SYLLABUS

BCIS 5660: Organizing and Managing IT Projects
Spring 2021

Lectures (Zoom): Remote – See Zoom link in Canvas, Tuesday, 6:30-9:20 PM
Instructor: Dr. Anna Sidorova, Office: BLB 110H
Email: anna.sidorova@unt.edu, Phone: (940)565-3042
Office Hours (Zoom): Tuesday, 5:00-6:00 PM, Wed. 12:00 noon -2:00 PM, or by appointment.
Office hours schedule may change in the course of the semester. Changes in office hours schedule will be announced on canvas and reflected in Zoom meeting schedule.

TEXTS, SOFTWARE AND TECHNOLOGY REQUIREMENTS

Other readings: Industry reports and publications as indicated in course modules. All assigned reports will be available online and via UNT library.

Online learning resources: As a UNT student, you are expected to have access to LinkedIn learning which will be utilized in this course.

Software: As a part of this course you will be asked to create trial accounts and to explore a variety of project management and communications tools. Some of these tools are available through RCOB labs/virtual labs (e.g. MS Project), while for others you will be expected to create trial or student accounts for online access. If you have experience with and access to certain Project management you are welcome to introduce the rest of the class to these tools. You will not be required to use any specific software or tools for you projects, but you may need to use software or tool of your choice.

General technology requirements: This is a remote course, so all students are expected to have:
• Computer with internet access
• Microsoft Office Suite or equivalent
• Microphone
• Webcam

CANVAS SITE
Course announcements and materials will be posted on Canvas.

COURSE DESCRIPTION
This course examines the organization and management of information technology project functions including the implementation and acquisition of information technology within the constraints of legal, technological, economic, and environmental issues. Topics are analyzed with respect to their impact on the selection, acquisition, utilization and evaluation of information technology and systems.

Learning Objectives
Upon successful completion of this course, you are expected to:
• Understand what project management means and how it improves the success of information technology projects.
• Demonstrate knowledge of project management frameworks, tools and techniques related to:
  o IT Project Identification, Prioritization and Selection
  o IT Project Management Methodologies
  o Project Scope Management
  o Project Schedule Management
  o Project Cost Management
  o Project Integration Management
  o Project Resource Management
  o Project Talent Management
  o Project Risk Management
  o Project Procurement Management
  o Project Stakeholder Management
• Apply best project management practices to educational and real-life IT projects.
• Identify and share examples of good and bad project management.

COURSE FORMAT, ATTENDANCE AND PARTICIPATION
This course is largely interactive and depends on contributions from the class each week. We will have zoom meeting every week, and it is critical that you not only attend these zoom meetings, but are fully engaged and participating in such meetings. I expect all students to have their cameras on during meetings, and to use their microphone to contribute to course discussions. Excessive absences and failure to participate will impact your grade. Specifically, more than 3 absences may reduce your overall points by ½ a letter (50 points) and more than 6 absences may reduce your grade by 1 letter (100 points). Coming to class late (defined by the instructor as 6:35 pm or after) more than 3 times may reduce your overall points by (25 points) and more than 6 times may reduce your overall points by ½ a letter (50 points). Failure to demonstrate presence or engagement in class may result in grade reduction similar to an absence.

COURSE ASSIGNMENTS AND EVALUATION
Your performance will be evaluated as follows:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Individual</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exam 1</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>200</td>
<td>20%</td>
</tr>
<tr>
<td>Final exam</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td>Chapter Presentations</td>
<td>2@50points</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total Individual</strong></td>
<td>750</td>
<td>75%</td>
</tr>
<tr>
<td><strong>Term Paper and Presentation (In groups of two or three)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Paper</td>
<td>150</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total Term Paper and Presentation</strong></td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1000</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grades will be assigned as following
A = 90%-100%; B = 80%-89%; C = 70%-79%; D = 60%-69%; less than 60% = F

Exams
There will be two midterm exams and a comprehensive final exam. All exams will be
online, closed book, closed notes and may contain problems, short answer, multiple choice and essay questions. Exams will be scheduled during class time and have to be taken during that time. All exams will be administered using Respondus Browser and Respondus Monitor (webcam). Exams will focus on the material covered in your textbook, but some of the questions may be related to guest speaker presentations and additional readings. Details on the exam content will be provided in class.

