

MSIS 4033, Information Systems Project Management Spring 2017

Instructor: Simon Ringsmuth
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I will respond to email between 7:30am-4:00pm on weekdays, excluding University holidays.
I will NOT respond to email in the evenings and on weekends.

Phone: 405-744-1000
Office Hours: Monday and Wednesday, 10am-11:30am, or by appointment
Class Info: Tuesday and Thursday, 9am-10:15am, 355 Physical Sciences
Finals Week Class: Thursday, May 11, 8am-9:50am 355 Physical Sciences

Textbook: *Information technology project management, 8th edition.*
Schwalbe, K. (2016) Boston, MA: Cengage
ISBN: 978-1-285-45234-0

All materials related to the course including grades will be posted on Brightspace (my.okstate.edu).

Email Communication: To ensure a prompt response to email communication with me, you are expected to put "4033" in your subject line as a prefix. For example, your subject line could be: 4033: Question About Chapter 3 Quiz or 4033: Going on Vacation Next Month. All relevant class news and updates will be posted to Brightspace. I will not send out notifications via email.

Course Information

Course Description:

The purpose of this course is to help you gain an understanding for all aspects of the growing field of Project Management. Organizing a team, developing a budget, creating a timeline, managing stakeholders, assessing risk, and delivering a finished product are all essential elements of managing a project, in addition to many other factors which we will explore in the coming semester. This course is presented in a Flipped model, which means the lecture portions are presented on videos that you must watch before coming to class. Our time in class will be spent discussing concepts from the videos, doing hands-on exercises, engaging in group work, etc. Thus, your presence is necessary at every class session. Simply watching the videos will not be enough to get you through the class.

Course Goals and Objectives:

At the end of this course, students will...

- Develop a working knowledge of what Project Management is and why it is important
- Understand the challenges and constraints of project management in an information technology setting.
- Understand the importance of the triple constraint and how it affects successful projects
- Learn how to mitigate various risk factors in a project
- Analyze a real-world project management Case Study and present your findings to the class
- Create the framework for a real-world OSU IT project and present your plans to the class.

Weekly Template

Each week will follow this pattern, though things will be different during the weeks that we are doing in-class group presentations. For success in this class do the following...

- Read the week's chapter
- Watch the video lectures while taking notes (similar to a traditional college lecture)
- Read or watch the supplemental materials (links, PDFs, video clips, etc.) posted to Brightspace
- Take the chapter quiz no later than 11:59pm on Monday night
- Come to class on Tuesday to discuss the material from the textbook and video lectures
- Turn in notes at the end of each class session for a grade
- Meet with your group on Thursday to work on your Case Study and OSU IT Project assignments

Instructor Expectations

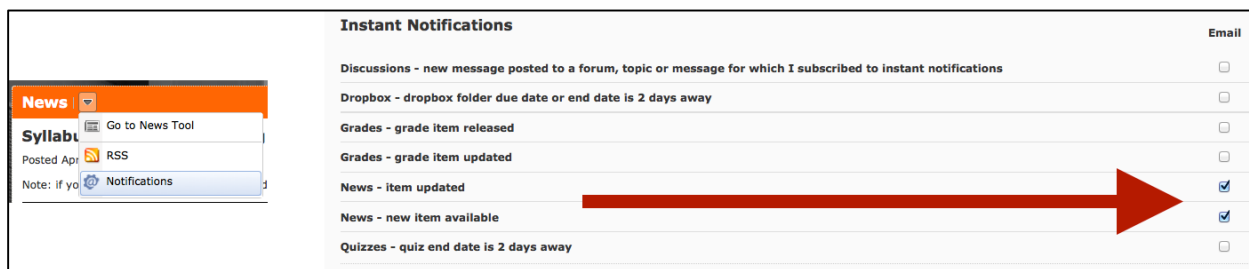
As the instructor of MSIS 4033, you can expect me to provide you with a positive learning experience. I will come to class on time prepared to help you learn about project management through the use of discussion and hands-on activities designed to work in concert with the information you glean from the pre-recorded video lectures. I will strive to create a dynamic learning environment where you are engaged with the course materials. You can expect me to be attentive to your needs, and respond in a timely manner to your emails.

