IT-604: IT Project Management

Dates: 01/10-05/12/2018	Mode: HYBRID • In-class section: M 11:30-12:20 MEH-134, WF Online • Online section: MWF Online	Course Forum: http://blackboard.valpo.edu
Instructor: Sonja Streuber	Office Hours: MTWRF 10-11 am CST in MEH 145H and on Google Hangouts	Contact: sonja.streuber@valpo.edu (219) 464-5937 (voicemail)

Introduction

Welcome to Health IT Pros! We are an **imaginary** IT consulting firm that specializes in delivering IT projects on time and budget for our clients in the healthcare IT field and beyond.   Our consultants use the skills and concepts of project management as outlined in the ANSI Standard Project Management Body of Knowledge (PMBoK) and go out of their way to ensure that our clients know their projects—and their investments into the future of their business—are safe with us.

We are excited that you have chosen to join HIT Pros as a project management trainee for this semester! Here is what you can expect to learn and practice in this course:

Learning Objectives:

- Use effective communication to ensure an IT project is completed successfully.
- Initiate, plan, execute, control, and follow through on, all parts of an IT project.
- Understand how project managers are held accountable for the outcome of projects.
- Implement the ANSI Standard PMBoK Project Management process to ensure repeatable and successful project outcomes.

As part of this course and program you will be expected to begin a project portfolio which will serve as a repository of your accomplishments and major works from this course and an e-portfolio which will serve as a repository of your accomplishments and major works from the program.

Textbooks/ Materials

- Marchewka, Jack (2015). *Information Technology Project Management: Providing Measurable Organizational Value*, 5th ed. John Wiley & Sons.
- A personal computer using Microsoft Project (FREE download for Valparaiso University students through Microsoft Imagine).

Recommended Materials:

- Verzuh, Eric. *The Fast-Forward MBA in Project Management*. 5th edition. The 4th edition of this bestseller is available for free in the Christopher Center ONLINE library.

Course Format

This is a hybrid course which means there is an in-class and an online section. Each Sunday evening, a communication from the instructor on Blackboard outlines the goals and tasks for the following week. We will be using the work rhythm below (all times CST):

IN-CLASS SECTION:	ONLINE SECTION:
• **Monday**: Lecture 11:30 am-12:20 pm in MEH 134. This is an **ATTENDANCE REQUIREMENT**. **If you miss more than 5 sessions, you will fail the course.**	• **Monday**: Do all assigned readings and watch all assigned videos.
• **Wednesday (by 11:59 pm CST):** Finish all assigned readings and videos; complete the Discussion Assignment; work on Weekly Project Assignment	• **Wednesday (by 11:59 pm CST):** Finish all assigned readings and videos; complete the Discussion Assignment; work on Weekly Project Assignment
• **Friday (by 11:59 pm CST):** Complete TWO Discussion Responses; finalize and upload the Weekly Project Assignment	• **Friday (by 11:59 pm CST):** Complete TWO Discussion Responses; finalize and upload the Weekly Project Assignment
• **Saturday (by 11:59 pm CST)**: Drop-deadline for Weekly Project Assignment	• **Saturday (by 11:59 pm CST)**: Drop-deadline for Weekly Project Assignment

The instructor is available in person and through Skype and Google Chat during the office hours posted above. Use the opportunity to interact with the instructor directly to get your homework questions answered! If you would like an in-person appointment at alternate times, please send an email first.

Workload

This 3-credit course requires significant research and teamwork outside of the classroom. In order to ensure that you learn how to deliver a project successfully, you will be completing the following tasks:

- **Weekly Discussions (15*(5 points for post; 5 points for 2 responses) =150 points)**: Every Wednesday, you will answer the discussion question for the week. Every Friday, you will respond to TWO of your peers. Speed, correctness, and thoughtful responses that help your peers increase their understanding of the topic will earn you extra credit. Due to their timebound nature, Discussions **CANNOT BE MADE UP**.
- **Course Project Weekly Deliverables (14*10 points each=140 points)**: Starting with Week 2, as a project management trainee for an **imaginary** consulting company, HIT Pros, you will join a team to complete an IT project for one of HIT Pros' clients. This project has weekly deliverables. These deliverables must be posted to Blackboard by Saturday, 11:59 pm CST. **NO EMAIL SUBMISSIONS ACCEPTED.**
- **Final Exam (100 pts)**: At the end of the course, each team member will create an individual professional PowerPoint "Stakeholder Outbrief" containing 1 slide for each major project deliverable with a clear and detailed explanation of these deliverables within the lifecycle of your assigned project, including any open issues and their planned disposition. You will use Screencast-O-Matic and your webcam to record your presentation of this PowerPoint and upload the file to YouTube. The YouTube settings must be as follows: Video must be unlisted, Title must include your name, the name of the course and the semester. This final assignment is due Tuesday, May 15, 2018, by 1:00 pm CST.