**Chapter Presentations**

Beginning with Chapter 4, each of you will have the opportunity to present chapter material. Each student will make two chapter presentations in the course of the semester. You will be expected to cover the material in the chapter (for most chapters, material will be split between two student presentations) and to bring some external ‘value added’ material as well. Presentations will be from 15-20 minutes, and we expect to have four to five such presentations during each class starting on Week 4. You will then lead the class in a short (5 to 10 minute) discussion of the material. Everyone is expected to come prepared for discussion each week, regardless of whether you are presenting. On the weeks you do not present, you will bring 2 recent (2019 or later, preferred) articles to class on the topic covered that week. After the presentations, I will call on you to share with the class a point in at least one of your articles not covered or that presents a different viewpoint from what was presented.

**NOTE:** To reschedule your presentation, you will need arrange with another student to exchange spots and to notify the instructor at least eight days in advance. Failure to deliver a presentation without making proper arrangements in advance will result in a zero grade on your presentation.

**Term Project/Paper and Presentation**

The term paper will be done in teams of 2 or 3, depending on class size. You will choose one of the topics covered in the course and write a 10 – 12 page term paper over that topic. The goal of the paper is to allow you to drill deeper into the course topics on your own and to gain greater depth of knowledge than can be discovered in one chapter or one week of class. In addition, each team will prepare and deliver a 10-15 minute presentation of the material covered in their term paper. I will give you more details later.

**Term Paper Originality and Proper Attribution**

In writing your paper, you are expected to build on existing sources and to provide proper citation of your sources. Your paper should include at least 15 references. All direct quotes should be identified as such. Except for the clearly identified direct quotes, your paper should contain your original writing. All term papers will be submitted as TurnitIn assignments and similarity of over 20 percent may result in reduced grade on the paper, with similarity of over 40 percent may be construed as plagiarism and result in a severe grade reduction or a failing grade on the paper.

**Late Submission Policy**

All assignments are due at the time indicated in the schedule. Failure to submit an assignment by the due date will result in a zero on that assignment.

**COURSE POLICIES**

**Class format, attendance and participation (this is a repetition of the statement above)**

This course is largely interactive and depends on contributions from the class each week. We will have zoom meeting every week, and it is critical that you not only attend these zoom meetings, but are fully engaged and participating in such meetings. I expect all students to have their
cameras on during meetings, and to use their microphone to contribute to course discussions. Excessive absences and failure to participate will impact your grade. Specifically, more than 3 absences may reduce your overall points by ½ a letter (50 points) and more than 6 absences may reduce your grade by 1 letter (100 points). Coming to class late (defined by the instructor as 6:35 pm or after) more than 3 times may reduce your overall points by (25 points) and more than 6 times may reduce your overall points by ½ a letter (50 points). Failure to demonstrate presence or engagement in class may result in grade reduction similar to an absence.

**COVID-19 Impact on Attendance**

While attendance is expected as outlined above, it is important for all of us to be mindful of the health and safety of everyone in our community, especially given concerns about COVID-19. Please contact me if you are unable to attend class because you are ill, or unable to attend class due to a related issue regarding COVID-19. It is important that you communicate with me prior to being absent as to what may be preventing you from coming to class so I may make a decision about accommodating your request to be excused from class.

If you are experiencing cough, shortness of breath or difficulty breathing, fever, or any of the other possible symptoms of COVID-19 (https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) please seek medical attention from the Student Health and Wellness Center (940-565-2333 or askSHWC@unt.edu) or your health care provider. While attendance is an important part of succeeding in this class, your own health, and those of others in the community, is more important.

