CSC 433 - 001  
Information Technology Project Management  
Spring 2019  

Instructor: Dr. Pushkar Ogale  
Department of Computer Science  
Email: ogalep@sfasu.edu  
Office: Office: 312D STEM  
Phone: (936) 468-2508  

PREREQUISITE:  
9 advanced hours of Computer Science with a C or Better  

CLASS INFO:  
Credit Hours: 3  
Meeting time: 2:00 PM – 3:15PM TR  
Location: STEM 318  

OFFICE HOURS:  
10:00 AM – 12:00 Noon Monday, Wednesday  
1:00 PM – 2:00 PM, 3:30 PM – 4:30 PM Tuesday, Thursday (Other times by appointment only)  

COURSE 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.  

COURSE INTENT:  
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.  

REQUIRED TEXTS/MATERIALS:  
Minimum 16GB USB 3.0 Flash Drive  
Project Management for Engineering and Technology, by David L. Goetsch (Pearson). An online copy of the PMBOK (Program Manager’s Body of Knowledge), 5th Edition may also be provided.  

GRADING CRITERIA: Overall grade will be based on the performance on the following components  
1) Attendance - 5 % (Bonus for full attendance)  
2) Quizzes - 10 %  
3) Assignments/Project - 30 %  
4) Examination 1 - 15 %  
5) Examination 2 - 15 %  
6) Final Examination - 30 %  

EXAMINATIONS: (60% of the course grade) – multiple choice, short answer, problems, programs  
Exam 1 15%  
Exam 2 15%  
Final Examination – Comprehensive 30%  

NOTE:  
Valid student ID cards must be presented on each examination day. (No ID, No exam, Grade of zero)  
There are no exemptions from the final examination and no changes in taking the final examination. Check the final exam time. If the final exam time is a problem, you need to drop this course.  

ASSIGNMENTS:  
Assignments total 30% of the course grade and would typically be a large project that has to be completed in a team environment. There will be Project Management aspects to this project as well as the actual delivery of the project.  

ATTENDANCE:  
Attendance and constructive class participation – expected. Students who have full attendance except for one unexcused absence will qualify for 5% bonus grade. Students traveling for University business/events and those out sick will be excused after they turn in a medical note of absence or University related activity letter from the appropriate authorities.  

QUIZ:  
There will be 8 total Quizzes as per the schedule (tentative) and will constitute 10% of course grade.
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 (interview, observation, questionnaire, 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.

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

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.

- Students majoring in the Department of Computer Science may access program learning outcomes at http://www.sfasu.edu/academics/colleges/sciences-math/computer-science/about/accreditations
- Students majoring in the College of Business may access program learning outcomes at http://www.sfasu.edu/cob/ug-plo.asp

CLASS INFORMATION AND POLICIES
Department of Computer Science, STEM 312, 468-2508

Attendance: Seating assignments will be made, and roll will be taken regularly. Attendance may be taken into consideration for your final grade. If you come to class, you are expected to be present and awake the entire class period unless you have been given permission to leave early. If you are absent from class, please make sure to get notes from a classmate. There will be no smoking, no chewing of tobacco, no eating or drinking, no bare feet, and no cell phone use during class. Cell phones and other electronic communication devices must be turned off during class. Possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero. No disruptive behavior including offensive language will be tolerated in a computer science facility or related activity. Such behavior may result in administrative removal from class. Only students officially registered for the course and approved assistants may attend class. Please do not walk across the front of the room after the class has started. Students entering the classroom after the lecture has started should sit in the back.

Examination Policy: All class examinations are considered to be a major part of the course work upon which a large part of the course grade
depends. There are NO make-up exams! Class examinations will be announced at least two classes prior to the examination. If you have a conflict with another university event, you must contact me well in advance of the examination. In case of an extreme emergency, contact me before the scheduled examination. Failure to do so may result in an examination grade of zero. There are no exemptions for the final examination and no changes in taking the final examination. All students must take the final exam. A zero on the final exam will result in an F in the course. Check the final examination time. If the final examination time is a problem, you need to drop this course. Once the first person has left the room on the day of an examination, no one else will be permitted to begin the exam.

