University of San Diego

ITMG 494 Business/IT Project Management
TTH 4:00 – 5:20PM BA 221   Fall 2017

INSTRUCTOR

Name: Dr. Carl M. Rebman Jr., Ph.D.
Office: Coronado 212
Phone: 619-260-4135 [O] , 619-283-6690 [H]
Office Hours: Tuesday 5:20PM – 6:20 PM
                      Wednesday 2:30 PM - 5:30PM
                      Thursday 5:20PM – 6:20 PM
                      other times by appointment

Teaching Schedule: Barcelona 221 10:45-12:05 TTH, 2:30-3:50 TTH, 4:00-5:20 PM TTH
Email: carlr@sandiego.edu
Home Page: http://carl.sandiego.edu

COURSE MATERIALS:
Required Text:

Information Technology Project Management 7/e, Kathy Schwalbe, Course ISBN 978-1-285-84709-2
Getting Started with Project Management Using Microsoft Project 2013, Kristyn Jacobson (series editor Amy Kinser), Pearson 978-0-13-314399-7

Other Readings: May be placed on E-Reserves in the main library or handed out in class.
Required Equipment: One USB memory stick, or other type of backup device for files, to be brought to class **DAILY.**
Other Required Course Materials:
Access to a PC with MS Excel, MS Powerpoint, and MS Project (available upon request from the instructor), and Access to a smartphone or camera

Course Description
Information is traveling faster and being shared by more individuals than ever before. Although project management has been an established field for many years, managing information technology requires ideas and information that go beyond standard project management. By weaving together theory and practice, this course presents an understandable, integrated view of the many concepts skills, tools, and techniques involved in project management. Because the project management field and the technology industry change rapidly, you cannot assume that what worked even five years ago is still the best approach today. This course provides up-to-date information on how good project management and effective use of software can help you manage all types of projects from general, financial, health-care, and information technology.

Students will be introduced into project management techniques for planning and controlling schedules, cost, and quality in information technology design, development, and implementation. Topics will include cost estimating, budgeting, contracting pricing, value analysis, variance analysis, post-completion audits. Students will also be exposed to project management software and industry professionals. Lastly, during this course you will read, review, discuss and report on cases and articles that examine technology intensive business environments and the intricacies of doing business in such environments

Instruction
Several methods of instruction will be used in the course including lecture, computer-generated in-class lectures and demonstrations, student exercises and presentations of intermediate and completed projects. The course will also consist of discussion sessions that will emphasize general approaches to understanding project management concepts and promote a team-based development environment, reflective of real world situations. Students will be involved in hands-on projects that will provide technical skills and encourage learning in a team-based environment.

Written and oral skills are stressed throughout the course in various presentations and intermediate assignment requiring students to outline current development and propose planned project management methodologies. Additionally, some trade books, such as guides to the software etc., will be on a recommended list and excerpts will be provided to students as hand-outs.

Course Topics

- IT and eBusiness Strategy.
- Project Management and Creative Problem Solving in the IT, Financial, and Health-Care Context.
- Business Process Reengineering.
- Enterprise Resource Planning.
- Introduction to Project Management
- The Project Management and Information Technology Context
- The Project Management Process Groups: A Case Study
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management
- Use of Excel for Scenario Generation, Goal-Seeking, Templates, and What-If Analysis
- Microsoft Project 2010/2013

EXPECTED OUTCOMES

As a result of actively participating in this course, the student will be able to:

- Recognize, define, and apply, with at least 70% accuracy key Business/IT project management concepts in several case study evaluations and quizzes.
- Engage in class discussion and demonstrate at least 70% understanding of current business/IT project management issues in industry.
- Successfully apply course concepts in analyzing business/IT project management situations and by developing one project management plan.
- Meaningfully review and critique two project management case studies according the level of appropriate application of project management models.
- Demonstrate advanced knowledge in Excel software for project management use.
- Demonstrate knowledge of Microsoft Project software for business/IT project management use.
- Correctly use vocabulary appropriate for business/IT project management during discussions and on case evaluation, quizzes, and final project.
- Engage in positive and meaningful dialogue with classmates concerning student projects
- Express interest in pursuing further study in business/IT project management during class discussions

TEACHING METHOD

The student is expected to have read materials or completed assignments as listed on the course schedule prior to each class. The class discussions/lectures are intended to illustrate the primary concepts from each section and to provide an opportunity to answer any questions that may result from the readings.

EXAMS/QUIZZES

The format for exams/quizzes will vary between true/false, multiple choice, matching/short answer and computer based. Most quizzes will be announced in advance although you should be prepared for the possibility of an unannounced quiz. The

format for the exams will be primarily computer based with some possible multiple choice questions. There are **NO** make-up exams or quizzes. Students missing a scheduled exam due to a **PRE-ARRANGED** excused absence will be allowed to take a final exam that will count as 50% of his/her final grade.

