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BMIS 476.01: Integrated Project Management for Information Systems

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School of **Business Administration**

BMIS 476
*Integrated Project Management for
Information Systems
Fall 2014*

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Section 1: Monday & Wednesday - 12:40 to 2:00 pm GBBL11

Office Hours: Monday & Wednesday 11:10am – 12:30pm, or by appointment

Prerequisites:

Junior standing in Business and BMIS 365, 370, & 373

Course Description:

This course will focus on skills and tools utilized to manage a successful information systems and technology project. These projects are usually organizational investments that commit considerable time, staff, and other resources to the completion. Students will be exposed to the application Microsoft Project which is software designed to plan, manage, monitor, control, and support large scale projects. Student will get hands-on experience with a project during the semester where they will work with a client and implement an information systems project.

Course Objectives:

- Describe the project life cycle
- Identify the different roles and interests of project stakeholders
- Develop and apply the concept of a project's measurable organizational value (MOV)
- Identify and manage project scope
- Develop a project charter
- Develop a baseline project plan
- Develop a work breakdown structure
- Develop a project schedule and budget
- Identify and manage project risk
- Develop and execute a communications plan
- Develop a project quality plan
- Develop a change management plan
- Develop a technology plan
- Choose and execute an implementation plan
- Understand the importance of project closure

Required Textbook and Software:

Information Technology Project Management, 4th Ed. by Jack T. Marchewka ISBN-978-1-118-05763-6. Available at the bookstore or online at www.coursesmart.com for 180 day eTextbook digital rental. We will be using Microsoft Project 2010 in the class which is available in the labs.

Optional Textbook:

Microsoft Office Project 2010 Inside Out by Teresa S. Stover, Microsoft Corporation Staff. Microsoft Press, Pub. Date: May 2007, & ISBN-13: 978-0735626874. An e-book available on Moodle.

Required Resources:

Students must have access to a computer (or to a campus lab with a computer) that has Internet connectivity as well as Microsoft Office Professional and Project installed.

Podcast/Screencasts & Quizzes:

In order to utilize more class time for discussion and project work, the lecture material will be posted on Moodle as Podcast/Screencast presentations. The presentations will usually be 15 to 20 minutes long. Students are responsible to read the chapter, watch the assigned presentation, and complete the online quiz by 10:50am for the assigned day. Assigned readings, Podcast/Screencast, and quizzes will be announced in class as well as via Moodle and email.

Semester Project:

The class will organize into teams the first week of the semester for the purpose of managing an information systems project. Most of these projects will be for local organizations. During the course of the semester, each team will execute the project and complete a professional information system for their client. Each team will keep a project workbook that will be turned in periodically.

Group Evaluation: Each group member must fill out an evaluation form for the team project. The evaluation form includes a section for the evaluation of the members of your group. **Your evaluation of the performance of your group mates will be included in their grade for all aspects of the project.** For example, if you receive a 70% for group participation you will only receive 70% of the total points that the group earned on the project. The success of the learning process and the project is dependent on the dedication and commitment of all of the students in the class.

Professional Conduct: All team members are expected to conduct themselves in a professional manner in all interactions with other team members and with clients. Professional conduct includes promptness and participation at meetings, professional attire in client meetings, sufficient communication with clients and team members, and professional quality deliverables.

Project Management Institute Code of Ethics:

- I will maintain high standards of integrity and professional conduct.
- I will accept responsibility for my actions.
- I will continually seek to enhance my professional capabilities.
- I will practice with fairness and honesty.
- I will encourage others in the profession to act in an ethical and professional manner.

Class Attendance:

Class attendance is extremely important to succeed in this course. Attendance is mandatory, meaning that you are expected to attend each class period and will be taken at the beginning of most classes. My goal is to know everyone's name by the end of the semester and taking attendance will help me do that. I understand that there will be times when personal issues are unavoidable and take priority. These are the rules on attendance:

- Each student will be allowed three (3) excused absences. If you miss more than three times you will receive a negative adjustment your final grade. The professor reserves the right to adjust the student's final grade up to one full letter grade for each set of three absences.
- It is a good idea to let the professor know when you plan to be gone, just like you would let your boss know when you plan to be absent from work.
- If you are absent, it is your responsibility to obtain any course materials from your peers.
- You are in attendance when your name is called. If you enter class after this time it is your responsibility to let me know you are here. Being punctual and responsible for your own actions is important in both business and life.
- If you need to leave class early, which I don't recommend, please notify the professor at the beginning of class. Failure to do so may result in the loss of attendance for that day.