Assignment Policy: All assignments are due at the announced time on the specified due date. Assignments will not be accepted late. If you have a conflict, please contact me in advance. You should turn in your homework assignments done neatly, clearly, and to the best of your ability. Follow all the instructions given. You will lose points for failure to follow instructions. Any work turned in to my box should be dated and timed by the CSC department staff. Please ask nicely. DO NOT slide any work under my office door or under the door to the Computer Science offices. PLEASE NOTE: You may be given assignments during the last five class days of the semester.

Software Policy: Disciplinary action will be taken against individuals who perform unauthorized duplication of software or who are involved in the unauthorized use of duplicated software. Such action may make it impossible for you to successfully complete this course.

Computer Laboratory Usage: Students utilizing equipment in university computing laboratories are expected to read and abide by all posted policies for the laboratories. Please note that no children and no pets are permitted in university computing laboratories.

Drop Policy (Univ.): The official university add/drop policy is located at: http://www.sfasu.edu/policies/add_drop.asp. If you have questions concerning registration, add/drop or the withdraw process, contact the Registrar at (936) 468-2501 or E-mail: REGISTRAR@SFASU.EDU. The Registrar is located on the 2nd floor of the Rusk building.

Special Accommodation Requests: 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/

Students with special accommodation requests have the responsibility to immediately initiate a meeting with the instructor to discuss how the special accommodations will be provided. Students who are aware of these special needs at the beginning of the semester must inform the instructor in person before the twelfth class day about any class activity, which will require special accommodations.

Computer Account Policy: All assignments that require the use of the University Computer must be done under the computer account that is assigned to you in this class. You should NOT do other class assignments in this account, and you should NOT do assignments from this class in other accounts. Failure to abide by the above statements will mean that you will receive a grade of F in this course.

Academic Integrity: 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.

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. All instances of academic dishonesty will be reported to Office of the Dean of the student’s major. This report shall be made part of the student’s record and shall remain on file with the Dean’s office for at least four years. Instances of academic dishonesty may also be reported to the University Committee on Academic Integrity. A student who wishes to appeal decisions related to academic integrity follows procedures outlined in University policy A-9.1. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

If in the instructor’s judgment an instance of academic dishonesty on an examination has occurred, a grade of zero will be assigned as the examination grade and a minimum of one (1) letter grade will be lost in the course grade. Possession of a cell phone or other electronic communication device during an exam will result in an examination grade of zero. A course grade of F may be assigned depending on the situation. A student found cheating on an examination may not drop the course. If a student is judged to be cheating on any part of a homework assignment or quiz, the student will receive negative points equal to the value of the entire homework/quiz. A negative grade will not be replaced by any possible bonus assignment. Both person who did the work (homework, quiz, test) and the person copying the work will be considered as cheating. A recurrence of this by any individual will result in a grade of F in the course. DO YOUR OWN WORK!!!!! Do NOT show your code to other students!!!

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
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.

