This is the Fall/Spring Standard Course Syllabus

**Project Management for Information Systems**

INFO 5306/4306

Fall/Spring Course Syllabus

University of North Texas
Department of Information Science

**Professor:**

Dr. Jeff M. Allen
Regents Professor of Information Science
Director, Center for Knowledge Solutions
University of North Texas
Contact Information

**Teaching Assistant:**

Miyoung Chong
Doctoral Student
Department of Information Science
Contact Information

Use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Teaching Assistant and/or Professor

DO NOT use @unt.edu email to contact instructors. Your email for the course will be lost in the many other emails.

First contact for course questions will typically be the course teaching assistant. The Teaching Assistant for the course and will be able to assist you with 95% of questions and issues. For the other 5% contact Dr. Allen first.

Dr. Allen and Miyoung have worked together over many semester, though responses may be slightly different, they will be close - many times it's due to interpretation of the question(s).

**Course Description**

Managing the process of planning, developing, implementing and evaluating systems in libraries and information centers of all types and sizes. Planning, defining
requirements, developing requests for proposals, evaluating alternative systems, and locating and hiring consultants. **This is NOT a certification preparation course.**

**Extended Description**

In this introductory course, you will study the initiation, planning, execution, and closure of projects of all types and sizes as defined by the Project Management Body of Knowledge (PMBOK). Although not library nor information systems specific, the PMBOK is the standard for those individuals who eventually seek certification as a Project Management Professional (PMP). This three credit-hour course is delivered 100% via a course management system. **This is NOT a certification preparation course.**

**Course Goals and Objectives**

This is an introductory course with a goal of providing you with the basic knowledge needed for a beginning role as an effective planner/manager and/or participant in projects of all types and sizes. Objectives are that, upon completion of the course, you will be able to:

* Understand the basic concepts, terminology, processes, and tools of initiating, planning, executing, and closing a project as defined by PMBOK
* Develop a project work plan
* Prepare a project budget
* Manage a basic project plan
* Develop a communication plan for project stakeholders
* Identify & mitigate project risks
* Create a Project Proposal
* Create a Project Plan suitable for printing

**Course Philosophy**

This course is organized to assist students who are interested in learning how to serve as project manager to help organizations reach optimal effectiveness. This course is significantly different from other undergraduate/graduate courses. Students are expected to be proactive in this competency-based course. This course is a course with several simple development rules: 100% online, module-based, asynchronous, no textbook, no final, open exit.

**What this means**

You, the student, are in control of when you have completed the course. You may complete it in a few weeks or continue right up until the last deadline (see course calendar).
Notes for this semester

This course was recently reconceptualized and reorganized. You are the third set of students to work in this new format. There still some growing pains and a few errors. Please provide feedback to Dr. Allen (Jeff.Allen@unt.edu) so that we can continue to improve the quality of the course.

Course Evaluation

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89%</td>
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<tr>
<td>C</td>
<td>70 – 79%</td>
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<tr>
<td>D</td>
<td>60 – 69%</td>
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<tr>
<td>F</td>
<td>59% or below</td>
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Assignment 1 – 5  75% of final grade
Assignment 6  25% of final grade

VERY IMPORTANT EVALUATION NOTES

1. **Assignment are due by 5:00p central time (GMT -6) on the date listed in the course calendar.**
2. **All Late Assignment will receive a letter grade of “F”.** Missing deadlines is not a business practice that allows employees to earn a living – for very long.
3. **There are VERY, VERY few exceptions made to assignment deadlines – all assignments and due dates are known four or more weeks before the assignment deadline.** There are plenty of project examples are available online.
4. Assignments will only be graded if submitted on time and via the Assignment tool.
5. PLEASE turn assignment in early – this is a viable and recommended practice. A missed deadline (F) will lower your FINAL grade by at least one letter grade.