Absence:
Absence in the event of an officially sanctioned University event, in which the student is a participating member, may be excused if the instructor is notified, in writing, by the faculty sponsor (coach, instructor, etc.) of such activity prior to the absence. *Each student is allowed ONE absence with prior notification and approval and all other absences are **UNEXCUSED**, including doctor's excuses.*

Disability Services
The University of San Diego complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. It is a University of San Diego Disability Services policy that when students are scheduling exams (midterm exams or final exams) in the Disability office, they must submit an "Authorization to Administer Exam" at least one week prior to the exam date. If a student does not give Disability office this notice, the Disability office can deny them the right to the accommodation, as the Disability office is not given adequate time to prepare (and set up office space during established exam scheduling times.) Please provide me (your instructor) with a Letter of Accommodation drafted by the Disability office as soon as possible. There are no retroactive accommodations for Disabled students. As your instructor I am not obligated to provide accommodations until I receive the Letter of Accommodation drafted by the Disability office. If a student does not give the Letter of Accommodation to me (your instructor), within adequate time to make exam arrangements, I am not obligated to fulfill any such request. If you have any questions or concerns about the process please contact, the USD Disability Services office (Serra Hall, Rm 300), phone at 619-260-4655 or via email at disabilityservices@sandiego.edu as soon as possible.

Dishonesty:
You, your colleagues, faculty, staff, and alumni are the University of San Diego. These and many other persons have worked very hard since the founding of USD in 1949 to build a quality university. The philosophy and mission of USD http://www.sandiego.edu/administration/president/insight emphasizes the idea of personal and academic integrity. The following is a synopsis of the academic integrity policy. For more information click on this hyperlink http://www.sandiego.edu/as/resources/integrity.php

"All members of the University community share the responsibility for maintaining an environment of academic integrity since academic dishonesty is a threat to the University. Acts of academic dishonesty include: a) unauthorized assistance on an examination; b) falsification or invention of data; c) unauthorized collaboration on an academic exercise; d) plagiarism; e) misappropriation of resource materials; f) any unauthorized access of an instructor's files or computer account; or g) any other serious violation of academic integrity as established by the instructor."

Academic Dishonesty will not be tolerated in any form. Helping each other study is anticipated. However, only original work will be accepted. There will be no sharing of materials, wearing hats, or using cell phones/PDAs during tests. All assignments unless otherwise noted are individual assignments. **If an incident of academic dishonesty occurs in this course the student could receive a grade of "F" for the semester and could possibly face further disciplinary action.**

Attendance/Participation/Professionalism:
Attendance will be taken on a regular basis. It is in the student's best interest to attend class every day. 100 points are allocated towards ***attendance, class participation, and professionalism***. Failure to be in class when attendance is taken will result in 0 points awarded for that session. This includes being late after attendance has been taken or leaving class early. Furthermore, failure to attend more than 55% of all class sessions may result in failing the course. Lastly keep in mind that attendance, participation, and professionalism are three separate items, that is, you need to more than just show up; you are expected to be prepared and contribute to class activities and discussion. Also engaging in Internet surfing, IMs, games, or sending emails during class will not be tolerated and will result in a reduction in points.

E-Mail
Due to the subject matter of this course it is very important that every student obtain an email account either from the University or from a private provider of the student's selection as various assignments will be need to submitted via email***(REFER TO ASSIGNMENT ONE FOR HOW TO USE PROPER SUBJECT LINE)*** as well as in HARD PAPER COPY. In addition, course announcements may be distributed via electronic format. It is the student's responsibility to check their email account on a regular basis (outside of class) during the duration of the course. It is recommended that students should retain a copy of all email correspondence with the instructor until the end of the semester. ***Unless otherwise directed no email should be sent to the instructor during class sessions.***

Assignments:

Assignments are due at the beginning of the class period. There will be no late assignments accepted unless approved by the instructor. These projects are to be done individually unless otherwise specified and are to be submitted on the assigned due date and the assigned time.

Grade Weights	Percent
Test One	10%
Test Two	10%
Final Exam/Project	25%
Homework/Assignments/Quizzes, and Projects/Presentations	40%
Attendance/Class Participation and Professionalism	10%
TOTAL Points	100%

Grading

During the course of a semester a student might have concerns or challenges and wish to have a grade appeal. This is fine, however, any grade petition/appeal must be done **within two days** after the grade has been returned. All grade petitions/appeals can be done in person but MUST also accompanied with an email petition/appeal submission. All grade petition/appeals must be resolved after one week. *NO GRADES or GRADE PETIITION/APPEALS will be entertained after TWO WEEKS*. Once this time has elapsed the window for grade reconsideration is expired. Please note that no grade appeals will be entertained during a class session, you must either come to me office hours, or contact me via phone or email.

Scale	Percent	Scale	Percent
A+	>97.0%	C	73.0%-76.99%
A	93.0%-96.99%	C -	70.0%-72.99%
A-	90.0%-92.99%	D+	67.0%-69.99%
B+	87.0%-89.99%	D	63.0%-66.99%
B	83.0%-86.99%	D-	60.0%-62.99%
B-	80.0%-82.99%	F	<59.99%
C+	77.0%-79.99%		

Important NOTICE: *This grading scale is extremely strict. You must have the exact minimum number of points to receive the grade you desire, that is exactly 930 is an A, but 96.9 (or 969.9999) is an A-, and so on. Therefore, note that in advance all petitions to round up to the higher point value will be denied.*

The instructor reserves the right to modify or change any part of this syllabus at any time.