

# MIS 521-01E: IS Project Management

## Fall – 2012

**Instructor:** Dr. Christine Alexander  
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**Phone:** (903) 886-5690 (**email is the best way to contact me**)  
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**Office Hours:** T/R 11:00-12:15 M/W 5:00-6:15 and By Appointment

**Class Meeting Day/Time:** Wednesdays 6:15 PM – 8:55 PM

**\*\*\*\*\* PLEASE PLAN ON ATTENDING CLASS THE FIRST NIGHT AS WE WILL BE JUMPING RIGHT INTO THE CONTENT OF THE COURSE. \*\*\*\*\***

**Course Description:**

Project Management is the discipline of defining and managing the vision, tasks, and resources required to complete a project. This course covers management techniques to plan, execute and control software development projects. It will provide an introduction to the project management knowledge areas of scope, resource management (time, money, and people), quality control, risk, and communications as well as software specific areas such as estimation and metrics.

**Prerequisite(s):** No graduate prerequisites

**Instructional Materials:**

**REQUIRED** Textbook: Marchewka., *Information Technology Project Management* 4<sup>th</sup> Edition, Course Technology/Cengage Learning, 2012 ISBN: 978-1-118-05763-6

**REQUIRED** Software (all provided):

**Required (provided)** – Microsoft Project 2007 or 2010 –**AND**– SAP GUI Interface

**Course Objectives:**

In order to determine the value of this course and to ensure that the concepts, principles, and problem-solving skills developed in the course will be applied on the job or in future academic settings, a set of objectives has been established.

	<b>Objectives</b>	<b>Measurements (Outcome Assessments)</b>
	After successfully completing this course, students will:	Objectives will be measured as follows:
1	Demonstrate knowledge of the triple constraint of project management	Results of discussion boards, projects, application exercises, exam, SAP exercises
2	Demonstrate knowledge of the project management knowledge areas and process groups	Results of discussion boards, projects, application exercises, exam, SAP exercises
3	Demonstrate knowledge of the project life cycle and selection methods	Results of discussion boards, projects, application exercises, exam, SAP exercises
4	Demonstrate the ability to complete project documentation	Results of discussion boards, projects, application exercises, exam, SAP exercises

5	Apply project management concepts by working on a group project as a project manager or active team member	Results of discussion boards, projects, application exercises, exam, SAP exercises
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**NOTE: Failure to demonstrate mastery of these objectives will lead to failure in the course, regardless of point total.**

**Method of Instruction:**

This course utilizes a cross functional approach. Class readings, in-class exercises, and cases are used to impart the course content will be incorporated from all functional areas of business. Teaching methods may include lecture notes, analysis of real-world cases, videos, computer applications cases and projects, and, written exercises.

**Grading Policies:**

The final grade will be determined based upon total points achieved throughout the semester. Points will be based upon the weighting factors as stated below.

Group Project Portfolio	30%
Individual Project	20%
Lessons Learned paper	15%
Homework/DBs/SAP	20%
Exam	15%

**Course Final Grade Scale:**

A =	90 – 100%	Outstanding Work
B =	80 – 89%	Good Work
C =	70 – 79%	Acceptable Work
D =	60 – 69%	Needs Improvement
F =	Below 60%	Unacceptable Work

***In the workplace, you will be expected to produce documents that are clear, easy to read, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audience. Final course grades are defined as follows:***

**A– Outstanding work:** Shows superior analysis of the assignment; provides excellent selection of content, organization, design, and style that addresses both the practical and rhetorical requirements of the particular situation; uses a style that is fluent and coherent; excellent choice and use of visuals, has no major mechanical errors; shows insight, perceptiveness, originality, and thought.

**B– Good work:** Above the level necessary to meet course requirements; has a thorough, well-organized analysis of the assignment; shows judgment and skill in the presentation of material appropriate for the intended audience and purpose; supports ideas well with concrete details; has an interesting, precise, and clear style; good use of visuals; is free of major mechanical errors; strong, interesting work, although minor problems may be present.

