

**Course number, Course CRN, COURSE TITLE**  
**CIS 5351 – 120 – Information Technology Project Management**  
**Spring 2020**

Texas A&M University-Central Texas

**COURSE DATES, MODALITY, AND LOCATION**

Course meeting dates: January 13, 2020 – May 08, 2020

Class meeting day and time: Thursday, 6:00 PM – 9:00 PM

Class meeting building and room number: Founder’s Hall 407

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor: Rahul Dwivedi**

**Office: Founders Hall 323N**

**Phone: 254 – 519 – 5784**

**Email: [rahul.dwivedi@tamuct.edu](mailto:rahul.dwivedi@tamuct.edu) (preferred) or Canvas inbox.**

**Office Hours**

Monday 1:00 PM – 4:00 PM

Thursday 1:00 PM – 4:00 PM

**At other times: By appointment through email**

**Mode of instruction and course access:**

This a face-to-face course that makes extensive use of the TAMUCT Canvas Learning Management System (<https://tamuct.instructure.com>). 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 several times a week for updates.

**Student-instructor interaction:**

I typically respond to Canvas email within 24 hours except on weekends. Email is the best mode of communication (avoid phone calls or voice messages).

**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**

**Course Overview and description**

Study the concepts and practices of project management and its importance to improving the success of information technology projects. Utilize project management concepts and techniques

within group projects, as a project manager or active team member. Topics include techniques for planning, organizing, scheduling, and controlling information systems projects.

## **Course Objective or Goal**

### **Student Learning Outcomes**

Successful completion of this course should enable the student to

- Explain key elements of the project management framework, including the project management knowledge areas, common tools and techniques, project stakeholders, and project success
- Determine IT project feasibility.
- Plan and initiate an IT project, including project scheduling and creation of a work breakdown structure.
- Manage IT project execution, including schedule, scope, and resources.
- Identify and manage IT project risks.
- Analyze and manage stakeholder expectations to a successful project outcome
- Manage project teams, including using effective strategies and recommendations to improve team function and performance.
- Use project management tools, techniques, and skills
- Apply successfully broadly applied project management tools and techniques to small and medium size IS projects.

### **Competency Goals Statements (certification or standards)**

None

### **Required Reading and Textbook(s)**

1. Information Technology Project Management, Kathy Schwalbe, 9<sup>th</sup> edition, Cengage Publishing, ISBN: 9781337101356
2. Microsoft Project 2016 Step by Step, Carl Chatfield and Timothy Johnson. Pearson, ISBN 9780735698741

### **Reference Textbooks**

1. A Guide to the Project Management Body of Knowledge (PMBOK Guide) 6th Edition, Project Management Institute (PMI) 2017. ISBN: 9781628251845
2. The Mythical Man-Month: Essays on Software Engineering, 2<sup>nd</sup> edition, Frederick P. Brooks, Jr., Addison-Wesley Professional, Anniversary Edition, ISBN: 9780201835953

## **COURSE REQUIREMENTS**

**Examinations:** There will be three exams. Each exam is worth 20 points. The first exam covers chapters 1 to 4; the second exam covers chapters 5-8 and the final covers chapters 9-13. All the exams will be in-class and have to be taken via Canvas. You will get the entire class duration of three hours to take the exam. The exams will be closed book and multiple attempts will not be allowed. The exams consist of multiple-choice questions including true/false.

For the exams, you will be required to know not only the material from the textbook chapters, but also material from the class lectures such as power point slides and any supplementary/additional material provided as well. If you cannot take the in-class exam(s), inform me via email to plan to take on-paper scantron based exams within 10 days of online exam(s), during my office hours.

**Individual homework assignments:** There will be four homework assignments. Each homework assignment is worth 5 points. The homework assignment may be one or more of research paper(s) / article(s) summary, a hands-on practice homework using Microsoft Project (or any other freely available open source project management tool) or reading from the reference text “The Mythical Man-Month”. Students will get two weeks to work on the homework assignment and must be submitted on or before the due date. 1 point will be deducted each day the homework assignment is late.

