coursework until the last possible moment in case you need assistance.

AUTHORIZED TOOLS

Students may use any/all course materials, including books and notes, while participating in classroom activities. All quizzes are to be completed independently; no collaboration with classmates is permitted and any instance of such will be considered academic dishonesty.

LATE WORK

Instructor Policy: Turning in your properly-executed work early is always acceptable. All exams, assignments, papers and projects must be completed and submitted by the specified due date; late work will not be accepted after the due date unless prior authorization is given. It is the student's responsibility to maintain and protect all their work and electronic files. Class materials should be provided to the instructor, if requested. Exceptions for late work are the same that would be encountered in the workforce: jury duty, military duty, hospital stay, and required activities in another department. It is your responsibility to notify your instructor to make alternate arrangements in advance if these events cause you to miss class. Make-up exams, for reasons listed above, will only be given at times arranged with the instructor and may be different. If the instructor grades an assignment, you have submitted before the due date, you do not have the ability to modify the assignment to increase your grade. Any additional submissions will not be opened, so make sure you are ready to submit your assignments and accept the grade you are given.

TESTING

Instructor Policy: Students are expected to take exams during the scheduled examination periods. Since you will have a lab portion for each of your exams you will have to have access to a computer with Internet access that will allow you to not only access the Online Classroom but also your Virtual Machine in order to complete the Database portion of the Hands-on activities of the exams. You will be expected to do your own work without any collaboration. If you experience any problems while taking the exam with the Online Classroom or your Virtual Machine, please attempt to contact your instructor by e-mail immediately and CC yourself on the e-mail to have a form of verification of the e-mail.

UNIVERSITY & COURSE EXPECTATIONS

It is the responsibility of each OSUIT student to read, abide by and maintain a copy of the syllabus for this course. Syllabi are available on the OSUIT website.

Students understand that excerpts or portions of their work may be utilized for institutional assessment purposes. The purpose of institutional assessment is for verification of student learning and program improvement. Every effort will be made to keep this information confidential.

Americans with Disabilities Act (ADA)

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his/her disability and requesting accommodations. If you think you have a qualified disability and need special accommodations, you should notify the instructor and request verification of eligibility for accommodations from the Office of Academic Accommodations/LASSO Center. Please advise the instructor of your disability as soon as possible, and contact The LASSO Center, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations. To receive services, you must submit appropriate documentation and complete an intake process during which the existence of a qualified disability is verified and reasonable accommodations are identified. The LASSO Center is located on the 3rd floor of the Noble Center. You may call [918.293.4855](tel:918.293.4855) for more information or fax documentation to [918.293.4853](tel:918.293.4853).

ACADEMIC DISHONESTY

Academic dishonesty or misconduct is neither condoned nor tolerated at OSUIT. Any student found guilty of academic dishonesty or misconduct shall be subject to disciplinary action. Academic dishonesty and/or misconduct includes, but is not limited to, the following actions: (1) Plagiarism: the representation of previously written, published, or creative work as one's own; (2) Unauthorized collaboration on projects; (3) Cheating on examinations; (4) Unauthorized advance access to exams; (5) Fraudulent alteration of academic materials; (6) Knowing cooperation with another person in an academically dishonest undertaking. Students are required to actively protect their work against misuse by others. For details, refer to The OSUIT Student Handbook (Student Rights and Responsibilities Governing Student Behavior) available online at http://www.osuit.edu/academics/forms/student_rights_responsibility.pdf.

Attendance Policy for Online courses:

A primary component of OSUIT's Mission is: "to prepare and sustain a diverse student body as competitive members of a world-class workforce." Regular and consistent attendance not only aids in academic success, dependable attendance is a requirement in today's real-world employment; therefore, regular and consistent attendance is a requirement in all OSUIT courses.

Definition:

Absent: Failing to *actively participate* in online coursework during a standard week timeframe for a given course.

- A. Students must demonstrate attendance through *active participation* in the course at least once every seven days. Simply logging into the course does not constitute active participation.
- B. Active participation is defined as the completion of required activities such as:
 1. Completion of online quizzes or exams
 2. Submission of assignments
 3. Participation threaded discussions, or
 4. Involvement in discussion question as determined by the instructor and indicated in the course syllabus.
- C. Calculations for weekly to percentage ratios
 1. Missing 1 of 15 weeks = 6.67%
 2. Missing 2 of 15 weeks = 13.33%
 3. Missing 3 of 15 weeks = 20%

4. Missing 1 of 7.5 weeks = 13.33%
5. Missing 1.5 of 7.5 weeks = 20%

Procedures:

Early Intervention:

- A. Any student who misses 10% of an individual course (or earlier at faculty discretion) during a regular fifteen-week semester, or the equivalent portion of time in a shorter session, will have their name submitted by that course instructor to the OSUIT Early Alert System for retention intervention.
- B. At the point the Early Alert is issued, the student *must* meet with their assigned faculty advisor or designated faculty/staff member within seven (7) academic calendar days for counseling on how to improve their attendance and academic success.

Excessive Absences:

- A. The University reserves the right to administratively withdraw any student from an individual course who misses 20% of that course, whether excused or unexcused, and, in the opinion of the instructor, the student does not have a reasonable opportunity to be successful in the course.
- B. Students should be aware any of the following may impact their financial aid:
 1. being administratively withdrawn from a course
 2. dropping a course
 3. their last date of attendance in a course

Please see OSUIT Policy 2-021 for full details and procedures.

Course Schedule			
Course Outline Schedule	Topic	Assignment	Due Date
Week 1	An Introduction to Project Management	Ch 01 Discussion Questions Ch 01 Quiz	01-08-2017
Week 2	Project Management and Information Technology	Ch 02 Discussion Questions Ch 02 Quiz	01-15-2017
Week 3	Project Management Process Groups	Ch 03 Discussion Questions Ch 03 Quiz	01-22-2017
Week 4	Project Integration Management	Ch 04 Discussion Questions Ch 04 Quiz	01-29-2017
Week 5	Project Scope Management	Ch 05 Discussion Questions Ch 05 Quiz	02-05-2017
Week 6	Project Time Management	Ch 06 Discussion Questions Ch 06 Quiz	02-12-2017
Week 7	Project Cost Management	Ch 07 Discussion Questions Ch 07 Team Questions Ch 07 Quiz	02-19-2017
Week 10	Project Quality Management	Ch 08 Discussion Questions Ch 08 Team Questions Ch 08 Quiz	02-26-2017
Week 11	Project Human Resource Management	Ch 09 Discussion Questions Ch 09 Team Questions Ch 09 Quiz Individual Presentations	03-05-2017
Week 12	Project Communications Management	Ch 10 Discussion Questions Ch 10 Team Questions Ch 10 Quiz	03-12-2017
Week 13	Project Risk Management	Ch 11 Discussion Questions Ch 11 Team Questions Ch 11 Quiz	03-26-2017
Week 14	Project Procurement Management	Ch 12 Discussion Questions Ch 12 Team Questions Ch 12 Quiz	04-02-2017
Week 15	Semester Wrap-Up	Comprehensive Final Exam	04-03-2017 04-08-2017
		Team Assessment	04-16-2017
		Electronic Portfolio	04-19-2017

Schedule is subject to change at instructor discretion.