Contact Information

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<table>
<thead>
<tr>
<th>Summer I 2012 Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE</td>
<td>10:00-12:00</td>
<td>10:00-12:00</td>
<td>10:00-12:00</td>
<td>10:00-12:00</td>
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<tr>
<td>MIS 3003-X30 (MIS)</td>
<td>Internet</td>
<td>Internet</td>
<td>Internet</td>
<td>Internet</td>
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<tr>
<td>MIS 3163-301 (Proj Mgmt)</td>
<td>2:30-4:30</td>
<td>2:30-4:30</td>
<td>2:30-4:30</td>
<td>2:30-4:30</td>
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</tbody>
</table>

Course Materials


- Scantrons for multiple-choice portions of major exams

Course Description: Above all else, this is a Project Management course, NOT a software application training course. As such, it is a valuable elective for any degree major. All working professionals WILL be involved in information technology projects throughout their careers! The Preface of the text sums it up best under the Approach paragraph of the second edition. The “approach” of the text is why it was chosen and reflects the way the course will be taught.

“Many people have been practicing some form of project management with little or no formal study in this area. New books and articles are being written each year as we discover more about the field of project management, and project management software continues to advance. Because the project management field and the technology industry are changing rapidly, you cannot assume that what worked twenty years ago is still the best approach today. This text provides up-to-date information on how good project management and effective use of project management software can help you manage information technology projects. Three distinct features of this book include its relationship to the Project Management Body of Knowledge, its bundling with Microsoft Project, and its value in preparing for Project Management Professional and other certification exams.”

Course Prerequisite: Junior/Senior standing

Learning Goals

I. General Learning Goals:
   - *Teambuilding and collaboration to achieve group objectives.* Instruction in basic team dynamics is not provided as the majority of students in this class have been required to work in teams numerous times before. Students will work in teams throughout this course as well. There will also be a graded team presentation. Peer and instructor evaluations, as well as assignment requirements, will be designed to
insure that all team members actively participate in both the presentation and written team assignment contributing to the overall team grade.

- **Problem Solving and Decision Making.** Along with the team assignment, there will be two individual assignments as well to facilitate the primary means by which the students critically analyze, evaluate, and interpret business information. The students are required to use the techniques and information presented in class to analyze and complete all assignments. This requires identifying the assignment’s requested business situation, making any necessary assumptions, assessing given data/evidence, considering alternative solutions, arriving at a conclusion, and then documenting their decisions. These graded assignments are a significant portion of the overall course grade.

- **Competency in speaking and writing for common business scenarios.** In addition, it is required that all team members speak during their team presentations. An assessment form will be used during presentations to address the professionalism of individual and group efforts. This form will be provided to students and discussed well in advance of their scheduled presentations. Written assignments will be expected to contain no grammatical and punctuation errors.

- **Technology Utilization.** Extensive use is made of business application technology throughout the course. Microsoft Project is used to teach the applied principles of information technology project management. Supplemental instructional materials are provided and covered in class as needed. Students will also demonstrate their ability to use common business computer applications by utilizing Microsoft Word for written assignments and Microsoft PowerPoint for their team presentations. A portion of the grades for the presentations is based on the quality of the slides.

These general learning goals are among those established by the Dillard College of Business Administration. General learning goals represent the skills that graduates will carry with them into their careers. While assessing student performance in obtaining these general learning goals, the Dillard College is assessing its programs. The assessments will assist us as we improve our curriculum and curriculum delivery.

II. **Course Specific Learning Goals:** After completing this course, students should be able to:

- Understand the genesis of project management and its importance to improving the success of information technology projects
- Demonstrate knowledge of project management terms and techniques such as:
  - The triple constraint of project management
  - The project management knowledge areas and process groups
  - The project life cycle
  - Tools and techniques of project management such as:
    - Project selection methods
    - Work breakdown structures
    - Network diagrams, critical path analysis, and critical chain scheduling
    - Cost estimates
    - Earned value management
    - Motivation theory and team building
- Use Microsoft Project software to help plan and manage information technology projects
- Appreciate the importance of good project management
  - Share his/her own examples of good and bad project management

**Course Policies**

**Attendance Policy:** Regular attendance is expected and roll will be taken. Upon a student’s third unauthorized absence, that student can be dropped for nonattendance and receive a grade of WF for the course. Participation in class discussion is mandatory and a significant consideration of the overall class grade. Students must read the assigned material and complete assignments prior to coming to class and be prepared to discuss and ask questions relating to assigned material. See the MSU Student Handbook for the University Class Attendance Policy.
Other Related Policies

**Missed Examination, Quiz, and In-class Exercises Policy:** Only students with authorized absences (see University Class Attendance Policy) may make up missed examinations, quizzes (announced and unannounced), and in-class exercises. Arrangements must be made in advance if at all possible. In all cases, the instructor must be contacted no later than the day of the scheduled exam or no make up will be allowed. At the instructor’s discretion, a deduction may be assessed for a late exam.

