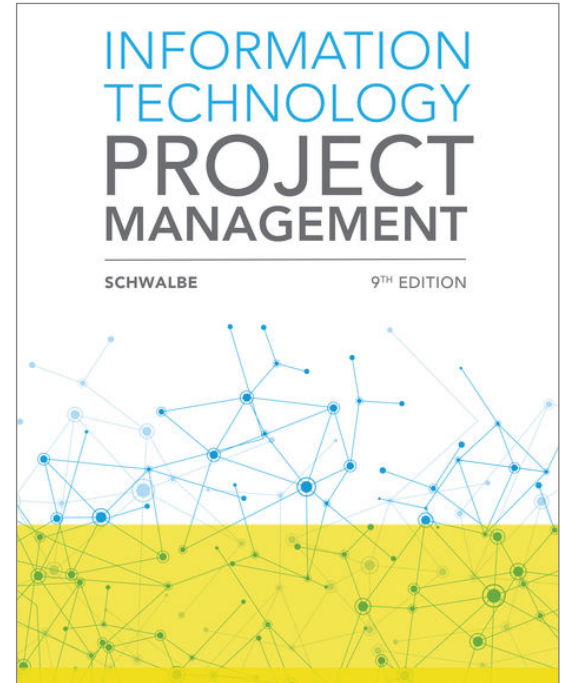# MSIS 4033

Information Technology Project Management
9:00-10:15am, Tues/Thurs, 040 Business Building

Why This Class is Important:

Project Management is one of the fastest-growing fields in the IT industry today. In an increasingly high-tech work environment, companies need skilled individuals who can guide the successful execution of projects by managing various stakeholders, creating schedules, drafting budgets, setting metrics for quality, monitoring and controlling the status of any given project, and much more. Project Managers are in high demand, and are well compensated for their time and expertise. The Project Management Institute predicts that there will be 22 million new Project Management job openings through 2027, many of them in the IT field.

This class will help you get a good job and set you on a path for personal and career success.

Textbook:

Information Technology Project Management, 9th Edition. Schwalbe, K. (2016) Boston, MA: Cengage. ISBN: 978-1-285-45234-0

Instructor:

Simon Ringsmuth, 301 PIO Building
simon.ringsmuth@okstate.edu
(405) 744-6757

Wellness Statement:

You are important to me. If at any time you feel that you need to talk or that there is something you are unable to manage about college life, please see me. We can discuss your struggles, and if you need additional help I can refer you to the appropriate service. Do not let your physical or mental health suffer because of this class or anything else you might encounter during your time here at OSU.

Course Information

This course is presented in a Flipped format, which means your homework is to watch lecture videos (roughly 1.5 hours per week) and read the textbook, and then come to class to apply what you have learned. I hold you accountable for the videos and textbook through weekly quizzes. Success is easily attainable, but requires your participation and engagement.

Things will be a bit different for Spring 2021, but my goal is to make this class every bit as engaging and effective as any other semester. Students may choose to attend face-to-face or online. All face-to-face sessions will be recorded and posted to Canvas, and anyone attending online will be able to watch the videos and do the work just like the face-to-face students. Students who attend online will get the same quality of education as those who attend in person.

Communication

I do my best to prioritize emails from my students, and to help make sure I answer your questions as soon as possible make sure to put "4033" in the subject line of your email. For example:

4033: Question about Chapter 3 Quiz

4033: On vacation next week

Class news and updates will be posted to the Announcements section on Canvas. I do not send out all-class notices via email.

Course Objective	Program Learning Goal
Develop a working knowledge of what Project Management is and why it is important to modern businesses and organizations	Business knowledge and competency
Understand the challenges and constraints of utilizing Project Management skills in an information technology setting	Technical competence
Understand the importance of the triple constraint and how it affects successful projects	Critical thinking
Identify the ten basic knowledge areas of project management and explain how they apply in a variety of organizational settings	Critical thinking Business knowledge
Work in a team to write papers, design presentations, and, meet deadlines	Teamwork
Analyze a real-world project management Case Study	Critical thinking
Create the framework for a real-world IT project	Business knowledge and competency
Present Case Study findings and IT Project plans to the class in a professional setting	Oral communication

How to get an A in this class

- Take notes while watching the video lectures, the same as you would in a traditional class.
- Attend all class sessions, and answer the comprehension questions on the note sheets.
- 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.
- 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 the presentation day/time.