**C– Acceptable work:** Meets all basic requirements of the course and assignment; provides a satisfactory analysis of the writing task, subject, and audience; accomplishes its purpose with adequate

content, design, and detail; uses details, organization and expression appropriate for the rhetorical and practical context; adequate use of visuals; has acceptable mechanics; nothing remarkably good or bad about the work; equivalent work could be used in the professional world, but generally would be considered minimal.

**D– Needs improvement:** Minimally meets the assignment but is weak in one of the major areas (content appropriate for purpose, organization, style or mechanics) or offers a routine, inadequate treatment; document design and use of visuals is inadequate or inappropriate; shows generally substandard work with some redeeming features.

**F– Unacceptable work:** Does not meet the course requirements; fails to meet one or more of the core requirements of the course or assignment; may fail to cover essential points, or may digress to nonessential material; may lack adequate organization and show confusion or misunderstanding of genre or context; may use an inappropriate tone, poor word choice, excessive repetition, or awkward sentence structure; may be unclear; poor quality design and/or use of visuals; may contain an unacceptable level of errors.

***Each document, presentation, or visual you prepare reflects your professional knowledge and establishes your professional image. In some cases, a document may be read both by your professor and qualified professionals in the discipline and these professionals may be asked to comment on the content, presentation quality, and value for evaluation purposes. It is critical that your work be done in a professional manner and written at the appropriate level for your intended audience.***

**Academic Honesty Policy:**

Students are REQUIRED to submit to the Dropbox the Academic Honesty Policy form (with the Student Name, CWID #, and Date filled in. This form is located in Doc Sharing. The purpose of this form is to confirm that you have read the syllabus, understand the course requirements, civility clause, and penalties for plagiarism. Grades for future assignments will receive a zero until this requirement is met.

**Academic Integrity:**

Academic integrity is the pursuit of scholarly activity free from fraud and deception and is an educational objective of this institution. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating of information or citations, facilitating acts of academic dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you **must** do your own work. Please ask me if you have questions about what is proper and what is not.

**Student Conduct:**

All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

### **Intellectual Ownership:**

When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

To avoid plagiarism an individual must give credit wherever he or she uses:

- another individual's idea, opinion, or theory
- facts, statistics, graphs, and drawings that are not common knowledge
- quotations of another individual's spoken or written words
- paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Acts of plagiarism will result in writing assignments and research projects assigned a grade of '0' for the first offense. Upon the second offense, student will be referred to the Dean of Student Services and will receive a grade of 'F' for the course with possible removal from the program and university. TAMU-C has purchased a license for TurnItIn.com which checks for plagiarism. All writing assignments turned in for a grade will be submitted to <http://www.turnitin.com> to be checked for plagiarism against reference sources and against other students' papers. You may submit your paper early to check the similarity index. An index more than 25 indicates a need to re-write some of your paper. Please be sure to use this tool **before** submitting your paper for a grade. Papers submitted with an index greater than 25 will receive a failing grade.

If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

### **Communicating with your Instructor:**

Since this is an online course, communication will be conducted via e-mail. eCollege has a built in e-mail - all e-mail correspondence will be through eCollege. If you email outside of eCollege, please include only your course number (including the section) in the email subject line.

For an appropriate e-mail format example, see below:

#### **Example:**

Dear, Hello, Greetings, Good Morning/Afternoon, etc.,

Your message.

Sincerely, Thank you, Regards, etc.

Your full name

Remember to professionally compose your e-mail messages with proper grammar, spelling, and a professional tone. Properly addressed and signed e-mails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is required between the student and the instructor in the instructor's office, an appointment must be made several days in advance by the student.

### **Course Policies:**

- All assignments are individual unless otherwise indicated.
- All assignments should be submitted in eCollege. DO NOT email an assignment unless asked specifically to do so by the instructor. If you encounter problems submitting assignments, contact the instructor immediately. Remember, you have 2 ways to get into eCollege: (1) through your MyLeo sign-on and (2) if you are not able to get to eCollege from MyLeo, you can use the following URL to get there: <http://www.online.tamuc.org>

Assignments are to be uploaded to the Dropbox by the due date posted. Verification that the professor has received your assignment is possible by looking in the Outbox portion of the student's Dropbox. You will not receive an e-mail reply from your instructor to verify that your assignment has been successfully submitted to the Dropbox. Grades will be posted for the correct assignment in the correct Dropbox. The "help" section in your eCollege course and the Student Online Tutorial will describe the steps necessary to submit assignments to the Dropbox.

