Project Management for Information Systems

INFO 5306/4306
Summer Course Syllabas

University of North Texas
Department of Information Science

Instructor:
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**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.

**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.

**Course Goal 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

**Credit Hours**
3 hours.

**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:**
This means that you, the student, are in control of when you have completed the course. You may complete it in 2 weeks, or continue right up until the last deadline.
This is a newly reorganized class. You are the second set of students to work in this new format. There are going to be errors and growing pains. Please provide feedback so that we can continue to make the course better.

**Evaluation Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>A</td>
<td>90 – 100%</td>
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<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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**NOTE:** 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.

<table>
<thead>
<tr>
<th>Summer Week</th>
<th>Fall/Spr. Week</th>
<th>Topic</th>
<th>Assignments Due</th>
<th>Points</th>
<th>% of Final Grade</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Week 1</td>
<td>Overview</td>
<td>- - - -</td>
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<td></td>
<td>Week 2</td>
<td>SWOT Analysis</td>
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<td></td>
<td>Week 3</td>
<td>The Project Decision</td>
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<td>Week 2</td>
<td>Week 4</td>
<td>Assignment 1: Project Proposal/Scope</td>
<td>June 15th, 5:00p</td>
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<td>20%</td>
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<td>Week 3</td>
<td>Week 5</td>
<td>Assignment 2: Project Work Breakdown</td>
<td>June 22nd, 5:00p</td>
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<td>20%</td>
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<td>Week 4</td>
<td>Week 6</td>
<td>Assignment 3: Project Schedule</td>
<td>June 29th, 5:00p</td>
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<td>20%</td>
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<td>Week 5</td>
<td>Week 7</td>
<td>Assignment 4: Project Budget</td>
<td>July 6th, 5:00p</td>
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<td>20%</td>
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<td>Week 6</td>
<td>Week 8</td>
<td>Managing your Project</td>
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<td></td>
<td>Week 9</td>
<td>Communicating Planning</td>
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<td>Week 7</td>
<td>Week 10</td>
<td>Change Management &amp; Quality Management</td>
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<td>Week 11</td>
<td>Managing Risk</td>
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<td>Week 8</td>
<td>Week 12</td>
<td>Assignment 5: Project Closure</td>
<td>July 29th, 5:00p</td>
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<td>Week 13</td>
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<td>Project Proposals</td>
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<td>Week 14</td>
<td>Week 14</td>
<td>Working your Project Plan</td>
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<tr>
<td>Week 9</td>
<td>Week 15</td>
<td>Final Project / Lessons Learned</td>
<td>Aug 3rd, 5:00p</td>
<td>Compiled</td>
<td>100%</td>
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<td>Week 10</td>
<td>Week 16</td>
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**Due Dates:**

This means that the module is due by 5:00p on the date listed. All late modules will receive a letter grade of “F”. Missing deadlines is not a business practice that allows employees to earn a living — for very long.
Course Communications

Contact Dr. Allen: [www.sageperformance.com/drjeffallen/contact.htm](http://www.sageperformance.com/drjeffallen/contact.htm)

Where to Find Assignments

We will be using UNT Blackboard this semester: [https://learn.unt.edu/](https://learn.unt.edu/)

Questions about Assignments outside of Blackboard

Email: Jeff.Allen@unt.edu
      MiyoungChong@my.unt.edu

Please list course # in the subject line

SUBJECT: 5306 – Assignment ###

Complete all assignments within Blackboard where possible. FINAL PROJECT SHOULD BE E-MAILED to receive a final course grade. I cannot grade your assignment if I don’t know it is an assignment by using the method above.

Assignments: Assignments are due no later than 5:00pm on the designated date.

Please consider electronic communication difficulties. The student is responsible for all course deadlines – plan to turn in a few days early.

Be sure to keep a copy of your assignments (just in case).

Undergraduate / Master Students

This course is taught, typically, with a mixture of undergraduate and graduate student in a both long and short semesters. This course uses a real world project and there are therefore are no “additional” assignments for graduate students. 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.

Open Exit

You are in control of the time that you spend in the course. You are finished when you have completed and turned in all of the course modules (6). It is to your advantage to confirm with Dr. Allen your assignments and course grades. This is a project-based class and you will get from the class the effort that you put into the class.
Some Project Examples

http://bit.ly/2wHegHs

These are examples! It’s sort of like flavors of ice cream - you’ll like some, some not so much. These are examples, not models – this means they are not all “A” projects. They are simply examples to help you brainstorm and problem solve your chosen project.

IF YOU HAVE QUESTIONS: ASK!
General Information and Request for Assistance

Classroom Disability Accommodations

The University of North Texas does not discriminate on the basis of an individual’s disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. A copy of the College of Education ADA Compliance Document is available in the Dean’s Office, Matthews Hall 214. It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications. The following information is from: http://www.unt.edu/oda/oda-facg.htm. Additionally, this site provides a set of FAQ for students and faculty.

University Policy of Disability Accommodations

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done.

Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Cassandra Berry, Equal Opportunity Office, Room 203, Administration Building, 565-2456. Information concerning specific accommodations to provide equal opportunities is available: The Office of Disability Accommodation, Suite 324, Union, (940)565-4323.
University Policy of Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.