

Course Syllabus

Please note that the specifics of this Course Syllabus are subject to change. Instructors will notify students of any changes and students will be responsible for abiding by them. Even if you print this syllabus, please check the online version often.

Description

IST 302: Project Management (3 credits) - Exploration and application of the basic concepts, methodologies, and tools of project management in the field of information sciences and technology.

This course is designed to introduce and explore the basic concepts and practices of project management and help students understand how to plan and manage IT projects successfully. Throughout the course, students will be asked to learn and utilize project management concepts, methodologies, and tools. Students will learn the skills necessary to define project scope, create workable project plans, and manage projects with quality, budget, and schedule in mind. The course is structured around the key phases of a project lifecycle, including initiating a project, developing project plans, executing and managing a project, and closing out a project. In addition, students will be taught how to identify and address the change management and transformational issues associated with project management. Finally, students will have opportunities to practice the concepts and methodologies they learn by working on case studies and examples during the course.

Please note that in this course there are two projects, Internal and External. The External Projects are for those students who want to work with EY relative to Project Management Research. I shall ask the first day of class who would like to work with EY while the remaining students will be assigned to the Internal Project as teams.

Prerequisites

- IST 210, completed with a grade of "C" or better
- IST 220, completed with a grade of "C" or better

Objectives

After completing this course, students will be able to:

- Understand and apply basic project management theories and practices
- Understand and apply major phases of the project management life cycle
- Establish and direct a high performing project team.
- Identify and validate project goals and requirements.
- Define project scope

- Establish project estimates and schedules
- Develop Work Breakdown Structures
- Develop and maintain workable IT project plans
- Understand and manage project execution activities and processes
- Understand and perform the role of project manager
- Terminate a project with an effective close-out strategy

Instructor

Nicholas C. Bucciarelli, Ph.D., Assistant Teaching Professor of Information Sciences and Technology, Contact: E373 Westgate Building, University Park, PA 16802, ncb13@ist.psu.edu, Phone Number: 607-215-3817

Office hours are from 12:30pm ET through 2:30pm ET, E373 Westgate Building

LA's

Rachael McDonald - Office hours are MWF 2:30-3:30pm

Chenpeng Gu - Office hours are by appointment

Antonio Girona - Office hours MW 1:30-2:30pm

LA office hours will be in the Cafe.

Class Logistics

Westgate Building: Classroom W201, Tuesdays and Thursdays from 3:05pm ET through 4:20pm ET

Materials

- Schwalbe, K. (2016). *Information technology project management* (8th ed.). Boston, MA: Cengage Learning. ISBN 978-1285452340

Assignments & Grading

Course Grading Breakdown

Grading Category	Percentage of Final Grade
Attendance	5%
Assignments	40%

Course Grading Breakdown

Grading Category	Percentage of Final Grade
Internal Group Project	20%
Final Exam	20%
Discussion Forum	5%
External Group Project	20%
Chapter Quizzes	10%
TOTAL	100%

Course Grading Scale

The following are minimum cutoffs for each grade:

- 94.00% = A
- 90.00% = A-
- 87.00% = B+
- 83.00% = B
- 80.00% = B-
- 77.00% = C+
- 70.00% = C
- 60.00% = D
- less than 60.00% = F

Course Policies and Expectations

- Logging into Canvas - Students are expected to login regularly to check for course updates, announcements, emails, discussions, etc.
- Emailing through Canvas - Students are expected to use Canvas for all course email communication.
- Attending virtual meetings - Students are expected to use specified virtual meeting tool(s) for collaboration, meetings, presentations, etc., as needed.
- Late Assignments will ***not*** be accepted. Extensions given to students will only have one day to complete the assignment unless told otherwise.

Technical Requirements

Standard World Campus computer technical specifications are assumed for this course. [Please test your computer \(Links to an external site.\)](#)Links to an external site. for requirements. In addition, a webcam and a headset with a microphone are REQUIRED for the course. These may be used for virtual meetings, virtual office hours, interactions with classmates and your

instructor, and team presentations - which are all conducted with virtual meeting tools. No special software is required.

Resources

Find extensive information and links to many Penn State and IST resources (including the **Penn State libraries, video conferencing tools, technology and software, writing and research,** and much more) on the [Resources \(Links to an external site.\)](#)Links to an external site. page.

University Policies

Review current information regarding Penn State policies (including **academic integrity, copyrights, counseling and psychological services, disability accommodations, discrimination and harassment, emergencies, military accommodations, trade names,** etc.) on the [University Policies \(Links to an external site.\)](#)Links to an external site. page.

Schedule

The following schedule outlines the topics covered in this course, along with the associated time frames, readings, activities, and assignments. All due dates reflect Eastern Time (ET). Specifying the time zone ensures that all students have the same deadlines, regardless of where they live.