Additionally, if you need technical assistance, you may contact technical support at eCollege. That contact number and e-mail address are listed under Technical Support and in the Announcements section of your course.

- All writing assignments should be created using Microsoft Word. Documents in 2003, 2007, or 2010 formats are acceptable. All writing assignments should use APA formatting style (e.g. cover page, running header, page numbering, use of heading and subheadings).

- For **ALL** assignments, your file name should be named with your last name and first initial followed by a dash and then an appropriate name for the assignment. For example, my final exam would be named *AlexanderC-FinalExam*. On the first offense, you will be asked to correct your file name and resubmit your work. On the second offense, your score will be reduced by 50%. After the second offense, your assignment will not be graded.
- **Late work is highly discouraged. Late work will NOT be accepted if it is more than 1 week late. Late work will be reduced by 10% for each DAY that it is late.**
- **Discussion Boards (DB) – Discussion Boards (DBs) will be provided throughout the semester** so that students can discuss topics that are relevant to the course. You are expected to **contribute** to each DB. Making a contribution means that you add thoughtful insights to the discussion. You need to support your reasoning. You may share relevant work experiences, your insights/understanding of textbook material, or insights from other reading you have done on the subject. Please let us know what those outside sources are by providing a citation. You will not receive credit for a DB if your posting is not deemed a contribution. Further detail as to the number of contributions and responses required for each DB will be given in eCollege as the DBs are made available to you.

Discussion questions and topics may be added to the discussion area throughout the Semester. You will need to visit the area regularly. You are to consider the question or topic and post an appropriate response. You should support your response with external sources (not textbooks) whenever appropriate. I will grade your responses based upon the quality of the response, including whether it is supported from external sources. All support should include all of the appropriate elements as identified in the APA Style Manual.

This is to be an attempt to create a seminar environment where you will be able to increase one another's knowledge of the subject. You should visit this area at least once a week to read the material and respond appropriately. You may add information at a later time as you would in a regular discussion.

Professional communication is always expected.

- "Attendance" is required. For online sections, your attendance and participation grade will be assessed based on your participation in Discussion Boards and ClassLive sessions. I will send out an email when new material is posted in eCollege. It is your responsibility to check the Announcements section of eCollege. You should also make a habit of checking the Virtual Office to see if your question has already been asked by another student.
- You are expected to have completed reading assignment(s), including PowerPoints, lecture notes, case studies, and other documents, **BEFORE** each chapter is assigned so that you can participate in DBs and class discussions. Sharing your ideas, points of view, and experience are critical to the learning experience for you, your classmates, and the instructor.
- A grade of Incomplete is given according to College and Department guidelines, primarily for medical reasons only.

- Students will be informed as promptly as possible of grades on projects and exams. Depending on the size of the class, typically, a one-week turn-around time can be anticipated.
- If you will not be able to complete this course, dropping from this class is **your** responsibility. If you do not drop the course, you will receive the grade you earned (usually “F”.)
- Individual students are required to maintain a file (electronic/paper) for this class which includes the syllabus, course assignments, all graded and returned papers, a list of examination grades and other class resources. These resources (normally electronic) need not be submitted; however, it should be available to prepare exams and to clarify record discrepancies. This back-up strategy is important because of the potential for electronic failure. There are occasions when the instructor may not be able to open a file submitted in eCollege and will request a resubmission.

**Statement of Accommodation of Special Needs:**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

**Office of Disability Resources and Services  
Texas A&M University-Commerce  
Halladay Student Services Building  
Room 303 A/D  
Telephone: (903) 886-5150 or (903) 886-5835  
FAX: (903) 468-8148**

**Software Copying:**

Students may use the CBE Microcomputer Laboratory (BA 345) and software designed to run on personal computers. Much of this software is of a proprietary nature, and its duplication is strictly prohibited. Unauthorized copying is prohibited by the University, and violates the University’s software licensing agreements and various federal and state laws. Any student who engages in unauthorized software copying will be disciplined. However, the College of Business & Entrepreneurship licenses Microsoft Development tools for issue to students in MIS courses. Although Microsoft Office (Word, Excel, PowerPoint) is not included in the Academic Alliance license, Access is considered a tool and is included. Contact the instructor for additional information.