Student Expectations

As with most things in life, what you get out of this course depends greatly on the effort you put in to it. You can expect to spend roughly two hours per week watching pre-recorded video lectures outside of class, and then come to class prepared to discuss, work in groups, and dig deeper into the information from the lectures with your peers. You are expected to be an active participant, and the other students in class will benefit from your presence. You are also expected to take notes and answer discussion questions during our in-class sessions, which you will turn in for a grade (see "In-Class Notes" below for details). Finally, students are expected to come to class with a laptop or mobile device, if you have one available.

Brightspace

In addition to video lectures, case studies, and supplemental materials, I will often post news and updates to Brightspace which you can access at my.okstate.edu. You will need an active O-Key account to login, and you can find more information at my.okstate.edu. I will NOT send announcements out over email. Instead, I will post them to Brightspace and you may customize your Notifications on Brightspace to have information and updates sent directly to your email (see example below).



Quizzes

There will be one quiz for each chapter, and you are expected to complete each quiz on your own time using Brightspace. The window for each quiz will close at 11:59pm on the Monday of the week we are studying the corresponding chapter. Quizzes comprise 30 randomly-selected true/false and multiple choice questions based on the video lectures as well as our in-class discussions and exercises. You will be given 40 minutes per attempt (50 minutes for the Chapter 12-13 quiz), and allowed to take a quiz a maximum of two times. The average of your two attempts will be your grade. Naturally, if you get 30/30 on your first try you might not want to take it a second time and risk lowering your grade.

Since quizzes are administered online, I will not accept any excuses for not taking a quiz and no make-up attempts will be allowed. You are expected to plan your time accordingly, and work around other time commitments in a responsible and professional manner.

Assignments

In addition to your quizzes, you will complete three major assignments in this class:

1. A self-introduction which can be either a PowerPoint or short video
2. A group project management case study analysis, to be presented to the class.
3. A group project management scenario involving a hypothetical upgrade to OSU's information technology systems, which will also be presented to the class.

In-Class Notes

Class days are divided into two categories: Chapter Lessons and Group Work Days. Each Tuesday we will cover material from that week's chapter in the form of individual and small group exercises, case study examples, working through various scenarios, and in-class demonstrations of some of the information. On these days you are expected to take notes using templates that are provided by the instructor, which you will turn in at the end of each in-class session for a grade. See "Class Attendance" below for additional details.

Presentations

Due to the nature of the job, Project Managers will often find themselves speaking and presenting in front of a group of people. To that end, your Midterm and Final projects in this class involve in-class presentations wherein you will present the results of your group projects to your classmates. You will also be required to submit peer reviews for each of the presentation sessions, which means attendance on the days your group is not presenting is part of your grade. These Peer Reviews are designed to give you feedback about your presentations from individuals other than the instructor, with the goal of helping you improve your presentation skills to be a more effective Project Manager. These Peer Reviews fall under the category of "In-Class Notes" and the same absence policy applies as it does to the other In-Class Notes.

Extra Credit

There is one, and only one, opportunity for extra credit in this class. To raise your overall class grade by 2% you may participate in a presentation coaching session offered by the Low Library:

info.library.okstate.edu/presentationcoaching

Project Managers encounter situations regularly in their daily work environment where they must present information in front of other people. Coaches at the library work with individuals or groups of students and discuss various criteria such as voice, body language, and other elements that will help you be a better presenter. You will receive a signed completion form after visiting with the presentation coaches which you will turn in to Professor Ringsmuth for extra credit, and if you visit as a group each one of you must turn in your own individual form. Visit the link above to schedule a time to meet with them, and you may do this at any time in the semester prior to your final presentation at the end of class.

Group Work

Due to the Flipped nature of this class each Thursday is set aside to give your time to work together. Your team will have the entire class session to communicate, collaborate, and complete the deliverables for the case study and OSU IT project. While attendance in our physical classroom on Thursdays is not required, your team is expected to meet during this time either in class or at a location of your choosing. If you are unable to attend class on Thursday you are expected to communicate with your team members so they are aware of your absence. Your team will have a private discussion board on Brightspace where you can discuss your assignments, but you are free to utilize other communication methods (texting, group-based apps, social networks, etc.) as well. At the end of the Case Study and OSU IT Project you will be given the opportunity to grade your fellow group members based on their participation in the assignments. They will also give you a grade, and the average of your group's grade for a given member will be the grade he or she receives. These can be appealed, and if you believe you have been graded unfairly please see the instructor.

