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BMIS 476.01: Integrated Project Management for Information Systems

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BMIS 476
*Integrated Project
Management for Information
Systems
Spring 2018*

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Section 1: Monday & Wednesday - 11:00 to 12:20 pm GBB119

Office Hours: Monday & Wednesday 9:40am – 11:00am, or by appointment

Prerequisites:

Junior standing in Business and BMIS 365 & 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, 5th Ed. by Jack T. Marchewka ISBN-978-1-119-03160-4. Available at the bookstore or online at www.coursesmart.com for 180 day eTextbook digital rental. We will be using Microsoft Project 2013 or 2016 in the class, which is available in the labs.

Optional Textbook:

Microsoft Project 2013 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.

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 (drop lowest three)	50	10%
MS Project Competence	25	5%
Attendance	50	10%
Projects:		
Workbook	90	
Presentation	45	
Project	90	
Projects subtotal	225	45%
Total	500	100%

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 (regardless of reason).** 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. You can track your absences in Moodle by pressing the attendance link. Please refer to UM's Class Attendance/Absence Policy for more information www.umt.edu/catalog/academics/academic-policy-procedure.php.
- 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, please notify the professor at the beginning of class. Failure to do so may result in the loss of attendance for that day.

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.

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

Tentative Course Schedule

Week	Date	Topic	Tasks
1	1/22	Syllabus and Course Introduction Skill Assessment	<ul style="list-style-type: none"> ✓ Read Chapter 1 ✓ Read Chapter 2 ✓ Complete Skill Assessment
	1/24	Past, Present, & Future Presentations Chapter 1: The Nature of IT Projects Chapter 2: Project Methodologies and Processes Organize Project Teams	<ul style="list-style-type: none"> ✓ Read Chapter 3 ✓ Read Chapter 4 ✓ Start Team Charter
2	1/29	Chapter 3: Measurable Organizational Value and the Business Case Chapter 4: Project Planning: The Project Infrastructure	<ul style="list-style-type: none"> ✓ Prepare for Exam 1 ✓ Start Project Charter
	1/31	Exam 1: Chapters 1-4 Meet in GBB213 Make initial contact with your organization Team Charter due on Friday Select Project Sponsors	<ul style="list-style-type: none"> ✓ Read Chapter 5 ✓ Read Chapter 6 ✓ Email Draft Project Charter to Mentor
3	2/5	Introduction to Microsoft Project - Meet in GBB213 Chapter 5: Project Planning: Scope and the Work Breakdown Structure Chapter 6: Project Planning: The Schedule and Budget Start Introduction to Microsoft Project	<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
	2/7	Email Status Report to client due by Friday	
4	2/12	Chapter 7: Managing Project Risk Chapter 8: Managing Project Stakeholders and Communication Project Charter & Needs Assessment due Friday MS Project Homework Due Friday	<ul style="list-style-type: none"> ✓ Prepare for Exam 2 ✓ Start MS Project Schedule & Budget ✓ Start Risk Plan
	2/14	Exam 2 – Chapters 5-8 Meet in GBB213 Meet with Teams Email Status Report to client due by Friday	<ul style="list-style-type: none"> ✓ Read Chapter 9 ✓ Read Chapter 10 ✓ Email Draft MS Project Schedule & Budget to mentor
5	2/19	Presidents Day Holiday	
	2/21	Guest Speaker: Fast Enterprises 12 - 12:20pm MS Project Help Session Meet in GBB213 Chapter 9: Managing Project Quality Chapter 10: Leading the Project Team MS Project due Fri. (Schedule, Gantt, Budget, and PERT). Email Status Report to client due by Friday	<ul style="list-style-type: none"> ✓ Read Chapter 11 ✓ Read Chapter 12 ✓ Start Communication Plan ✓ Start Quality Plan ✓ Email draft Scope, Tech, & Research plans to mentor

Week	Date	Topic	Tasks
6	2/26	Meet with Teams Chapter 11: Managing Organizational Change, Resistance, and Conflict. Chapter 12: Project Implementation, Closure, and Evaluation	<ul style="list-style-type: none"> ✓ Start Change Plan ✓ Email draft Risk, Communications, & Quality Plans to mentor ✓ Prepare for Exam 3
	2/28	Agile Development & Design Meet with Teams Scope Plan, Technology Plan, & Research Plan due Friday Email Status Report to client due by Friday	
7	3/5	Agile Development & Design	<ul style="list-style-type: none"> ✓ Start System Docs & Agile process ✓ Email draft Change Plan to mentor
	3/7	Exam 3: Chapters 9-12 ASP.Net Demonstration - Meet in GBB213 Human Subjects in Research Risk Management Plan due Project Communications Plan Project Quality Plan due Email Status Report to client due by Friday	
8	3/12	Meet in GBB213 Guest Speaker: KPMG 12-12:20pm Asp.Net Demonstration	<ul style="list-style-type: none"> ✓ Start Project Progress Report ✓ Email draft system docs to mentor
	3/14	Meet with Teams & Work on Projects Mid-term Team evaluation discussion Change Management Plan due Email Status Report to client due by Friday	
9	3/19	Guest Speaker: Lisel Newton – Project Management at Bridgepoint & KPMG LAMP Demonstration - Developers from each team meet to share ideas	Email draft Progress Report to mentor
	3/21	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	<ul style="list-style-type: none"> ✓ Start working on Project Book Binder ✓ Start working on prototype of project
10	3/26	Spring Break	
	3/28	Spring Break	
11	4/2	User Story Points Meet with Teams & Show your prototypes	
	4/4	Guest Speakers Jeff Runkel from Glacier Bancorp Scheduling Sprints Meet with Teams & Show your prototypes Project progress report due Turn in Book for First Round Review Email Status Report to client due by Friday	Email prototype to Mentor

Week	Date	Topic	Tasks
12	4/9	Guest Speaker: Joshua Pearson & Dusty St. John ATG Meet with Teams & Show your prototypes	✓ Read Chapter 13 ✓ Read Chapter 14
	4/11	Guest Speaker: PwC 11:00 to 11:20am Gershenfeld Discussion “Merging Computer & Physical Science” Email Status Report to client due by Friday	
13	4/16	Projects Chapter 13: Leadership and Ethics Chapter 14: Project Implementation, Closure, and Evaluation	✓ Start working on Final Project Report
	4/18	Guest Speaker Doug Odegaard Intralogix.biz Meet with Teams & Show your prototypes Email Status Report to client due by Friday	
14	4/23	Meet with Teams & Show Prototypes Work on Projects	✓ Start Final Presentation
	4/25	Guest Speaker Kristina Hein from Glacier Bancorp Email Status Report to client due by Friday Turn in Book for Second Round Review	
15	4/30	Meet with Teams & Work on Projects	✓ Complete Project Workbook & Presentation
	5/2	Meet with Teams & Work on Projects	
	5/4	Project Presentations – Required Presentations will be during class on 5/4.	
16	Finals Week	Final Project Closing Meeting & Course Evaluation - Required Tuesday May 10: 10:10am – 12:10pm Project Celebration 5pm on May 10	✓ Upload final materials ✓ Complete Team Evaluation & Surveys