

CIS 4351-110, CRN 10175, IS Project Management

Spring 2020 rev. 1.5.2020

Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Crystal Bausley

Office: Online

Email: cbausley@tamuct.edu

Note: For course related communications, please use Canvas “Inbox” messaging feature. If Canvas is unavailable, please email the instructor using your student email address.

COBA Department Phone Number: (254) 519-5437, Email: cobainfo@tamuct.edu, Fax#: (254) 501-5825

Office Hours:

I do not have an office, but I will also be available for students on an appointment basis. Send me a Canvas message to schedule an appointment to meet online.

- **Mode of instruction and course access:**

This is an **ONLINE** course – there will be NO “official” face-to-face classroom time. This class meets online during the 16-week semester that **begins January 13, 2020 and ends May 8, 2020**.

The A&M-Central Texas Canvas Learning Management System (Canvas) [<https://tamuct.instructure.com>] will be our primary resource for the class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material and should check Canvas at least daily for updates. The course outline in this syllabus shows the basic schedule for the semester.

- **Student-instructor interaction:**

Please send all course related correspondence through Canvas “Inbox”. Please use TAMUCT email only when Canvas is not available (or for non-course related correspondence). I check email several times a day during the week and at least once during the weekends. I will attempt to respond within 24 hours Mon-Thurs and within 48 hours on Fri through Sun. Please do not hesitate to contact me via Canvas Inbox or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course.

WARRIOR SHIELD

Emergency Warning System for Texas A&M University-Central Texas

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

This course studies the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team-based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

Course Prerequisite: Senior classification is required before registering for CIS 4351, or receive permission from the Department Chair.

Student Learning Outcomes:

Students will learn to:

1. Initiate, specify, and prioritize information systems projects and to determine various aspects of feasibility of these projects.
2. Demonstrate an understanding of the foundations of project management, including its definition, scope, and the need for project management in the modern organization.
3. Demonstrate an understanding of the phases of the project management lifecycle.
4. Manage project teams, including the fundamentals of leadership and team motivation.
5. Manage project communication, both internal to the team, and external to other project stakeholders.
6. Initiate projects, including project selection and defining project scope.
7. Manage project schedules with appropriate techniques and tools.
8. Manage project resources, including human resources, capital equipment, and time.
9. Manage project quality, including the identification of the threats to project quality, techniques for measuring project quality, and the techniques for ensuring project quality is achieved.
10. Manage project risk, including the identification of project risk, and the techniques for ensuring project risk is controlled.
11. Manage the project procurement process, including understanding external acquisition and outsourcing, as well as the steps for managing external procurement.
12. Manage project execution, including monitoring project progress and managing project change, and appropriately documenting and communicating project status.
13. Control projects through information tracking and cost and change control techniques.
14. Close projects, including administrative, personnel, and contractual closure.
15. Demonstrate an understanding of the mechanisms for dealing with legal issues in complex project contexts.
16. Appreciate ethnic cultural differences in working with global teams either internal to organizations or by engaging offshore outsourcers.

17. Apply for PMI certification

Competency Goals Statements (certification or standards): Section not used

Required Reading and Textbook(s):

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook (in this or other formats) may also be available from an independent retailer, including an online retailer.

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- **Title:** INFORMATION TECH.PROJECT MANAGEMENT
 - **Authors:** KATHY SCHWALBE
 - **Edition:** 9th
 - **Publisher:** CENGAGE
 - **ISBN:** 9781337101356
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Note: *An electronic version of the book may be available.*

Supplemental Material:

The course textbook will be supplemented with other materials including lecture notes, handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will require that you get a DreamSpark/Imagine/Azure account so that you can download Microsoft Project for installing at home. Students need to go to room 323 in Founders Hall and complete the form for DreamSpark/Imagine/Azure access. I highly recommend that you do NOT wait until the first day of class to request access.

COURSE REQUIREMENTS

Course Requirements: (include point values for each- not just a percentage)

1. **Reading Assignments:** All assigned chapters will be used as basis for class and/or blackboard discussions. Study the assigned readings each week.
2. **Homework:** There will be six (6) homework assignments. There will be Each assignment will be worth **50 points**. Assignments will typically be available on Canvas for 2 weeks. Multiple submissions are typically allowed. If an assignment has multiple files, you will be required to “zip” the files prior to submission via Canvas.
3. **Quizzes:** There will be six (6) quizzes. Each quiz is worth **50 points**. The quizzes will be available via Canvas for a short period of time (typically 1 week), must be completed in one session, and be will timed.