Group Members

You will be randomly assigned to a group for this course, and your group will work together to complete the Case Study Analysis. It is critical that your group performs well, and when determining points earned for team participation I will consider the performance and participation of *all* team members.

I expect the following in terms of your team participation:

- Communicate promptly to emails, texts, calls, etc. from team members and the leader of your team.
- Attend all meetings of the team. I do understand that class conflicts, study requirements, etc. must be a higher priority occasionally but it shouldn't be an excuse to blow-off your team responsibilities.
- Be prepared with information for team meetings and discussions.
- Keep your commitments to the team for assigned tasks.

- Communicate honestly and proactively about team issues and conflicts.
- Make a full commitment to the team's success.

Following the Case Study Analysis all groups will be disbanded and students will select their own groups for the OSU IT Project. Students may opt to keep the same group members or choose new groups if they desire. All the same expectations and policies will still apply.

Group Leaders

Each group must select a Leader who will be responsible for making sure the group functions in a productive manner. The Leader will be responsible for such things as:

- Submitting all assignments to their appropriate Dropboxes on Brightspace.
- Deciding, with input from the group, how the group will communicate.
- Assigning tasks to team members and monitoring the progress of that work so that assignments are completed on-time and as assigned. This includes providing feedback and guidance to team members.
- Deciding, with input from the group, where the group will meet on Thursdays or at any other time.
- Submitting weekly Progress Reports on Thursday.
- Communicating needs of the team to the instructor.

How to get an A in this class

- Take notes while watching the video lectures, the same as you would in a traditional class.
- Use your notes as you take the quizzes.
- If you get a lower grade on a given quiz than you want, re-take the quiz.
- Attend all class sessions, and answer the comprehension questions on the note sheets.
- Take an active role in your group project.
- Do not wait for someone to tell you what to do. Make it your responsibility to just get things done.
- Rehearse your group presentations before coming to class.

Grade Breakdown

Item	Quantity	Weight (%)
Chapter Quizzes	12	25
Class Notes (Including Presentation Peer Reviews)	12*	20
Self-Introduction PowerPoint	1	5
Case Study Analysis	1	20
OSU IT Project	1	25
Group Participation	2	3
Progress Reports		2

**We will cover the book's 13 chapters in 12 in-class sessions (Chapters 12 and 13 are combined into one session) but you will only be graded for 10 sets of in-class notes. This means you are allowed to miss two in-class sessions, including the group presentation peer reviews, with no grade penalty.*

I use a weighted grading system in this class, which essentially means that individual points are irrelevant. For example, the Case Study and the IT Project are each assigned 100 points, but the former is worth 20% of your final grade while the latter is worth 25%. Individual quizzes are worth 30 points each, but all quizzes are collectively worth 25% of your final grade. To calculate your final grade look at how well you are doing on various assignments and how much that grade factors into your final; simply adding up point values will not work.

Late Work Policy for Self-Introduction PowerPoint, Case Study, and OSU IT Project

You will be given ample time to complete all work on these assignments in a timely manner. Failure to complete any part of an assignment on time will result in a 20 percent deduction on that grade item for the first 24 hours it is late. Late work will be given no credit if submitted after the 24-hour grace period. However, special accommodations may be made in the event of unforeseen or otherwise extraneous circumstances (unexpected emergencies, death in the family, etc.). It is your responsibility to contact me about any

accommodations you may need IN ADVANCE, and no reprieve will be granted if you contact me after the due date.

Late work will not be accepted for quizzes, in-class assignments, or weekly progress reports.

Course Policies

(Any not covered here or on Brightspace will follow SSB/OSU Policy to the letter.)