Course Calendar

<table>
<thead>
<tr>
<th>Knowledge Module</th>
<th>Assignment Due Date</th>
<th>Percentage of Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>What is Project Management</td>
<td></td>
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<tr>
<td>Week 1</td>
<td>The Importance of a Project Manager</td>
<td></td>
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<tr>
<td>Week 3</td>
<td>Types of Project Management</td>
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<tr>
<td>Week 4</td>
<td>Project Scope</td>
<td>Project Scope (1 of 6)</td>
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<td>Week 5</td>
<td>Project Work Breakdown</td>
<td>Project Breakdown (2 of 6)</td>
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<tr>
<td>Week 6</td>
<td>Estimating and Scheduling</td>
<td>Project Schedule (3 of 6)</td>
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<td>Week 7</td>
<td>Project Cost and Budget</td>
<td>Project Schedule (4 of 6)</td>
</tr>
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<td>Week 8</td>
<td>Managing the Project</td>
<td>Project Budget (4 of 6)</td>
</tr>
<tr>
<td>Week 9</td>
<td>Communicating Planning</td>
<td>Project Closure and lessons learned (5 of 6)</td>
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<tr>
<td>Week 10</td>
<td>Change and Quality Management</td>
<td>Project Closure and lessons learned (5 of 6)</td>
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<tr>
<td>Week 11</td>
<td>Managing Risk</td>
<td>Project closure and lessons learned (5 of 6)</td>
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<tr>
<td>Week 12</td>
<td>Project Closure</td>
<td>Project closure and lessons learned (5 of 6)</td>
</tr>
<tr>
<td>Week 13</td>
<td>Project Proposals</td>
<td>Project closure and lessons learned (5 of 6)</td>
</tr>
<tr>
<td>Week 14</td>
<td>Working your Project Plan</td>
<td>FINAL PROJECT (6 of 6)</td>
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**Course Communications (Within Canvas)**

Use the E-mail tab on the left menu tab in Canvas to compose your email messages.
Note: Your first contact for course questions should be the Teaching Assistant - Mrs. Miyoung Chong. She is the Teaching Assistant for the course and will be able to assist you with 95% of questions and issues. For the other 5% contact the Professor - Dr. Jeff M. Allen.

Modules

All modules are available under the Module tab in Canvas (left-side menu). These modules provide you knowledge in the form of videos, slideshows, readings, etc. These modules are guide for you to learn more about a topic within the broad field of project management. There are many more resource for information that you should take an opportunity to explore as you work through your semester-long project. The field of project management has a deep and rich array of learning modules available for free - which allows us to have no required textbook for the class.

Assignments

All assignments are available under the Assignment tab (left-side menu). The assignment are described and have an assignment submission button available.

All assignment will be submitted and graded within Canvas - all assignments have a general rubric that will assist you in understanding to the grading of each assignment.

There are a number of different options for submitting assignments. If you have questions about submitting an assignment, please ask well in advance of assignment deadlines. Please consider electronic communication difficulties. The student is responsible for all course deadlines – plan to turn in a few days early. Please be sure to keep a copy of your assignments (just in case).

Please note: Assignment will ONLY BE accepted via Canvas Assignment tab submission. Assignment will not be graded if not submitted in any other manner.

Course Assignment Appeals

If you have received an individual assignment grade that you disagree with, please contact the course TA with written grade appeal within seven days of the grade posting. To parallel course grade appeals, an assignment appeal is appropriate when the student believes that the “the grade was awarded in an inequitable, arbitrary, or erroneous manner. Appropriate grounds for appeal include circumstances where the grade was assigned based on: a. inequitable treatment that is the result of departure from the instructor’s stated standards, and course policies; or b. a decision based on an error in fact.”

Discussions

There are no graded discussions in this course. However, weekly guided reflection are available that can help facilitate course discussion. You are welcome to seek guidance and provide guidance to others in the class, however, the projects are individual.
Undergraduate vs. Graduate Students

This course is taught with a mixture of undergraduate and graduate students in both long and short semesters.

This course utilizes a real-world project and there are therefore are no “additional” assignments for graduate students. However, the scope of the projects and quality of individual assignments will be graded based on level of enroll as either an undergraduate or graduate student. If you have a question on this policy, please ask before the first assignment is due.