**Class Recordings & Student Likenesses**

Synchronous (live) sessions, including student mini-lecture presentations, in this course will be recorded for students enrolled in this class section to refer to throughout the semester. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and only for educational purposes. Students may not post or otherwise share the recordings outside the class, or outside the Canvas Learning Management System, in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and could lead to disciplinary action.

**Student email information**

Enabling students’ access to certain cloud computing resources used in this class requires releasing student UNT email information to cloud providers and affiliated parties. It is your responsibility to notify the instructor within 5 days from the beginning of the semester if you DO NOT want your email information to be released. In such case, you assume the responsibility for procuring access to the necessary cloud resources.

**RYAN COLLEGE OF BUSINESS AND UNT POLICIES AND PROCEDURES**

**Academic Integrity Standards and Consequences**

According to UNT Policy 06.003, Student Academic Integrity (available at https://vpaa.unt.edu/fs/resources/academic/integrity), academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students’
opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at https://studentaffairs.unt.edu/dean-of-students/conduct.

**ADA Accommodation**
UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at http://disability.unt.edu.

**Student Evaluation Administration Dates**
Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website at www.spot.unt.edu or email spot@unt.edu.

**Emergency Notification & Procedures**
UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Blackboard for contingency plans for covering course materials.

**Emergency Evacuation Procedures for Business Leadership Building**

**Severe Weather.** In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area in the building. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

**Bomb Threat/Fire.** In the event of a bomb threat or fire in the building, all building occupants should immediately evacuate the building using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. Persons with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall in the grassy area, west of parking lot 24.
# TENTATIVE COURSE SCHEDULE

The topics and dates as outlined in the course schedule are subject to change. All necessary changes will be announced and discussed in class in advance. You are responsible for making sure you are aware of any such changes. In addition to the student presentations and discussions of the topics stated below, we will have several guest speakers throughout the semester. Guest speaker presentations and panels will cover project management topics complementary to those discussed in your book chapter. Specific guest speaker presentations will be announced in class.

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<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Chapter</th>
</tr>
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<tbody>
<tr>
<td>Jan 12</td>
<td>Introduction to Project Management</td>
<td>1</td>
</tr>
<tr>
<td>Jan 19</td>
<td>Project Management and IT</td>
<td>2</td>
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<tr>
<td>Jan 26</td>
<td>Process Groups</td>
<td>3</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Integration Management</td>
<td>4</td>
</tr>
<tr>
<td>Feb 9</td>
<td>EXAM 1 Schwalbe Chapter 1-4, Assigned Readings</td>
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<tr>
<td>Feb 16</td>
<td>Project Scope Management</td>
<td>5</td>
</tr>
<tr>
<td>Feb 23</td>
<td>Project Schedule Management</td>
<td>6</td>
</tr>
<tr>
<td>March 2</td>
<td>Project Cost Management</td>
<td>7</td>
</tr>
<tr>
<td>March 9</td>
<td>Project Quality Management</td>
<td>8</td>
</tr>
<tr>
<td>March 16</td>
<td>EXAM 2 Schwalbe Chapters 5-8, Assigned Readings</td>
<td></td>
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<tr>
<td>March 23</td>
<td>Resource Management, Communications Management</td>
<td>9, 10</td>
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<tr>
<td>March 39</td>
<td>Project Risk Management</td>
<td>11</td>
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<tr>
<td>April 6</td>
<td>Procurement Management</td>
<td>12</td>
</tr>
<tr>
<td>April 13</td>
<td>Stakeholder Management</td>
<td>13</td>
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<tr>
<td>April 20</td>
<td>Final Project Presentations, Review for the Final, Final Papers/Project Reports are Due.</td>
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<tr>
<td>April 27</td>
<td>FINAL EXAM comprehensive over all material in course</td>
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