Class Attendance

Each course section builds on previous material so it is essential that you attend every class period. Class discussions and contributions from class members add depth and interest to class sessions, and you are needed to contribute your share. Material supplemental to the text will be presented in class, and you are responsible for taking notes which will be turned in for a grade. We will cover the book's 13 chapters in 12 in-class sessions (Chapters 12 and 13 are combined into one session) but you will only be graded for 10 sets of in-class notes. Peer Reviews fall under the same category as Class Notes, which means you are allowed to miss two in-class sessions (either Tuesday classes or presentation peer reviews) with no grade penalty.

Special Accommodations

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of his or her disability and to request accommodations. If any member of a class thinks that he/she has a qualified disability and needs special accommodations, he/she should notify the instructor and request verification of eligibility for accommodations from the Office of Student Disability Services, 315 Student Union. Please advise the instructor of such disability as soon as possible, and contact Student Disability Services, to ensure timely implementation of appropriate accommodations. Faculty have an obligation to respond when they receive official notice of a disability but are under no obligation to provide retroactive accommodations.

Academic Integrity

I will follow OSU's Commitment to Academic Integrity: "***I will respect OSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community.***" I expect all students to follow this commitment as well.

The **academic integrity policy** recognizes the obligation of all OSU faculty and **students** to **understand**, **communicate**, and **abide by** the standards of academic integrity.

See: <http://academicintegrity.okstate.edu/> and see **Academic Integrity Policy and Procedures**

<http://academicintegrity.okstate.edu/doc/2-0822-ai.pdf>

See also: Academic Integrity Guidelines for OSU Students

http://academicintegrity.okstate.edu/aistudents.htm?option=com_extcalendar&Itemid=59

What I will do IF I detect cheating. If I have evidence that would convince a reasonable third party that the student "*more likely than not*" cheated on an exam, plagiarized (copied other's work) or committed some other academic integrity violation, my first move will be to contact the Office of Academic Affairs to obtain the services of an academic integrity facilitator and then to inform the student in writing (using the Academic Integrity Violation Notification form) of the charge, eventually setting up a meeting with the student and the facilitator. The academic integrity policy no longer requires proof of the student's "intent" to cheat.

Week	Topic	Due Date/Time
Jan. 15-21	MSIS 4033 Overview Begin Assignment 1: Introduction DUE: Assignment 1 Self-Introduction	11:59pm Jan. 21
Jan. 22-28	Chapter 1 – Introduction to Project Management Begin Case Study Analysis	
Jan. 29-Feb. 4	Chapter 2 - Project Management in an IT Context	
Feb. 5-11	Chapter 3 – Process Groups Case Study DUE: Case Study Summary, Organization Information	11:59pm Feb. 11
Feb. 12-18	Chapter 4 – Integration Management	
Feb. 19-25	Chapter 5 – Scope Management DUE: Case Study Triple Constraint Analysis, Lessons Learned	11:59pm Feb. 25
Feb. 26-March 4	Chapter 6 – Time Management DUE: Case Study PowerPoint	11:59pm March 4
March 5-11	Group Presentations in Class March 7: Shoebills, Egrets, Honey Badgers, Mole Rats, Koalas, Wetas, Isopods, Geckos March 9: Dunnarts, Francolins, Toucans, Blobfish, Cassowaries, Pangolins, Axolotls	
March 12-18	Spring Break - No Class	
March 19-25	Chapter 7 – Cost Management Begin OSU IT Project Change Group Assignments	
March 26-April 1	Chapter 8 – Quality Management	
April 2-8	Chapter 11 – Risk Management DUE: OSU IT Project Business Case, Charter	11:59pm April 8
April 9-15	Chapter 9 – Human Resource Management	
April 16-22	Chapter 10 – Communications Management DUE: OSU IT Project Risk and Quality Management Plans	11:59pm April 22
April 23-29	Chapter 12, 13 – Procurement Management, Stakeholder Management DUE: OSU IT Project PowerPoint	11:59pm April 29
April 30-May 6	Group Presentations in Class May 2: Axolotls, Pangolins, Cassowaries, Blobfish May 4: Toucans, Francolins, Dunnarts, Geckos	
May 11 8am-9:50am	Group Presentations in Class Isopods, Wetas, Koalas, Mole Rats, Honey Badgers, Egrets, Shoebills Presentations during finals week will be in our regular class location	