Graded Course Activities:

Student performance will be based on exams, assignments, attendance/class participation, skills with Microsoft Project, and completing and information systems project. Grades will be assigned based on the following breakdown: A – 90% and above, B – 89% to 80%, C – 79% to 70%, D – 69% to 60%, and F – below 59%.

Activity	Points	% of Course Grade
Course Exams		
Exam 1	50	
Exam 2	50	
Exam 3	50	
Exam subtotal	150	30%
Podcast/Screencast Quizzes	50	10%
MS Project Competence	25	5%
Attendance	50	10%
Projects:		
Workbook	90	
Presentation	45	
Project	90	
Projects subtotal	225	45%
Total	500	100%

In The News:

The purpose of “In The News” is to give an area for current topics to be placed on Moodle. Students are encouraged to read outside materials that pertain to the field of Information Systems. If you find an interesting article, send me an email with a link and I will post it on Moodle. I will start most classes with a few things that I have found in the news and encourage students to contribute as well. We will try to use Twitter this semester to share this information.

Email & Moodle:

- The university policy regarding student e-mail requires faculty members to only correspond with students regarding academic issues if both parties use official UM e-mail addresses. This means that faculty need to use a @business.umt.edu address sent to the student's @umconnect.umt.edu address.
- I try to be timely in my email responses. If you email me during the week you will almost always receive a response that day. Treat all emails as a form of **professional communication** in the class. Your messages should be well written and grammatically correct. Furthermore, your messages should begin with a proper salutation and closing. **If your email does not meet these standards of professional communication, you will get a response asking you to rewrite it.** Your professional communication skills will be critical to your success in business and this is an excellent opportunity to practice them in the class.
- It is your responsibility to check your email account and Moodle regularly. All email correspondence will be sent to your @UMConnect.umt.edu accounts. You are responsible for all material provided to you through these venues so you should check them both regularly. It is a good idea to keep your **Sent Items** for all email communications.

Classroom Behavior:

Each class session will be treated as a professional business meeting, which requires your full attention and participation. Like any employer, the professor maintains certain expectations of your performance and professional conduct during class sessions. Students are expected to conduct themselves in a professional manner at all times (SoBA Code of Professional Conduct <http://www.business.umt.edu/Soba/SoBAEthics/CodeofProfessionalConduct.aspx>). This includes:

- Arriving at class prepared to discuss the topic.
- Turning off all personal electronic devices prior to entering the classroom.
- Staying in the classroom for the entire class period. Arriving and departing during class is disruptive to the entire class and, therefore not acceptable.
- Being attentive and engaged in the class. Working on tasks unrelated to the class (e.g., texting, web surfing) is not acceptable.
- Refraining from disruptive behavior during the class period.
- Treating the professor, guest speakers, and other students with respect at all times.
- You are free to go to the restroom, but do it without disrupting what is going on in class.
- Please be courteous to all guest speakers and don't leave until the presentation is completed.
- If you must leave during the middle of a class when I am teaching, the proper thing to do is let me know a head of time.
- Students who fail to follow the guidelines for professional etiquette may be asked to leave the class and/or receive a negative adjustment to their final grade.

Academic Misconduct

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at <http://www.umt.edu/studentaffairs>.

School of Business Administration Grievance Policy

Although conflicts between students and professors are rare, they do occasionally occur. Please be aware that the standard operating procedure for dealing with such conflicts within the School of Business Administration is as follows:

1. Try to resolve the conflict directly with the professor.
2. If you feel that the conflict cannot be resolved between yourself and the professor, contact the chair of the Management Information Systems department.
3. If, after speaking with the department chair and the professor, you still feel that the conflict has not been resolved, contact the Associate Dean of the School of Business Administration.