Office Hours

All my Office Hours sessions for Spring 2021 will be virtual via Microsoft Teams on Thursdays from 1-2pm. Use the link below to join, and I encourage you to attend whether you have questions about the class or just want to chat.

Office Hours Link

Simon Ringsmuth, Instructor

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

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 by taking notes, answering discussion questions, and participating in group work. I encourage you to bring your laptop, tablet, or mobile phone to class along with the textbook.

"Treat a person as they are and they will remain as they are. Treat a person as they can and should be, and they will become who they can and should be."

-Steven Covey, The 7 Habits of Highly Effective People
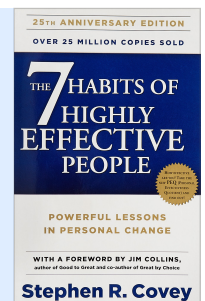
Weekly Template

Your education is too important to be dependent on surprises and unexpected twists and turns. As such each week will follow a similar pattern, except during weeks that students are doing presentations. If you get into the habit of doing the following activities every single week you will be well on your way to ensuring your success.

- 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 Canvas
- 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
- If you do not attend class in person you may watch the video recording
- Turn in your in-class work at the end of class on Tuesday or to Canvas by Wednesday at midnight
- Meet with your group on Thursday to work on your Case Study and OSU IT Project assignments

Canvas

All the materials for this class will be posted on Canvas including lecture videos, document templates, quizzes, and supplemental readings. I will not send out mass emails but instead use the Announcements section on Canvas for all communication. Please specify your own personal notification preferences such that you receive these updates in a manner that works best for you.

Customize your Notifications in Canvas to receive emails and/or push notifications to your mobile devices when course announcements are posted, as well as other items such as due dates, grades, etc.

Canvas > Account > Notifications >	Announcement	✓ �clock 📅 ✕	✓ ✕

Quizzes

There will be one quiz for each chapter, and you are expected to complete each quiz on your own time using Canvas. 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 30 minutes per attempt (40 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.

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 comprehension questions, 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. If you do not attend class in person you may watch the video recording. Work completed during these times is due no later than Wednesday at midnight.

Group Presentations

Your Midterm and Final projects in this class will be presentations wherein you will present the results of your group projects to your me, your instructor. These presentations are designed to give you real-world experience with presenting with a group of your peers, and I view them as an opportunity to learn, refine, and hone a skill that will serve you well throughout the rest of your life. Presentations will be done virtually through Microsoft Teams and groups will sign up for time slots to present on the weeks that presentations are due.
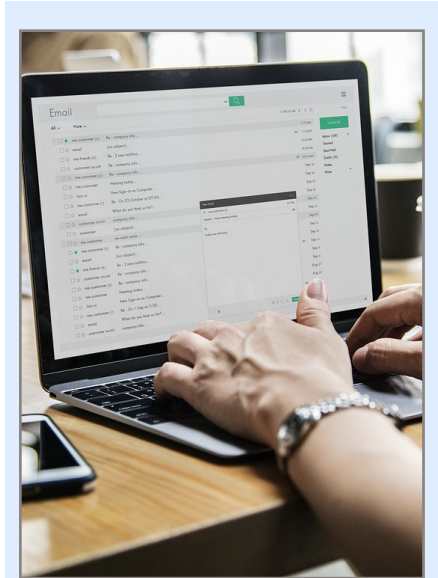
"I'm convinced that about half of what separates the successful entrepreneurs from the non-successful ones is pure perseverance.

- Steve Jobs

Group Work

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 your two group projects. Your team is expected to meet virtually using Microsoft Teams, Zoom, Discord, or any other option you prefer. 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 Canvas where you can discuss your assignments, but you are free to utilize other communication methods (texting, group-based apps, social networks, etc.) as well.

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 members who are not present for either the Case Study or OSU IT Project in-class presentation will receive a grade of 0 on both the PowerPoint and In-Class Presentation.

"Talent wins games, but teamwork and intelligence win championships."

- Michael Jordan
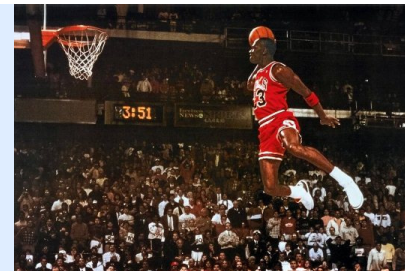
Group Leaders

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 in Canvas.
- 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.