**Team project:** Student teams will research and prepare a project management plan for an IT project (more details will be provided via Canvas within the next few days). The team project is worth 20 points. Students can self-select into teams of 2 to 3 members using the Canvas people tool. Students must choose their teammates by the end of the fourth week. Projects turned in after due date are considered late. 5 points will be deducted for each day the project is late. Special circumstances need to be discussed with the instructor ahead of time when possible. Each team may have meetings outside class time either online or face to face. I expect each team member to fully participate on team projects. All team members will receive the same grade for the team projects. However, I reserve the right to make exceptions to that practice as circumstances such as performance imbalance or communication issues warrant. Poor individual contributions to the team project as noted by your team members will result in a poorer individual grade on the team project.

**Grading Criteria Rubric and Conversion**

<b>Item</b>	<b>Quantity</b>	<b>Points</b>	<b>Total / Percent</b>
<b>Exam(s)</b>	<b>3</b>	<b>20</b>	<b>60</b>
<b>Homework assignments</b>	<b>4</b>	<b>5</b>	<b>20</b>
<b>Semester long team project</b>	<b>1</b>	<b>20</b>	<b>20</b>
<b>Total</b>			<b>100</b>

Exams, quizzes, assignments and individual term project will receive a numeric score (0-100) each. These scores will be converted to points and totaled to ultimately be converted to letter grade of A, B, C, D, or F as shown in the example below:

Item	Percent earned by student	Maximum points	Points to be added to the final grade
Exam 1	72%	20	14.4
Exam 2	75%	20	15
Exam 3	83%	20	16.6
Homework 1	75%	5	3.75
Homework 2	78%	5	3.9
Homework 3	83%	5	4.15
Homework 4	84%	5	4.2
Team project	87%	20	17.4
Total			79.4

**89.5 – 100 = A**

**79.5 – 89.49999 = B**

**69.5 – 79.49999 = C**

**59.5 – 69.49999 = D**

**Below 59.5 = F**

**Grades will not be curved (in the above example, the student with 79.4 will receive a C NOT a B).**

### **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 will be posted within two weeks after the due date.

## COURSE OUTLINE AND CALENDAR

### Complete Course Calendar (subject to change)

Week	Date	Chapter	Due at mid night (Homework deadlines TBA)	Notes
1	January 16	Chapter 1		
2	January 23	Chapter 2		
3	January 30	Chapter 3		
4	February 6	Chapter 4		
5	February 13	Exam 1		In class exam 1 based on material from chapters 1 to 4
6	February 20	Chapter 5		
7	February 27	Chapter 6		
8	March 5	Chapter 7		
9	March 9 – 12	Spring Break (No Classes)		
10	March 19	Chapter 8		
11	March 26	Exam 2		In class exam 2 based on material from chapters 5 to 8
12	April 2	Chapter 9		
13	April 9	Chapter 10		
14	April 16	Chapter 11		
15	April 23	Chapter 12		
16	April 30	Chapter 13	Team project due.	
18	May 7	Exam 3		In class exam 3 based on material from chapters 9 to 13

### Important University Dates

Refer to University official academic calendar at: <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](mailto: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.*

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## 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](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](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) 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](mailto: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 [WCOonline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto: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].

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## **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.

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## **OTHER POLICIES**

### **INSTRUCTOR POLICIES**

#### **Policies related to absence, grading, etc.**

- You are responsible for all class material presented during an absence.
- Homework assignments must be submitted through Canvas and due on the mid night (11:59 PM) of specified due date/time. No email submissions will be accepted except under unforeseen circumstances.
- Late penalties will be applied to items submitted after due dates. 1 point will be deducted per day for late submission for homework assignments and 5 points per day for team project.
- If you cannot take in-class exam(s), you must inform me at least one week beforehand and must plan to take the exam on scantron during my office hours within 10 days of exam due dates.
- You will get the entire class duration for the exams. Multiple attempts will not be allowed for any of the exams.

#### **My personal statement**

- You will receive feedback in the form of graded assignments within two weeks after the due date.
- I want you to read the feedback that I provide to you (your personal grading notes and Canvas emails).
- I am almost always available via email and typically respond within 24 hours except on weekends.
- I prefer email to phone conversations.
- I reserve the right to modify the course syllabus during the semester for the benefit of the students.
- I reserve the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- I reserve the right to modify grading policy rubrics. Any change to grading rubrics will be applied to current and possible future assignments.

#### **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.