Reasonable Accommodations:

Students with disabilities may request reasonable modifications by contacting me. The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and Disability Services for Students (DSS). “Reasonable” means the University permits no fundamental alterations of academic standards or retroactive modifications. (For other options see <http://www.umt.edu/disability>).

School of Business Administration Mission Statement and Assurance of Learning:

The University of Montana’s School of Business Administration enhances lives and benefits society by providing a world-class business education in a supportive, collegial environment.

We accomplish this mission by acting on our shared core values of creating significant experiences, building relationships, teaching and researching relevant topics, behaving ethically, and inspiring individuals to thrive.

As part of our assessment process and assurance-of-learning standards, the School of Business Administration has adopted the following learning goals for our undergraduate students:

- Learning Goal 1: SoBA graduates will possess fundamental business knowledge.
- Learning Goal 2: SoBA graduates will be able to integrate business knowledge.
- Learning Goal 3: SoBA graduates will be effective communicators.
- Learning Goal 4: SoBA graduates will possess problem solving skills.
- Learning Goal 5: SoBA graduates will have an ethical awareness.
- Learning Goal 6: SoBA graduates will be proficient users of technology.

- Learning Goal 7: SoBA graduates will understand the global business environment in which they operate.

SHARED CORE VALUES

- Student-centered, participative, interactive, collegial learning environment
- Teamwork within the School and responsive collaboration with stakeholders
- Life-long learning and professional development
- Excellence, with a focus on continuous improvement
- Innovation and openness to risk
- Maintenance of high-level professionalism
- Integrity in all we do
- Diverse perspectives
- Sustainability, responsiveness and flexibility for an ever changing world



School of **Business Administration**

BMIS476

Integrated Project Management for Information Systems

Fall 2014

Tentative Course Schedule

Week	Date	Topic	Tasks
1	8/25	Syllabus and Course Introduction Skill Assessment	<ul style="list-style-type: none"> ✓ Read Chapter 1 ✓ Read Chapter 2 ✓ Complete Skill Assessment
	8/27	Past, Present, & Future Presentations Chapter 1: The Nature of IT Projects Chapter 2: Conceptualizing and Initializing the IT Projects Organize Project Teams	<ul style="list-style-type: none"> ✓ Read Chapter 3 ✓ Read Chapter 4 ✓ Start Team Charter
2	9/1	Labor Day Holiday	
	9/3	Chapter 3: Developing the Project Charter and Baseline Project Plan Chapter 4: The Human Side of Project Management Select Project Sponsors Make initial contact with your organization Team Charter due on Friday	<ul style="list-style-type: none"> ✓ Prepare for Exam 1 ✓ Start Project Charter
3	9/8	Meet with PMI Mentors	
	9/10	Exam 1: Chapters 1-4 Meet in GBB213 Start Introduction to Microsoft Project Work on Microsoft Project Exercises	<ul style="list-style-type: none"> ✓ Read Chapter 5 ✓ Read Chapter 6 ✓ Email Draft Project Charter to Mentor
4	9/15	Introduction to Microsoft Project continued - Meet in GBB213 Chapter 5: Defining and Managing Project Scope Chapter 6: The Work Breakdown Structure and Project Estimation	<ul style="list-style-type: none"> ✓ Read Chapter 7 ✓ Read Chapter 8 ✓ Start MS Project Homework ✓ Start Scope Plan ✓ Start Technology plan ✓ Start Research Plan
	9/17	12:40pm Guest Speaker: KPMG Chapter 7: The Project Schedule and Budget Chapter 8: Managing Project Risk Project Charter & Needs Assessment due Friday	<ul style="list-style-type: none"> ✓ Prepare for Exam 2 ✓ Start MS Project Schedule & Budget ✓ Start Risk Plan
5	9/22	Exam 2 – Chapters 5-8 Meet in GBB213 MS Project Homework Due Friday Meet with Teams	<ul style="list-style-type: none"> ✓ Read Chapter 9 ✓ Read Chapter 10 ✓ Email Draft MS Project Schedule & Budget to mentor
	9/24	Meet with Teams Chapter 9: Project Communication, Tracking, and Reporting Chapter 10: IT Project Quality Management MS Project File due complete with Schedule, Gantt, Budget, and PERT analysis.	<ul style="list-style-type: none"> ✓ Read Chapter 11 ✓ Read Chapter 12 ✓ Start Communication Plan ✓ Start Quality Plan ✓ Email draft Scope, Technology, & Research plans to mentor
6	9/29	Meet with Teams Chapter 11: Managing Organizational Change, Resistance, and Conflict. Chapter 12: Project Procurement Management and Outsourcing	<ul style="list-style-type: none"> ✓ Start Change Plan ✓ Email draft Risk, Communications, & Quality Plans to mentor
	10/1	ASP.Net Demonstration - Meet in GBB213 Scope Plan due, Technology Plan due, & Research Plan due Friday	<ul style="list-style-type: none"> ✓ Prepare for Exam 3