Course Summary:

Date	Details
Sun Jan 14, 2018	Academic Integrity Quiz
	Canvas Quiz
Tue Jan 16, 2018	Attendance 1/16
Thu Jan 18, 2018	Attendance 1/18
Sun Jan 21, 2018	L01: Activities - Introduction to Project Management
	L01: Assignment 01: Part 3
	L01: Assignment 01: Parts 1 & 2
	L01: Discussion - Introduce Yourself

Date	Details
Tue Jan 23, 2018	Attendance 1/23
Thu Jan 25, 2018	Attendance 1/25 Chapter 1: Introduction to Project Management Quiz
Fri Jan 26, 2018	Chapter 2: The Project Management and Information Technology Context Quiz
Sun Jan 28, 2018	L02: Activities - The Project Management and Information Technology Context L02: Assignment 02: Parts 1 & 2
Tue Jan 30, 2018	Attendance 1/30
Thu Feb 1, 2018	Attendance 2/1 Chapter 3: The Project Management Process Groups: A Case Study Quiz
Sun Feb 4, 2018	L03: Activities - The Project Management Process Groups: A Case Study L03: Five Process Group Discussion Forum L03: Assignment 03: Parts 1 & 2
Tue Feb 6, 2018	Attendance 2/6
Thu Feb 8, 2018	Attendance 2/8 Chapter 4: Project Integration Management Quiz
Sun Feb 11, 2018	L04: Activities - Project Integration Management L04: Group Project: Project Charter L04: Project Integration Management Discussion Forum
Tue Feb 13, 2018	Attendance 2/13

Date	Details
Thu Feb 15, 2018	<u>Attendance 2/15</u>
Sun Feb 18, 2018	<u>Chapter 5: Project Scope Management Quiz</u> <u>L05: Activities - Project Scope Management</u> <u>L05: Assignment 05: Part 1</u> <u>L05: Assignment 05: Part 2</u> <u>L05: Group Project: Scope Statement</u> <u>L05: Group Project: WBS</u> <u>L05: Project Scope Management Discussion Forum</u>
Tue Feb 20, 2018	<u>Attendance 2/20</u>
Thu Feb 22, 2018	<u>Attendance 2/22</u> <u>Chapter 6: Project Time Management Quiz</u>
Sun Feb 25, 2018	<u>L04: Assignment 04: Part 1</u> <u>L04: Assignment 04: Part 2</u> <u>L06: Activities - Project Time Management</u> <u>L06: Group Project: Milestone List</u> <u>L06: Assignment 06: Part 1</u> <u>L06: Assignment 06: Part 2</u>
Tue Feb 27, 2018	<u>Attendance 2/27</u>
Thu Mar 1, 2018	<u>Attendance 3/1</u>
Mon Mar 5, 2018	<u>Spring Break Begins</u>
Sun Mar 11, 2018	<u>Spring Break Ends</u>

Date	Details
Mon Mar 12, 2018	L07: Activities - Project Cost Management L07: Assignment 07: Parts 1 & 2 L07: Group Project: Cost Estimate
Tue Mar 13, 2018	Attendance 3/13 Chapter 7: Project Cost Management Quiz Chapter 8: Project Quality Management Quiz
Thu Mar 15, 2018	Attendance 3/15
Sun Mar 18, 2018	L08: Activities - Project Quality Management L08: Group Project: Quality Checklist L08: Assignment 08: Parts 1 & 2 L08: Project Quality Management Discussion Forum
Tue Mar 20, 2018	Attendance 3/20
Thu Mar 22, 2018	Attendance 3/22 Chapter 9: Project Human Resource Management Quiz
Sun Mar 25, 2018	L09: Activities - Project Human Resources Management L09: Assignment 09: Parts 1 & 2
Tue Mar 27, 2018	Attendance 3/27
Sun Apr 1, 2018	L10: Activities - Project Communications Management L10: Assignment 10: Parts 1 & 2
Tue Apr 3, 2018	Attendance 4/3

Date	Details
Thu Apr 5, 2018	Attendance 4/5 Chapter 10: Project Communications Management Quiz
Sun Apr 8, 2018	L11: Activities - Project Risk Management L11: Group Project: Probability / Impact Matrix & Risk Register L11: Assignment 11: Parts 1 & 2 L11: Project Risk Management Discussion Forum
Tue Apr 10, 2018	Attendance 4/10
Thu Apr 12, 2018	Attendance 4/12 Chapter 11: Project Risk Management Quiz
Sun Apr 15, 2018	L12: Activities - Project Procurement Management L12: Assignment 12: Parts 1 & 2
Tue Apr 17, 2018	Attendance 4/17
Thu Apr 19, 2018	Attendance 4/19 Chapter 12: Project Procurement Management Quiz EY Project Management Research Project and Key Objectives EY Project Management Research Projects
Sun Apr 22, 2018	INSTRUCTOR MUST UPDATE: Group Project Peer Evaluation L13: Group Project: Discussion Forum L13: Group Project: Peer Evaluation L13: Group Project: Final Video L13: Group Project: Peer Evaluation

Date**Details**

Tue Apr 24, 2018

[Attendance 4/24](#)

Thu Apr 26, 2018

[Attendance 4/26](#)

[Chapter 3: Project Stakeholder Management](#)

Tue May 1, 2018

[L13: Final Exam](#)
