

**IT 450 Project Management
Oct 2009**

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During class, use of cell phone or other unrelated electronic devices are not authorized. Please ensure they are turned off prior to class.

COURSE CONTENT: The course is designed to provide students with an overview of the project management process followed by an in-depth examination of the activities needed to successfully initiate, plan, schedule, and control the time and cost factors of the project.

TEXTBOOK: Project Management: Achieving Competitive Advantage, by Jeffrey K. Pinto, Pearson/Prentice Hall, 2007. ISBN#9780132229678.

EQUIPMENT: A hand-held scientific calculator is required.

EVALUATION

**GRADING
STANDARDS**

Exam 1	25%	90–100	A
Exam 2	25%	80–89	B
Assigned Problems/class participation	25%	70–79	C
<u>Individual Project</u>	<u>25%</u>	60–69	D
Total	100%	0–59	F

ACADEMIC CONDUCT: Cheating on examinations, submitting work of other students as your own, or plagiarism in any form will result in penalties ranging from an **F** on the assignment to expulsion from the university, depending on the seriousness of the offense.

CLASS PARTICIPATION/ ATTENDANCE: Due to the complexity of this course, students are expected to attend all scheduled classes. Students who are absent or late are responsible for arranging make up on missed materials. Missed exams have a 20% penalty unless an appropriate, prior excuse is given to the instructor and must be completed by the make-up date agreed upon. Unexcused absence will also result in loss of Assigned Problems/class participation grade, see below.

If you read the chapters as assigned, review slide presentations during class, listen, interact and take notes, then this course will be beneficial to you and you will succeed.

The instructor reserves the right to alter the content of this syllabus at anytime with due notification to the students.

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HOMEWORK AND READING ASSIGNMENTS:

- Students are to complete all homework/reading assignments prior to class. Homework will be turned in for a grade prior to class
(Failure to turn assignments in on time will result in loss of grade. In case of an excused absence, work must be emailed to instructor prior to class.)
- Classroom time will be spent discussing *highlights* of what you have read and to review homework assignments

MAJOR TOPICS:

- Introduction
- The Organizational Context
- Project Selection and Portfolio Management
- Leadership and Project Manager
- Scope Management
- Project Team Building, Conflict, and Negotiation
- Risk Management
- Cost Estimation and Budgeting
- Project Scheduling
- Resource Management
- Project Evaluation and Control
- Project Closeout and Termination

MINIMUM STUDENT COMPETENCIES:

1. Explain or define terminology associated with project planning and scheduling including: project, project management, project life cycle, typical phases of project planning and execution, work breakdown structure, and scheduling terms.
2. Develop and defend the appropriate plans and documentation needed to initiate a project including project charter, scope, team organization, work authorization system, and change control system.
3. Working from case studies, analyze project requirements and develop a work breakdown structure for the project.
4. Prepare both manual and computerized schedules and resource allocation information for a project.
5. Analyze project time requirements and adjust the schedule to account for scope changes, resource constraints, and project problems.
6. Analyze cost requirements and develop a project budget.
7. Demonstrate awareness of contemporary project management literature.

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COURSE SCHEDULE

I. WEEKEND #1

- a) Reading assignment: Chapters 1 through 6
- b) **Homework Assignment:**
 - i) Chapter 1 Case Study 1.1
 - ii) Chapter 2 Case Study 2.3
 - iii) Chapter 3 Discussion Questions 1, 4, 6
 - iv) Chapter 4 Discussion Questions 5, 7
 - v) Chapter 5 Discussion Questions 3, 5
 - vi) Chapter 6 Case Study 6.2
- c) Organize Project Teams
- d) Students select Projects

II. WEEKEND #2

- a) **EXAM #1: Chapters 1 through 6, scheduled for Saturday morning.**
- b) Reading assignment: Chapters 7 through 10
- c) **Homework Assignment:**
 - i) Chapter 7 Discussion Questions 4, 5, 6
 - ii) Chapter 8 Page 272 Problem 1, 2
 - iii) Chapter 9 Discussion Questions 1
 - iv) Chapter 10 Case Study 10.1

III. WEEKEND #3

- a) Reading assignment: Chapters 11 through 14
- b) **Homework Assignment:**
 - i) Chapter 11 Discussion Questions 3, 8, 11
 - ii) Chapter 12 Internet Exercise 2
 - iii) Chapter 13 Discussion Question 3, 6
 - iv) Chapter 14 Case Study 14.2
- c) **Projects are due Sunday**
- d) **EXAM #2: Chapters 7 through 14, scheduled for Sunday**

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PROJECT: Team presentations will be graded on oral and visual presentation of material and mastery of subject matter.

1. Each project team will be composed of at least 3 members.
2. Each project team will select a project to develop for the course.
3. Several of the chapters in the text have an Integrated Project Exercise at the end of the chapter. Reviewing the Integrated Project Exercise should assist the team in completing the project.
4. You may choose any project that you wish to develop.
5. Each project must consist of the following elements:
 - a. Assume this to be a "real world" project.
 - b. Determine the stakeholders that would be involved.
 - c. Develop a risk assessment of your project.
 - d. Develop a budget for your project.
 - e. Develop a critical path analysis.
 - f. Present your critical path analysis in Gantt chart form, pg 319.
 - g. Defend your decisions and choices in a written report containing all of your back up information.
6. Some class time will be utilized to coordinate projects with team members.