**Course Assignment Requirements:**

1. **Academic Honesty Policy:** Students are REQUIRED to submit to the Dropbox the Academic Honesty Policy form (with the Student Name, CWI #, and Date filled in). The purpose of this form is to confirm that you have read the syllabus, understand the course requirements, civility clause, and penalties for plagiarism, Grades for future assignments will receive a zero until this requirement is met.

2. **Group Project:** Each student will on an assigned group IS project. The team will need to complete all project documentation and will create a presentation and report that will be given to the end user.
3. **Individual Project:** Each student will complete an assigned individual IS project. The student will need to complete all project documentation and will create a presentation and report that will be given to the end user.
4. **Homework/Discussion Boards:** Each student will complete homework assignments and participate in required DBs. Homework assignments and DBs will each be worth 25 points.
5. **Lessons Learned paper:** Each student will write a “lessons learned” paper about their experience with project management and working in teams.
6. **Exam:** Each student will complete a final examination.

## Rubrics to be used for Grading/Assessment

**Project Portfolio:** Objective scoring based on completeness and comprehensiveness of project documentation.

**SAP Assignments:** Objective scoring based on completion of required Document Flow elements

**Homework Assignments:** Objective scoring based on complete and comprehensive answers to questions:

**Excellent 22.5-25**

The student completes the tasks/questions with no major errors (spelling, grammar). The student demonstrates a full understanding of the concepts.

**Very Good 20-22**

The student completes the tasks/questions with only a few major errors and some minor errors. The student demonstrates a strong understanding of the concepts.

**Fair 18.5-19.5**

The student completes the tasks/questions with some major errors and many minor errors. The student has difficulty understanding the concepts.

**Poor 18 or below**

The student fails to complete the tasks/questions. The student does not understand the concepts.

### Lessons Learned paper:

Criteria	Criteria Description	Point Value	Score
Formatting	Your paper is properly formatted, using appropriate headings and subheadings: case title centered on first page; student name in upper left corner of <b>document header</b> (this is non-APA); running title in upper right corner of <b>document header</b> ; page number to be included as part of running header -or- bottom right of <b>document footer</b> ; use of <b>sub-headings</b> for ease of reading (Case Overview – or something similar; Key Issues; Alternatives; Alternative Evaluation; Recommendation); <b>grammar</b> and <b>spelling</b> count here. <b>You should not have any spelling errors!</b>	10	
References	Your write-up should include all reference material, including the textbook and in some cases, the case article itself. You may also be asked to find outside references to support your points. References should be listed alphabetically by last name on your reference page. If you didn't cite it in the body of your work, don't include it on your reference page.	10	
Case Overview	Summarizes background information of the company under study and states the main issue(s) facing the company. Be sure that what you include here is important to the case. For example, the company being located in Colorado is not typically something that would be considered important. However, if the company being located in Colorado plays a key role in the issues(s) being studied or decision(s) to be made, then it warrants mention (e.g. if your case study covered the Denver International Airport, location is	10	

	important)		
Key Issues	Identifies the key issues facing the company and discusses why they are issues (the <b>WHY</b> part being an important aspect of this section of your write-up). The <b>WHAT</b> (issues) are usually clearly laid out in the case write-up. You may have to work a little more to identify the <b>WHY</b> part.	10	
Project Management Experience	This section should discuss what the consulting team did and/or could have done <b>could have</b> done in addressing the key issues.	25	
Linkage to PMBoK	This section should map the various phases of your project to the Project Management Body of Knowledge.	25	
		<b>/100</b>	