Schedule

<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tuesday, January 22, 2019</td>
<td>Introduction, Syllabus, policies, schedule, D2L, e-mail</td>
<td>Read Chapter 1/Slides</td>
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<tr>
<td></td>
<td>Thursday, January 24, 2019</td>
<td>Chapter 1 - Overview of Project Management</td>
<td>Read 1</td>
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<tr>
<td>2</td>
<td>Tuesday, January 29, 2019</td>
<td>Chapter 2 - Roles and Responsibilities of PMs</td>
<td>Quiz1: Chapter 1</td>
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<td></td>
<td>Thursday, January 31, 2019</td>
<td>Chapter 2 – Roles and Responsibilities of PM Team Select Team members/Share Project Ideas</td>
<td>Read Chapter 2/Slides</td>
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<tr>
<td>3</td>
<td>Tuesday, February 5, 2019</td>
<td>Chapter 3 – Project Initiation</td>
<td>Quiz2: Chapter 2, Read Chapter 3</td>
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<td></td>
<td>Thursday, February 7, 2019</td>
<td>Chapter 3 – Project Initiation + Approval for Project</td>
<td>Read 3 (Requirements &amp; Configuration Management Handouts)</td>
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<td>4</td>
<td>Tuesday, February 12, 2019</td>
<td>Project Presentation 1: Project Charter/Stakeholder Registry</td>
<td>Quiz3: Chapter 3</td>
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<td>Thursday, February 14, 2019</td>
<td>Chapter 4 – Project Planning - The Schedule</td>
<td>Read Chapter 4/Slides</td>
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<td>5</td>
<td>Tuesday, February 19, 2019</td>
<td>Project Presentation 2: WBS and Schedule - 7 teams</td>
<td>Quiz4: Chapter 4</td>
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<td></td>
<td>Thursday, February 21, 2019</td>
<td>Chapter 5 – Project Planning - Cost Estimate &amp; Budget</td>
<td>Read Chapter 5/Slides</td>
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<td>6</td>
<td>Tuesday, February 26, 2019</td>
<td>Chapter 6 – Project Planning: HR &amp; Communication Plans</td>
<td>Read Chapter 6/Slides</td>
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<td></td>
<td>Thursday, February 28, 2019</td>
<td>Exam 1 – Chapters 1, 2, 3, 4</td>
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<tr>
<td>7</td>
<td>Tuesday, March 5, 2019</td>
<td>Project Presentation 3: Cost/Budget/HR/Communication Plan - 7 teams</td>
<td>Quiz5: Chapter 5</td>
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<tr>
<td></td>
<td>Thursday, March 7, 2019</td>
<td>Chapter 6 – Project Planning: Procurement &amp; Quality Plans</td>
<td>Read Chapter 6, HW4: Chapter 4</td>
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<td>8</td>
<td>Tuesday, March 12, 2019</td>
<td>Chapter 7 – Project Planning: Risk Management Plan</td>
<td>Quiz6: Chapter 6, Read Chapter 7/Slides</td>
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<td></td>
<td>Thursday, March 14, 2019</td>
<td>Project Presentation 4: Procurement, Quality &amp; Risk Assessment Plan - 7 teams</td>
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<td>9</td>
<td>Tuesday, March 19, 2019</td>
<td>Spring Break</td>
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<td></td>
<td>Thursday, March 21, 2019</td>
<td>Spring Break</td>
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<td>10</td>
<td>Tuesday, March 26, 2019</td>
<td>Chapter 8 – Project Execution: Build the Project Team</td>
<td>Read Chapter 8</td>
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<tr>
<td></td>
<td>Thursday, March 28, 2019</td>
<td>Chapter 8 – Project Execution: Build the Project Team</td>
<td>Read 8</td>
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<tr>
<td>11</td>
<td>Tuesday, April 2, 2019</td>
<td>Project Presentation 5: Project Team Charter, Team Assessment, Identify Training Needs</td>
<td>Quiz 7: Chapter 7 &amp; 8</td>
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<td></td>
<td>Thursday, April 4, 2019</td>
<td>Chapter 9 – Project Execution: Procurements</td>
<td>Read Chapter 9/Slides</td>
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<td>12</td>
<td>Tuesday, April 9, 2019</td>
<td>Chapter 9 – Project Execution: Procurements</td>
<td>Read 9, Quiz 8: Chapter 9</td>
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<td></td>
<td>Thursday, April 11, 2019</td>
<td>Exam 2 – Chapters 5, 6, 7, 8</td>
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<td>13</td>
<td>Tuesday, April 16, 2019</td>
<td>Chapter 10 – Project Monitoring &amp; Control</td>
<td>Read Chapter 10</td>
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<td>Thursday, April 18, 2019</td>
<td>Easter Holiday</td>
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<td>14</td>
<td>Tuesday, April 23, 2019</td>
<td>Chapter 11 – Project Closeout</td>
<td>Read Chapter 11</td>
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<tr>
<td></td>
<td>Thursday, April 25, 2019</td>
<td>Chapter 11 – Project Closeout</td>
<td>Read 11</td>
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<tr>
<td>15</td>
<td>Tuesday, April 30, 2019</td>
<td>Project Management: People Functions</td>
<td>Quiz 9: Chpt 10 &amp; 11, Read Section Slides</td>
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<td></td>
<td>Thursday, May 2, 2019</td>
<td>Project Management: People Functions</td>
<td>Read Section Slides</td>
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<tr>
<td>16</td>
<td>Tuesday, May 7, 2019</td>
<td>Final Project Presentation: 20 Min per team + Q&amp;A</td>
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<td></td>
<td>Thursday, May 9, 2019</td>
<td>Final Project Presentation: 20 Min per team + Q&amp;A</td>
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<tr>
<td>17</td>
<td>Tuesday, May 14, 2019</td>
<td>Final Exam Comprehensive 1:00 - 3:00 PM</td>
<td>STEM 318</td>
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