**Grading and Evaluation:**

**Student's performance will be assessed using the following elements.**

**Exams (3):** Each exam will consist of multiple-choice and true/false questions, some short answer, and/or essay questions. Exams will cover assigned chapters, in-class lectures, and any other assigned readings. Students are responsible for all assigned textbook material, even if it is not directly discussed in class.

**Team Assignments:** All students will participate in the team assignments. Details of presentation requirements will be provided later.

**Quizzes:** Up to 50 points may be assigned to quizzes, take home assignments, and in-class exercises. Quizzes and in-class exercises will generally not be announced in advance. Any points not assigned during the semester will be removed from the total possible for the course when calculating grade percentages.

**Attendance and Participation:** 100 points will be based on the percentage of classes attended. Absences will be excused only for approved school trips and serious health issues.

Points will be allocated using the following scheme.

<table>
<thead>
<tr>
<th>Element</th>
<th>Points</th>
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<tbody>
<tr>
<td>Exam I</td>
<td>100</td>
</tr>
<tr>
<td>Exam II</td>
<td>100</td>
</tr>
<tr>
<td>Exam III</td>
<td>100</td>
</tr>
<tr>
<td>Team Assignments</td>
<td>150</td>
</tr>
<tr>
<td>Attendance</td>
<td>100</td>
</tr>
<tr>
<td>Team Presentation</td>
<td>50</td>
</tr>
<tr>
<td>Quizzes &amp; In-class</td>
<td>50</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>650</strong></td>
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**Grades will be assigned using the following scheme.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
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<tbody>
<tr>
<td>A</td>
<td>585-650</td>
</tr>
<tr>
<td>B</td>
<td>520-584</td>
</tr>
<tr>
<td>C</td>
<td>455-519</td>
</tr>
<tr>
<td>D</td>
<td>390-454</td>
</tr>
<tr>
<td>F</td>
<td>&lt;= 389</td>
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**Course Content and Outline:** See the attached content outline/schedule.

**Academic Integrity:**

With regard to academic honesty, students are referred to the “Student Honor Creed” in the Midwestern State University Undergraduate Catalog. Academic dishonesty (cheating, collusion, and plagiarism) is taken seriously and will be investigated. The minimum penalty is an "F" in this course and referral to the Dean of Students for disciplinary action, which may result in expulsion from the University.
Americans with Disabilities Act:

If a student has an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, that student should please see me as soon as possible (i.e., within the first week of the semester). Refer to my office hours and phone number shown on page 1. This class follows the guidelines suggested by the Center for Counseling and Disabilities Services for those students who qualify for disability services. See the Midwestern State University Undergraduate Catalog.

Syllabus Change Policy:

This syllabus is ONLY a Guide for the course and is subject to change based upon course needs. Syllabus changes will be communicated in class. It is the student's sole responsibility to keep informed on changes to any due dates for assignments or exams. It is not the instructor's responsibility to individually inform students of changes, or to update this document continually for changes.

Additional Information:

Assignments: Assignments are due in class at the beginning of class on the specified due date. There is NO PROVISION for late work on any assignment. Plan and schedule to complete work early. Having your work completed on schedule is a key to early success in your business career.

Classroom behavior:

- Please come to class on time. Take care of personal business prior to class. I do not expect you to leave to respond to calls and text messages and return to class.
- Turn off your cell phones and any other electronic devices and put them away. I think we can all go about an hour until a break without contact with the outside world! If you have an emergency situation that requires your cell phone to be on, let me know and we'll work something out.
- I don't care what you wear to class as long as you conduct yourself professionally and with respect toward your peers and the instructor. Please don't talk while the instructor or others are discussing course materials. Participating in the class is the best way to avoid disturbing the class.
- There will absolutely be no eating of anything in class. This is a Dillard College of Business Administration policy that will be followed in this class. Points will be deducted for violating this policy. The policy is in place to keep our building clean and critter-free. Also, only bottled water is allowed in classrooms. This policy will also be strictly followed. Bottled water comes in bottles, not other kinds of containers. Points will also be deducted for violating this policy. The instructor's current thinking is 10 points per violation.

Tentative schedule (See attached.) Please keep this syllabus as a reference! Students are responsible for all information contained in the syllabus and for any changes to the syllabus, which will be announced in class.