**Discussion Forum Rubric:**

Criteria	Criteria Description	Point Value	Score
Quality of Your Individual Work Initially Posted	Addresses the question completely and in-depth; points are all clearly made and all evidence supports arguments/rationale; clearly has grasp of content and elaborates with explanation and examples.	5	
Quality of your response to the postings of your peers	Responds to peer postings with <b>value added responses</b> (more than “I agree statements”) and supports arguments/rationale.	5	
Participation	Participation within the discussions was of a high degree of engagement and interaction with peers throughout the week.	5	
Timeliness	Generally, you will have a period of 7 days to engage in an online discussion when assigned. A score of “5” will be assigned if your postings/interactions occur <b>across the instructional week</b> (i.e. on <b>4 or more days</b> ) and are of quality. A score of “3” will be assigned if your postings/interactions occur <b>across 2 days of the instructional week</b> , and a score of “1” will be assigned if you post your postings/interactions occur on <b>1 day of the instructional week</b> .	5	
Organization	Organization to include spelling, grammar and correct APA citations as appropriate.	5	
		<b>/25</b>	

**Table I – Tentative Class Schedule of Assignments**

Details for all homework assignments will be posted in eCollege. Getting behind on reading or submission of assignments puts you at risk in terms of completing the course in one semester.

**All assignments are due by midnight, Central Standard Time (CST) on the date indicated.**

<b>Date</b>	<b>Text Chapters--</b>	<b>Assignment(s)</b>
Week 1 08/27 <b>Class Meets</b> <b>08/29</b>	Chapters 1, 2, 3, 4 Individual Case	<b>Submitted for Grade</b> <b>DUE: Sunday 09/02/2012</b> Homework, as assigned (Microsoft Project and SAP Tutorials) Discussion Board, as assigned
Week 2 09/03 <b>Class Meets</b> <b>09/05</b>	Chapters 5, 6, 7 Individual Case <b>Labor Day 09/03/2012</b> <b>No Classes</b>	<b>Submitted for Grade</b> <b>DUE: Sunday 09/09/2012</b> Homework, as assigned Individual Project (Chapters 1-4) Discussion Board, as assigned
Week 3 09/10 <b>Class Meets</b> <b>09/12</b>	Chapters 8, 9, 10 Individual Case	<b>Submitted for Grade</b> <b>DUE: Sunday 09/16/2012</b> Homework, as assigned Individual Project (Chapters 5-7) Discussion Board, as assigned
Week 4 09/17 <b>Class Meets</b> <b>09/19</b>	Chapters 11, 12, 13, 14 Individual Case	<b>Submitted for Grade</b> <b>DUE: Sunday 09/23/2012</b> Homework, as assigned Individual Project (Chapters 8-10) Discussion Board, as assigned
Week 5 09/24 <b>Class Meets</b> <b>09/26</b>	Introduction of Group Projects  Team Building	<b>Submitted for Grade</b> <b>DUE: Sunday 09/30/2012</b> Homework, as assigned Individual Project (Chapters 11-14) Discussion Board, as assigned
Week 6 10/01 <b>Class Meets</b> <b>10/03</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed
Week 7 10/08 <b>Class Meets</b> <b>10/10</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed
Week 8 10/15 <b>Class Meets</b> <b>10/17</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed

Week 9 10/22 <b>Class Meets 10/24</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed
Week 10 10/29 <b>Class Meets 10/31</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed
Week 11 11/05 <b>Class Meets 11/07</b>	Group Projects	Progress reports and portfolio documentation will periodically be requested and reviewed
Week 12 11/12 <b>Class Meets 11/14</b>	Group Projects	<b>Submitted for Grade</b> <b>DUE: Sunday 11/18/2012</b> Final Exam Lessons Learned paper
Week 13 11/19 <b>Class Meets 11/21</b>	<b>Thanksgiving Week Campus closes at 12:00 Noon On Wed. 11/21/2012</b>	<b>NO CLASS NO CLASS NO CLASS</b>
Week 14 11/26 <b>Class Meets 11/28</b>	Group Presentations	
Week 15 12/03 <b>Class Meets 12/05</b>	Group Presentations	<b>Submitted for Grade</b> <b>DUE: Wednesday 12/05/2012</b> Group Project Portfolio (one per team) – electronic and hard copy required
Week 16 12/10	<b>FINALS WEEK</b>	<b>Graduation is on Saturday December 15, 2012</b>