

Course Syllabus

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Instructor:	Charles L. McDonald, Jr., Ph.D.
Office:	Room 216N
Office Hours:	See professor's homepage
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Course Number:	MIS308.01W
Course Title:	Project Management
Required Computer Skills	<p>Use of a personal computer is extensive in this course. Students will be expected to possess the following computer skills to successfully perform course related tasks throughout the semester:</p> <ul style="list-style-type: none"> • Moderate proficiency in using Microsoft's Internet Explorer to access course Web pages and content on selected sites • Students not utilizing the labs will need to download and install Microsoft Project Professional 2007 (free 60 day trial version) • Ability to utilize basic features of Project Professional 2007 to create Gantt charts • Moderate proficiency in sending and receiving e-mail with file attachments
Catalog Description:	A study of the practices and methods used in managing projects. Project elements such as scheduling, organizing, and implementation, control, and assessment will be discussed. The course focuses on using project management techniques appropriate for information systems projects.
Text:	Schwalbe K, Information Technology Project Management, 6th edition. 2010 Course Technology, Cengage Learning ISBN: 9780324786927 List price: \$104.95

Course Objectives:	<p>This course is designed to give the student an understanding of project management in the context of information systems development. Upon completing the course the successful student should be able to:</p> <ul style="list-style-type: none"> ● Understand the four major phases of project management including: <ul style="list-style-type: none"> ○ Project Adoption ○ Planning ○ Scheduling ○ Implementation ● Realize the importance of project management in the information systems environment ● Explain the reasons for project success and failure that are directly related to project management ● Use some of the software tools that aid in project management ● Understand how to evaluate projects after implementation
Course Assessment:	<p>Student's learning will be assessed by quiz scores, exam scores, and two projects. Content is addressed through chapters' content and cases, instructor's notes, PowerPoint slides, practice quizzes, graded quizzes, and two projects that utilize Project Professional 2007.</p>
Introduction and Methodology:	<p>The Web-based approach appears to be an important alternative for many students that desire additional education but are entrenched in the workforce and could not attend classes offered in traditional formats. To address this need, this course is being offered in a Web-based format to better serve those students with nontraditional schedules by providing a means to complete course requirements without classroom attendance. As a prerequisite, students should have an Internet account and be comfortable with using a browser (Internet Explorer) and e-mail to send/receive e-mail with attached files. The course's content and grading standards are essentially the same as a traditional on-campus course. Studies have shown that students must exercise more self-</p>

	<p>discipline and individual effort to be successful in a Web-based format.</p> <p>Course related materials such as instructor notes, assignments, advisories, case studies, exam schedules, and links to relevant topics will be posted on these Web pages throughout the semester. Students are expected to review these pages each week for scheduling or assignment changes (notice the "<i>Last updated</i>" date).</p>
<p>Activate Exam Account:</p>	<p>For all course related e-mail, be sure to use the e-mail icon on the course's homepage. Although it is a feature-lean e-mail package, it is easy to send and receive messages and it assures reliable communications.</p> <p>To activate the setup for recording grades, send an e-mail to your professor by Friday, June 5 containing a statement that you have read and understand the syllabus. Contact the professor if you need a clarification before sending this e-mail. If it is available for course communications, include a daytime telephone number in the message body. If you want to be able to receive course related text messages from your professor on your cell phone, include your carrier's name: (e.g., (903)555-1212, Sprint).</p>
<p>On-Campus Students:</p>	<ul style="list-style-type: none"> ● Review the general information about TAMU-T student accounts. ● Although on-campus accounts can be reached from remote sites, you must remember your login and password (initially your CWID). No password - No access! ● Full access to the Internet from the PC labs is available to all TAMU-T students. PC labs 250N, 251N, and 252N provide Microsoft Office, laser printers, and Internet access. CDRW and USB drives are available on lab computers. Note, labs 250N and 252N are reserved for class use. Room 251N is an open PC lab and may be available for student use on weekends. Contact Beth.Gandy@tamut.edu or (903)223-3084 in technology support for

information concerning PC lab availability and services.

- The campus library also provides computers for student use. Contact Teri.Stover@tamut.edu (or Ext. 3091) for more information.
- Maintain a copy of your efforts on USB drives or other personal media. If a network server crashes, the component would be replaced and data would be restored from backup tapes. The university's most recent tapes may not include your most recent efforts.
- Computer viruses, Trojan horses, and worms spread rapidly via the Web. When operating in the PC labs, click the Anti-Virus icon to scan your personal storage medias. The servers are frequently scanned and will clean or delete contaminated files, but personal media scanning remains the student's responsibility.

Quizzes: There are two quizzes for each chapter. Each chapter has a multiple-choice practice quiz linked from the Module1 or Module2 pages. These quizzes are managed at the publisher's site and should be used to verify the student's understanding of the chapter's content and to prepare for the graded quiz or one of the exams. The publisher's site will grade each quiz, provide immediate feedback, and allow the student to retake the quiz. Although the publisher offers an option to email quiz results, the results from the practice quizzes should not be e-mailed to your professor as they are not used in grading. These quizzes may assist in preparing for the graded quizzes and exams.