4. **Examinations:** There will be two exams. There will be two exams, one midterm and one final exam. Each is worth **100 points**. The midterm covers chapters 1-6 and the final covers chapters 7-13. Exams will be conducted online and must be completed in one sitting and will be timed. There will be no makeup exams.
5. **Term Project:** There will be one (1) term project that is worth **200 points**. This assignment will typically be available on Canvas for the second half of the course.
6. **Late Submissions:** Homework Assignments will be considered late if submitted after the due date/time. A late penalty of 5% per DAY (max of 20% deduction). **After the 20% late penalty is imposed, assignments will not be accepted. Late tests will NOT be accepted!**
NOTE: **NO** work will be accepted after 5/8/2020.
7. **Other Notes about assignments:**
 - 7.1 Most (ALL) assignments will be submitted via Canvas
 - 7.2 In general, all assignments (there will be some exceptions) are due on the Sunday (@11:59pm) of the week during which they are assigned.
 - 7.3 Assignments must follow the requirements as stated in the Canvas assignment system, demonstrate the concepts, pass validation, be organized, meet accessibility guidelines, and use proper English. The following grading rubric is used for assignments:

| Criterion | % of Grade | Excellent (100%) | Adequate (80%) | Poor (60%) | Not Met (0%) |
|---------------------------------------|------------|---|---|---|--|
| Assignment Requirements | 25% | Meets all of the requirements of the assignment | Minor details of the requirements are missing | Significant details of the requirements are missing | Significant portions of the requirement are not met |
| Topic-specific Objectives | 30% | Fully demonstrates the concepts of the topic | Applies major and minor concepts of the topic | Applies major concepts of the topic | Topic concepts not in evidence |
| Valid Project features | 30% | No issues | 1 or 2 issues | 3 or 4 issues | 5 or more issues |
| Readable, Organized | 10% | Page is well organized, easy to understand | Minor issues with formatting, organization | Majority of assignment has formatting issues | No formatting found |
| Spelling, punctuation, grammar | 5% | No issues | 1 or 2 issues | 3 or 4 issues | 5 or more issues |

7.4 If there are multiple parts, submit all parts in a **SINGLE** zip file. I would suggest you create a folder for each assignment, then you can zip that entire folder at once.

7.5 Make sure all parts are labelled in a logical manner that makes it easy for me to figure out which part of the assignment is which.

7.6 Missed exams, quizzes, and assignments will receive a grade of zero.

| Assignment | Quantity | Points |
|--------------|----------|-------------|
| Exams | 2 | 200 |
| Quizzes | 6 | 300 |
| Assignments | 6 | 300 |
| Term Project | 1 | 200 |
| Total | | 1000 |

| Percentage | Points | Grade |
|------------|----------|-------|
| 90.0-100% | 900-1000 | A |
| 80.0-89.9% | 800-899 | B |
| 70.0-79.9% | 700-799 | C |
| 60.0-69.9% | 600-699 | D |
| 0-59.9% | 0-599 | F |

File Naming Convention: Submit your assignments via Canvas using file names with the following format:

CIS4351_[AssignmentID]_[LastName.FirstName].[extension]

Example: CIS4351_Assignment1_Smith.John.docx

Posting of Grades

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams *should* be posted (no guarantees) within 7 days following the due date.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

| Week | Week of: | Chapter(s) | Assignment(s) Due! On Sunday of the week at 11:59pm CST |
|------|----------|------------------------|--|
| 1 | 13-Jan | Syllabus/Introductions | Get Books, Introduction Discussion, Syllabus Acknowledgement |
| 2 | 20-Jan | Chapter 1 | Assignment 1 |
| 3 | 27-Jan | Chapter 2 | Quiz 1 |
| 4 | 3-Feb | Chapter 3 | Assignment 2 |
| 5 | 10-Feb | Chapter 4 | Quiz 2 |
| 6 | 17-Feb | Chapter 5 | Assignment 3 |
| 7 | 24-Feb | Chapter 6 | Quiz 3 |
| 8 | 2-Mar | Review Chapters 1-6 | Midterm Exam due 2/8/2020 |
| | 9-Mar | No Readings | No Assignments due – Spring Break |
| 9 | 16-Mar | Chapter 7 | Assignment 4 |
| 10 | 23-Mar | Chapter 8 | Quiz 4 Term Project deliverable |
| 11 | 30-Mar | Chapter 9 | Assignment 5 |
| 12 | 6-Apr | Chapter 10 | Quiz 5 Term Project deliverable |
| 13 | 13-Apr | Chapter 11 | Assignment 6 |
| 14 | 20-Apr | Chapter 12 | Quiz 6 |
| 15 | 27-Apr | Chapter 13 | Term Project Due 5/3/2020 |
| 16 | 4-May | Review Chapters 7-13 | Final Exam Due 5/8/2020 |

Important University Dates

The A&M-CT Academic Calendars track the important deadlines and dates for the school year and semesters. It is available as a viewable and downloadable PDF at the following link:

<https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central
24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar’s Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar’s Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar’s Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the

procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Academic Accommodations

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)
[https://tamuct.instructure.com/courses/717]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html].

Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, please visit the website [<http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf>].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019 but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu .

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading,

understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

University Library

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

OPTIONAL POLICY STATEMENTS

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively

create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

OTHER POLICIES

INSTRUCTOR POLICIES.

1. Instructor reserves the right to modify the syllabus during the course semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and/or future assignments.
5. Any changes made will be announced on Canvas.

Copyright Notice

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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