You can earn a total of 390 points in this course. No extra credit assignments will be given.

Letter Grade Conversion:

>93%: A	90-93%: A-	87-90%: B+	83-87%: B	80-83%: B-	77-80%: C+
73-77%: C	70-73%: C-	<70%: F			

Attendance, Assignment Submission, Late Work, and Academic Honesty

- **Attendance is mandatory**; if you miss more than 5 class sessions, you will fail the course.
- **Assignment Submission:** All Assignments must be submitted on Blackboard. **No emailed Assignments will be accepted.**
- **Late Work:** Work is considered late if not posted to Blackboard by 11:59 pm CST of the day on which it is due. **All late work must be turned in by the date and time of the Course Final. Late work will lose 50% of the assignment grade.**
- **Academic Honesty: All work you submit for this course must be your own**. You may NOT use anyone else's words (from blogs, webpages, purchased solutions, etc.) without giving a clear source citation. If you are unsure, consult http://www.plagiarism.org/ or the Writing Center. In addition, you must write and sign with your name the following statement on <u>all</u> course work:

   I have neither given nor received, nor have I tolerated others' use of unauthorized aid.

   For more information about Valparaiso University's Academic Honor Code, case review cycles, and potential penalties, please refer to http://www.valpo.edu/student/honorcouncil/index.php

<u>**Any work found in noncompliance with the Valparaiso University Honor Code will receive 0 points and be referred to the Graduate School**</u>

Diversity and Inclusion

Valparaiso University aspires to create and maintain a welcoming environment built on participation, mutual respect, freedom, faith, competency, positive regard, and inclusion. This course will not tolerate language or behavior that demeans members of our learning community based on age, ethnicity, race, color, religion, sexual orientation, gender identity, biological sex, disabilities (visible and invisible), socio-economic status, or national origin. The success of this class relies on all students' contribution to an anti-discriminatory environment where everyone feels safe, welcome, and encouraged to engage, to explore, and ultimately, "to embark on a rewarding personal and professional journey" (Pres. Heckler).

Title IX

Valparaiso University strives to provide an environment free of discrimination, harassment, and sexual misconduct (sexual harassment, sexual violence, dating violence, domestic violence, and stalking). If you have been the victim of sexual misconduct, we encourage you to report the incident. If you report the incident to a University faculty member or instructor, she or he must notify the University's Title IX Coordinator about the basic facts of the incident. Disclosures to University faculty or instructors of sexual misconduct incidents are not confidential under Title IX. Confidential support services available on campus include: Sexual Assault Awareness & Facilitative Education Office "SAAFE" (219-464-6789), Counseling Center (219-464-5002), University Pastors (219-464-5093), and Student Health Center (219-464-5060). For more information, visit http://www.valpo.edu/titleix/ .

Access and Accommodation Services

The Access & Accommodations Resource Center (AARC) is the campus office that works with students to provide access and accommodations in cases of diagnosed mental or emotional health issues, attentional or learning disabilities, vision or hearing limitations, chronic diseases, or allergies. You can contact the office at aarc@valpo.edu or 219.464.5206. Students who need, or think they may need, accommodations due to a diagnosis, or who think they have a diagnosis, are invited to contact AARC to arrange a confidential discussion with the AARC office. Further, students who are registered with AARC are required to contact their professor(s) if they wish to exercise the accommodations outlined in their letter from the AARC.

Academic Support

To get help, use the Academic Success Center (ASC) online directory (valpo.edu/academicsuccess) or contact the ASC (academic.success@valpo.edu) to help point you in the right direction for academic support resources for this course. Valpo's learning centers offer a variety of programs and services that provide group and individual learning assistance for many subject areas. These learning centers include:

- Graduate Tutoring Lab: Serves the academic needs of Graduate students – tutors offer suggestions on organization of papers, assist in research and citations, and help in understanding difficult assignments. Additional one on one tutoring is also available.
- Writing Center: Primarily serves the needs of undergraduate students, but is also available for Graduate students. Writing Consultants provide proofreading and editing assistance for papers and assignments.

Library Services

The librarian best able to help you navigate information resources for independent research or additional reading is listed on the library research guide for our department. Click the link to Library Guides within the Blackboard table of contents for this course.