The purpose of the course is to learn. This is a project-based class and you will get from the class the effort that you put into the class.

Open Exit

This course is significantly different from other courses you may have completed in the past. Students are expected to be proactive and responsible in this competency-based course.

If you are a currently a project manager, or have previous experience, this course will confirm your competencies and you will be able to rapidly advance through the modules and assignment. If you are new to project management, take the opportunity to explore every aspect of this growing career field.

You are in control of the time that you spend in the course and the outcome of your final grade. You are finished when you have completed and turned in all of the course assignments (6). This is a project-based class and you will get from the class the effort that you put into the class.

It is to your advantage to confirm your course completion with the course instructors.

Final Project Examples

We have included Final Project Examples for your use in this course with the permission of previous students (link). These are examples only! It’s like flavors of ice cream - you’ll like some, some not so much. This also does not means they are not all “A” projects - there's a mixture of final projects representing a wide array of project scopes. They are simply examples to help you brainstorm and problem solve your chosen project." We are actively adding more....

Academic Honesty: These are examples, not models - and should not be duplicated. They can be used for inspiration and ideas - not as templates to be duplicated or copied from (that’s cheating).

If you have questions, please ask.

General UNT Information

Note: Links have been provided to seek further information from UNT resources.
**Classroom Disability Accommodations**

The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at http://www.unt.edu/oda. You may also contact them by phone at 940.565.4323.

**Disability Accommodations**

The following is from https://disability.unt.edu/ (Links to an external site.)Links to an external site. (Links to an external site.)Links to an external site. I have included some appropriate portions to help you seek guidance. You have to start the process:

"**Student and Office of Disability Accommodation Responsibilities**

The Office of Disability Accommodation (ODA) is responsible for verifying that a student has a disability (as defined by the ADA). In order to receive a reasonable accommodation, a student must have a physical or mental impairment that substantially limits a major life activity (including the major life activity of learning), be perceived as disabled, or have a record of a disability. Because not all physical or mental impairments are considered disabilities under the ADA, including those that present themselves in noticeable fashion (e.g. wearing eyeglasses), it is important for faculty members to direct students to the ODA for verification of disabilities when a student seeks a reasonable accommodation. Once the ODA establishes that a student is disabled, the instructor/department, in consultation with appropriate departments (i.e. legal and ODA), determines whether a reasonable accommodation can be made that does not alter the fundamental requirements of a particular course or program.

**Reasonable Accommodation Not Retroactive**

Syllabi should inform students that they must go through the ODA before receiving a reasonable accommodation for a course and that they should have any disability for which they want a reasonable accommodation verified before a specified class day. Failure to obtain verification by the date established by the faculty member does not mean the student can never receive a reasonable accommodation in the course.
However, the faculty member only has to provide a reasonable accommodation once the disability is verified (assuming reasonable accommodation is possible). Grades received prior to verification of a disability and implementation of a reasonable accommodation need not be changed.

**No Obligation to Identify Disability**

A faculty member is not legally obligated to identify or diagnose a disability. Even if the disability is readily apparent and the student is having difficulty in the course, a faculty member should not ask the student whether his/her disability or condition is causing the academic difficulty. Instead, have a list of resources ready as you would for all students experiencing academic difficulty and include the ODA in that list.

**Temporary Impairments**

Faculty members are not required to modify course requirements if a student is experiencing a temporary physical or mental impairment. The ODA will take into consideration the duration of the impairment when determining whether the student is disabled as defined by the ADA. However, an instructor may offer adjustments for students with temporary impairments (e.g. broken arm).

**Letter Confirming Disability**

The ODA will give a student a letter confirming he/she is disabled. This letter will recommend reasonable accommodations that the instructor should consider making."

**University Policy of Honesty and Integrity**

https://policy.unt.edu/sites/default/files/06.003.pdf (Links to an external site.)

**Course Grade Appeal**

https://policy.unt.edu/policy/06-040 (Links to an external site.)