		Email Status Report to client due by Friday	
Week	Date	Topic	Tasks
7	10/6	Exam 3: Chapters 9-12 Meet in GBB213 Agile Development & Design	✓ Start System Docs ✓ Email draft Change Plan to mentor
	10/8	1:20 Guest Speaker: Fast Enterprises Risk Management Plan, Project Communications Plan, & Project Quality Plan due Friday Email Status Report to client due by Friday	
8	10/13	Human Subjects in Research	✓ Start Project Progress Report ✓ Email draft system docs to mentor
	10/15	Meet with Teams & Work on Projects Mid-term Team evaluation discussion Change Management Plan due Email Status Report to client due by Friday	
9	10/20	Work on Projects Developers from each team meet to share ideas	✓ Email draft Progress Report to mentor
	10/22	Meet with Teams & Work on Projects Systems Documents completed (Data Flow Diagrams, E-R Diagrams, Program Module Block Diagrams, Web Page Map Diagrams, Research results, etc.) Email Status Report to client due by Friday	✓ Start working on Project Book Binder
10	10/27		✓ Start working on prototype of project
	10/29	Guest Speaker: Aik Chen from Microsoft Email Status Report to client due by Friday Project progress report due Turn in Book for First Round Review	
11	11/3	User Story Points Meet with Teams & Show your prototypes	
	11/5	Scheduling Sprints Guest Speaker: Diana Hammer, EPA Project Manager for Milltown Dam Project Work on Projects Email Status Report to client due by Friday	
12	11/10	Gershensfeld Discussion "Merging Computer & Physical Science"	✓ Read Chapter 13 ✓ Read Chapter 14
	11/12	Email Status Report to client due by Friday Projects Chapter 13: Leadership and Ethics Chapter 14: Project Implementation, Closure, and Evaluation	
13	11/17	Guest Speakers Joshua Pearson, Steven Stanton, & Jorge Watson from ATG Email Status Report to client due by Friday	✓ Start working on Final Project Report
	11/19	Meet with Teams & Show Prototypes Email Status Report to client due by Friday Turn in Book for Second Round Review	✓ Start working on Final Presentation
14	11/24	Guest Speaker: Dallas Neil from Lifestyle Fitness Work on Projects	
	11/27	Thanksgiving Travel Day	

Week	Date	Topic	Tasks
15	12/1	Meet with Teams & Work on Projects	✓ Complete Project Workbook
	12/3	Meet with Teams & Work on Projects	
	12/5	Project Presentations – Required Presentations will be in the morning from 8:00am to noon. These will be half hour presentations per team and all students are required to stay for all presentations.	
16	Finals Week	Final Project Closing Meeting & Course Evaluation - Required Final Wrap-up & Evaluation 8:00 am–10:00 Dec. 8 or 1:10-3:10 Dec. 9 Project Celebration 5pm on Dec. 12	<ul style="list-style-type: none"> ✓ Upload final materials ✓ Finish e-Folio ✓ Team Evaluation & Surveys