The second set of quizzes are accessed via an icon on the homepage. These quizzes offer 25 to 40 multiple-choice questions for each chapter; they are scheduled, timed, and graded. By clicking on the *Quizzes for Grades* icon, the list of quizzes with availability, time limit, number of questions, and number of takes remaining are depicted. Each of these quizzes allows only one take. Students may see scores and review quizzes immediately after

taking a quiz. Note that some of the quiz questions are reused on exams. The deadlines for taking these quizzes are:

Chapter 1:	June 4	Chapter 7:	July 16
Chapter 2:	June 11	Chapter 8:	July 23
Chapter 3:	June 18	Chapter 9:	July 23
Chapter 4:	June 25	Chapter 10:	July 30
Chapter 5:	July 2	Chapter 11:	Aug. 6
Chapter 6:	July 2	Chapter 12:	Aug. 6

Exams:

- There are two scheduled exams offered during this course.
- About 70% of each exam's content will be derived from the chapters. The remaining portion of the exam will be based on chapter notes, cases, and PowerPoint slides. Questions from each chapter's quizzes (practice and graded) are frequently reused on exams. For most students, simply reading the text and taking the exams will not produce a satisfactory grade.
- Each exam will be offered in a 40 to 50 question multiple choice (A through D or E) format
- Scantron forms are provided in the TAMU-T testing center without charge.
- Exams will be placed in the TAMU-T testing center (located in the Aiken Center) on Monday mornings and will be removed morning after the exam's deadline.
- Students must start each exam at least one hour prior to the closing of the testing center. Be aware that the TAMU-T testing center

closes at noon on Fridays.

- Without exception, exams that are not taken prior to their respective close date will be graded as a zero (0).
- It remains the student's responsibility to monitor the testing center's operating hours as they may change during the semester. The contact person for the testing center is [Glenda Walker](#) at (903)223-3072.
- Proctored exams will be available to remote students if prior arrangements have been approved.

Exam schedule:

July 5 - July 9	Exam #1: chapters 1 - 6 and module 1 content
Aug. 2 - Aug. 6	Exam #2: chapters 7 - 12 and module 2 content

Projects: There are two projects assigned in this course. [Project1](#) involves the development of a Gantt chart for the SunGo Fan Manufacturing, Inc. June 27 board meeting. [Project2](#) involves the development of a PERT chart for SunGo's August 2, 2010 board meeting. The projects' deadlines are:

July 2	Project1 submission deadline
July 30	Project2 submission deadline

**Testing Center
Hours:**

Monday - Thursday: 8:00am - 9:20pm
Friday - 8:00am - 12:00pm

Accommodations:	Students with disabilities may request reasonable accommodations through the A&M-Texarkana Disability Services Office by contacting Carl Greig, Aikin, Room 223, or by calling 903.223.3062.												
Miscellaneous:	<ul style="list-style-type: none"> • Monitor these Web pages frequently for additional instructions, requirements, advisories, corrections, clarifications, etc. • Your professor receives and responds to many e-mail messages each day. If you have not received a response to an e-mail in an appropriate time span, follow up with a second e-mail, a phone call, or an office visit. Usually, e-mails are answered daily (not on weekends or holidays). 												
Grading Scale:	<p>Each student's final class grade is based on accrued points:</p> <p>Graded quizzes provide a possible 425 points Two exams provide a possible 500 points (250 points each) Two projects provide a possible 200 points (100 points each)</p> <table border="1" data-bbox="654 1199 1252 1535"> <tr> <td>Total possible points:</td> <td>1125</td> </tr> <tr> <td>Points needed for an A</td> <td>960</td> </tr> <tr> <td>Points needed for a B</td> <td>845</td> </tr> <tr> <td>Points needed for a C</td> <td>730</td> </tr> <tr> <td>Points needed for a D</td> <td>620</td> </tr> <tr> <td>Less than 620 points = F</td> <td>< 620</td> </tr> </table> <p>Please, there are not any “extra credit” assignments on this course.</p>	Total possible points:	1125	Points needed for an A	960	Points needed for a B	845	Points needed for a C	730	Points needed for a D	620	Less than 620 points = F	< 620
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BBA Program Goals:	At the completion of the BBA program, students should have achieved these goals:
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- Goal 1: Our graduates will be competent in the broad business disciplines that underlie the BBA degree.
- Goal 2: Our graduates will be competent in the discipline of their chosen major or concentration.
- Goal 3: Our graduates will demonstrate critical thinking skills.
- Goal 4: Our graduates will be able to communicate effectively in writing and in front of a group.
- Goal 5: Our graduates will be competent in the use of analytical tools via business software tools.
- Goal 6: Our graduates will be able to properly integrate business disciplines in developing holistic, multi-functional solutions.
- Goal 7: Our graduates will be able to correctly analyze financial statements.