CSC 433-001 Information Technology Project Management
Spring 2018  10:00 – 10:50, M/W/F  McKibben Rm 322 (McKibben Education Building)
Dr. David Cook  Office: McKibben 303F  468-2508  cookda@sfasu.edu

CREDIT HOURS:    3
PREQUISITES:    Nine Advanced hours of Computer Science’
GRADE REMINDER:    Must have a grade of C or better in each prerequisite course.

CATALOG DESCRIPTION
This course addresses the need for IT developers and analysts to develop and manage large IT-related projects. This course will cover developmental lifecycles, and discuss requirements collection and analysis. It will also include coverage of multiple areas of IT project management such as quality management, HR management, project scope management, etc. Project management approaches and stakeholder management will also be addressed. May not be used to satisfy computer science requirements for a computer science or computer information systems major or minor.

PURPOSE OF COURSE
This course will provide students majoring in Information Technology with an in-depth understanding of project and project management, as it applies to IT and computer-based systems. The course will include a hands-on project involving group work. The course will parallel material covered in the PMBOK (Project Manager’s Body of Knowledge), but will focus on processes that work for large-scale IT systems development. The course will cover the full lifecycle approach to project management, from feasibility analysis through “lessons-learned” project wrap-up meetings.

OFFICE HOURS:
M 9:30-10:00, 11:00-12:00, 12:30-1:00, 2:15-3:15;  T 11:00-12:00, 1:45-2:45;  W 9:30-10:00, 11:00-12:00, 2:15-2:45;  Th 11:00-12:00
I am also available by appointment as needed. You should make an appointment to see me outside of office hours, but if my office door is open, you are free to drop in. I do require appointments a day in advance for Fridays – and it must be mutually agreed to.

EDUCATIONAL OBJECTIVES
Upon successful completion of the course, students should be able to:
1. Identify the skills and knowledge necessary for project management.
2. Describe techniques of requirements identification, including interviews, observation, questionnaires, and applicable sampling methods.
3. Perform cost/benefit analyses of proposed systems, including comparison of alternative means of system acquisition, such as purchase of commercial off-the-shelf (COTS) software.
4. Demonstrate the use of basic time and size estimation techniques.
5. Describe the roles of various Project Management tools, including the PMBPK (Project Managers Body of Knowledge) processes and procedures
6. Demonstrate an ability to perform risk analysis and configuration management needs for medium to large-scale projects
7. Describe the ramifications of design decisions pertaining to product architecture, data storage and access, and information presentation.
8. Demonstrate the ability to plan and lead a project from initiation to closure.

REQUIRED MATERIALS FOR CSC 433:
Project Management for Engineering and Technology, by David L. Goetsch (Pearson). This is a very good text, and I will closely follow the text in class. Assignments from the book will be given. I will also add additional material to the course in handouts and online reading. I will also be providing the class with an online copy of the PMBOK (Program Managers Body of Knowledge), 5th Edition.

REFERENCES
• PMBOK (Project Managers Body of Knowledge), Project Management Institute Standards Committee, published by the Project Management Institute, 2014.
• Readings in Current Trends
EXAMS: (50% of the course grade)
- All examinations are comprehensive and include material not covered in the textbooks.
- There are two tests, each 15% of the course, plus a Final Exam, worth 20%.
- All test dates will be announced at least two weeks in advance.
- There are no exemptions for the final examination. It is 10:30 – 12:30, Monday May 7th.
- Failure to take the final results in a failing grade in the course.

ASSIGNMENTS: (40% of the course grade).
The assignments consist of homework, projects, group assignments, quizzes and in-class exercises. Unannounced quizzes will be given. ALL assignments must be turned in on D2L – no exceptions.

ATTENDANCE AND PARTICIPATION (10% of your grade).
While attendance is not mandatory, participation in the class is. Extremely poor attendance and/or lack of any class participation can result in the lowering of your grade by a letter. Much of the material I teach is not in the book – I expect you to read the book on your own. I expect you to find and correlate material in the textbook with the PMBOK – each presents a different perspective on IT Project Management, but the two perspectives correlate extremely well.

CONTENT:
Introduction to Project Management .............................................................................................................5
  Basics of Project/Program Management  
  A systems-perspective of PM  
Components of a PM Activity ..........................................................................................................................5
  Feasibility Analysis  
  Gathering and Presenting Facts  
  Process Groups  
Project Initiation and Integration, Using the PMBOK ...................................................................................8
  Starting a project  
  Project Framework  
  Project Charter  
  Initial PM plan  
  Cost and size estimation  
Managing Project Scope ............................................................................................................................4
  Scope Creep  
  Risk Analysis and Risk Management as the Project Progresses  
  Configuration Management  
  Time Management  
Management Aspects ...............................................................................................................................4
  Quality Management  
  HR Management – the Human Side of Project and Project Management  
Other Aspects of Project Management .......................................................................................................4
  Management Styles  
  Communications – both Top-Down and Bottom-Up  
Capstone Project ........................................................................................................................................12
  Description of Project  
  Problem Development  
  Presentation of Results  
Exams (plus final) ........................................................................................................................................3

TOTAL 45

GRADING POLICY:
My grading policy is the standard 90% cutoff for an A, 80% for a B, etc. Grades below 60 will receive an F. I will not raise the cutoffs. I reserve the right to lower the cutoffs by curving the grades – but the 90/80/70/60 cutoffs will never be raised.

NOTE:
You may be given assignments due the last five days of the semester (dead week).
Syllabus Addendum, Spring 2018

Program Learning Outcomes:
Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. Additional information about program learning outcomes may be found online at the Dept of Computer Science web site.

General Student Policies:
Academic Integrity (A-9.1)
Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.
Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Note that if caught copying programs – the minimum grade you will get on the assignment will be 0 (this includes the originator and the copier). I reserve the right to give a negative grade equal to the total number of points in the assignment. Refer to http://www.sfasu.edu/policies/academic_integrity.asp.

Withheld Grades Semester Grades Policy (A-54)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Students with Disabilities
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Acceptable Student Behavior
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic, or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Electronic Devices:
I encourage the use of electronic devices such as tablets, computers, etc. to facilitate your learning. Most of my slides will be posted on D2L prior to class – you are encouraged to download and bring them with you. Note that computers, tablets, phones, etc. are to be used to support learning in my class – not for social media updating, web browsing, texting, doing homework for other classes, etc. If it becomes obvious that you are not using your electronic devices properly and disrupting the learning of other students, I will ask you to stop. After the second warning, I will ask you to leave the class. Note that all devices must be powered off, placed in a backpack or purse, and may not be used during tests. I have had problems with students using the class computers to browse the internet and to perform tasks not related to the class. If this remains a problem – I will ask that that all classroom computers be powered off and the screens turned facing me.