Late Work Policy

I understand that unplanned events happen in life, and sometimes it's difficult to get things turned in on time. I encourage you to submit Case Study and OSU IT Project documents even if they are up to 24 hours past the due date, and you will still receive up to 80% of the original possible points. The same applies for the self-introduction assignment. After 24 hours you will not receive any points unless you have made arrangements with me in advance. Good communication is your best ally in this class: if something comes up (illness, death in the family, etc.) that will preclude you from turning in an assignment, contact me right away so we can work out a plan to deal with the situation. I went to college too, and I know how things can get out of control sometimes, but I can't help you if you don't communicate with me.

Late work will not be accepted for quizzes, in-class notes, or weekly progress reports. You will have more than enough time to do all of these.

"I think it is possible for ordinary people to choose to be extraordinary."

- Elon Musk

Grade Breakdown

Item	Quantity	Weight (%)
Chapter Quizzes	12	25
In-Class Notes	10*	25
Case Study Analysis		20
OSU IT Project		20
Self-Introduction PowerPoint		5
Group Participation		3
Group Progress Reports	12	2

*Class Notes denotes the work that is done during class on Tuesday. Students may do this work out of class in conjunction with watching the recorded video from class. There are 12 total grade items for Class Notes, but the two lowest grades are dropped. Chapters 12-13 are combined into one day and therefore count as a single set of Class Notes.

Weighted Grading

I use a weighted grading system in this class, which essentially means that individual points are irrelevant. For example, 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.

Class Schedule

Week	Chapter	In-Class Topic	Assignment	Due
Jan. 17-23		MSIS 4033 Overview	Self-Introduction PowerPoint	11:59pm, Jan. 23
Jan. 24-30	1	Introduction to Project Management		
Jan. 31-Feb. 6	2	Project Management in an IT Context		
Feb. 7-13	3	Process Groups Case Study	Case Study Summary Organization Information	11:59pm, Feb. 13
Feb. 14-20	4	Integration Management		
Feb. 21-27	5	Scope Management	Triple Constraint Analysis Lessons Learned	11:59pm, Feb. 27
Feb. 28-Mar. 6	6	Time Management	PowerPoint	11:59pm, Mar. 6
Mar. 7-13		Presentations Groups will sign up for time slots throughout the week to present		
Mar. 14-20	7	Cost Management		
Mar. 21-27	8	Quality Management		
Mar. 28-Apr. 3	11	Risk Management	Business Case Charter	11:59pm, Apr. 3
Apr. 4-10	9	Resource Management		
Apr. 11-17	10	Communications Management Note: Class will not meet in person this week. The material will be presented on video and Chapter 10 work will be due April 15, 11:59pm	Risk Management Plan Quality Management Plan	11:59pm, Apr. 17
Apr. 18-24	12-13	Procurement and Stakeholder Management	PowerPoint	11:59pm, Apr. 24
Apr. 25-May 1		Dead Week - Meet with Group, Apr. 27		
May 2-8		**April 29, 30, May 3, 4** Groups will sign up for time slots to present		

Class Attendance

While in-person attendance is not part of your grade, you are expected to complete the in-class work each week. You may do this in our physical classroom or at home, but this work is critical to understanding Project Management. During our in-class sessions we will dig deeper into the material covered in the videos and readings, and we will apply the theories and information you learned from the textbook and videos. You will not sit and passively take notes, but instead be an active participant and answering open-ended questions, solve mini case studies, and work in groups to work through problems. This work is graded, but you are allowed to not turn in two of them without penalty due to unforeseen circumstances that might arise.

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.

http://academicintegrity.okstate.edu/

Academic Integrity Policy and Procedures

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

Academic Integrity Guidelines for OSU Students

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

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.

> *"I would prefer even to fail with honor than win by cheating."*
>
> - Sophocles

The Bottom Line

I want you to be successful in this class, and doing so will help you be successful in life. Project Management skills are highly sought after by employers, particularly in the Information Technology field, and my job as your instructor is to give you a wide array of knowledge about all the fundamental elements of this rewarding career path. All the elements of this class, from the videos to the quizzes to the in-class work to the group projects, are designed to help you gain the knowledge and skills you need to be a Project Manager.

I don't give useless assignments, and I don't like grading busy-work. The things we do in this class have a purpose beyond just a letter grade, and I hope this class is a challenging and rewarding experience for you.