Class Cancellations

Notifications of class cancellations will be made through Blackboard with as much advance notice as possible. It will be both posted on Blackboard and sent to your Valpo e-mail address. If you don't check your Valpo e-mail account regularly or have it set-up to be forwarded to your preferred e-mail account, you may not get the message. Please check Blackboard and your Valpo e-mail (or the e-mail address it forwards to) before coming to class.

Schedule

Week	Start Date (all 2018)	Topic	Readings and Videos (read/ watch by Monday)	Due on Blackboard by 11:59 pm CST
1	01/10	Introduction The Nature of IT Projects Project Methodologies and Processes	1, 2	F: Post S: Responses
2	01/15	Measurable Organizational Value The Project Infrastructure	3, 4	W: Post F: Responses S: LAB_01: Team Formation and Project Assignment
3	01/22	Developing the Project Charter Defining and Managing Scope	4, 5	W: Post F: Responses S: LAB_02: Project Charter
4	01/29	From Project Charter to Project Plan The Work Breakdown Structure and Project Estimation	5	W: Post F: Responses S: LAB_03: Project Scope Statement
5	02/05	From Project Charter to Project Plan Project Schedule	6	W: Post F: Responses S: LAB_04: Project Schedule
6	02/12	From Project Charter to Project Plan Project Budget	6	W: Post F: Responses S: LAB_05: Project Budget
7	02/19	From Project Charter to Project Plan Schedule and Budget for Iterative Projects	6	W: Post F: Responses S: LAB_06: Requirements, Iterative Project Schedule
8	02/26	From Project Plan to Execution IT Project Quality Planning	9	W: Post F: Responses S: LAB_07: Project Quality Plan
SPRING RECESS 03/02 8 pm CST to 03/18 8 am CST				
9	3/19	Managing Project Risk IT Project Quality Planning	7	W: Post F: Responses S: LAB_08: Project Risk Register
10	03/26	Project Communication, Tracking, and Reporting	8	W: Post F: Responses S: LAB_09: Project Status Report 1

11	04/02	Managing Organizational Change, Leadership and Ethics	10	W: Post F: Responses S: LAB_10: Project Communication Plan
12	04/09	Managing Organizational Change, Resistance, and Conflict	11	W: Post F: Responses S: LAB_11: Project Status Report 2
13	04/16	Project Implementation	12	W: Post F: Responses S: LAB_12: Project Implementation Plan
14	04/23	Project Closure	12	W: Post F: Responses S: LAB_13: Project Closure Report
15	04/30	Solving Common Project Problems Course Summary	all	W: Post F: Responses S: LAB_14: Project Lessons Learned
FINAL	05/15	Course Final Project Due Tuesday, 05/15/2018, 1 pm CST	all	

APPENDIX

Student Learning Objectives—Graduate School

1. Students will understand and practice methods of inquiry and strategies of interpretation within the student's field of study.
2. Students will master the knowledge and skills pertinent to the student's field of study.
3. Students will effectively articulate the ideas, concepts, and methods through written and oral presentation.
4. Students will understand the connection between their knowledge and skills on the one hand and their professional identity, responsibilities, and demands on the other.
5. Students will integrate knowledge and methods of their study with cognates and other disciplines.
6. Students will study, reflect upon, and practice ethical behavior and cultural sensitivity as they relate to professional and personal responsibility.

Student Learning Objectives—Information Technology Program

1. To understand and practice methods of inquiry and strategies of interpretation within the student's field of study.
   1A. Students will master several programming environments.
   1B. Students will learn to identify and isolate problems.
2. To master the knowledge and skills pertinent to the student's field of study.
   2A. Students will acquire an extensive technology related vocabulary.
   2B. Students will become comfortable using a wide range of technology environments.
3. To effectively articulate the ideas, concepts, and methods through written and oral presentation.
   3A. Students will be taught how to make formal, oral presentations and be required to give 6 such presentations during their program.
   3B. Students will write numerous, thorough papers requiring extensive research. They will be required to use the   services on the writing center.
4. To understand the connection between their knowledge and skills on one hand and their professional identity, responsibilities, and demands on the other.
   4A. Students will understand the implications of legal and professional regulations as they relate to information technology.
   4B. Students will study how technology can be made available to people that are traditionally less advantaged.
5. To integrate knowledge and methods of their study with cognates and other disciplines.
   5A. Students will learn techniques of modeling data from other disciplines.
   5B. Students will study human factors in IT.
6. To practice ethical and cultural sensitivity as it relates to professional and personal responsibility.
   6A. Students will examine a wide range of ethical issues related to technology and the potential effects on people and the environment.
   6B. Students will explore the relationship between IT and ethnic and cultural diversity.