

University of North Georgia
Mike Cottrell College of Business
Computer Science and Information Systems Department
CIS 4130 –Project Management

GENERAL INFORMATION

Professor: Dr. Renée Pratt

Email: renee.pratt@ung.edu

Office Hours: Virtual Meetings (Flexible Schedule, By Appointment)

COURSE INFORMATION

Course: CIS 4130 – Project Management

Term: Fall 2020 H2

Section: D1 (CRN - 4795)

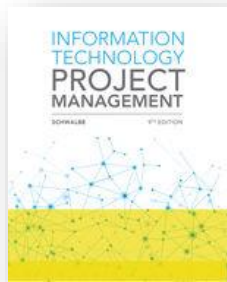
Credit Hours: 3

Class Meets: Both Online and In-person

Course Date: August 17 2020 – December 4 2020

First F2F Class Meeting: Thursday, August 20, 2020 in NOC x109

TEXTBOOK AND RESOURCES



Information Technology Project Management, 9th Edition

By Kathy Schwalbe

ISBN-10: 1-337-10135-4

ISBN-13: 978-1-337-10135-6

Resources:

- Project Management Institute Membership (Student):
<https://www.pmi.org/membership/student>
 - This link will allow you to get access to the multiple texts and articles we will also cover in the course.

- Technology for class:
In this course you, will be responsible for completing some assignments using the following technology:
 - MS Project (Free for UNG students; Download instructions on D2L)
 - D2L
 - MS Teams (for virtual meetings and office hours) or Zoom
 - Tools of your choice for video or presentation development

Course Description

Students will learn the basic principles of project management, leadership, effective teamwork, and collaboration. This course will prepare students to apply the key concepts of IT project management such as project initiation, planning, scheduling, budgeting, risk analysis, quality management, and communicating and collaborating across political and cultural boundaries. Tools such as Microsoft Project will be used to develop and track projects.

Course Objectives

After completing this course, the student shall be able to:

1. Know and explain the lifecycle phases of an IT project.
2. Describe the five project management process groups and the ten knowledge areas.
3. Prepare a detailed IT project plan.
4. Utilize current tools for IT project planning and management.
5. Recognize the symptoms of failing IT projects and suggest recommended remedies.

COMMUNICATION

This course will be communicating mainly through D2L and email.

Email: Email is the best way to get in touch with me for all needs, course related or not. I want to be responsive to your needs. D2L email is useable however not a good way to get an immediate response from me. ***I recommend using UNG email account so that I can respond to you quickly.*** Additionally, please post questions dealing with course content to the Frequently Asked Questions Forum on the discussion board in D2L. Please check here first to see if your question(s) have already been asked and/or answered. For questions or comments of a more

personal nature, call or email me via the UNG email. Please allow 24 hours for a response to calls or emails during the work week. I will respond to emails during the hours of 9a – 4pm, Monday – Friday. I will not be checking email regularly over the weekends, so please allow 48 hours for a response. Also, our correspondence is good practice for business settings; as such, all of our emails should reflect professionalism and respect. *Please do not hesitate to email me at any time with questions, issues, or for assignment assistance – I am here to help.*

[Netiquette expectations video link](#)

Netiquette: This refers to Internet etiquette. This simply means the use of good manners in online communication such as emails, discussion forums, and blogs to name a few that we will use in this class. It is important to use netiquette because communication online is non-verbal. Most often online communication consists of reading something someone else has typed. This type of communication does not allow each person to see facial expressions, body language, or hear intonation. Because of this, messages can often be misinterpreted. By following netiquette, online communication becomes clearer.

Evaluation and Grading Criteria

Project	25%
Exams, 3 at 20% each	60%
Assignments/Quizzes/Participation	10%
Post-PMI Quiz	5%
Total	100%

1. Late Assignments will incur a 5% deduction each day up to a maximum of 7 days late.
2. Making up quizzes or the final exam will need to be approved by Dr. Pratt.

Business Critical Thinking Skills Test

Students in this course are required to take the Business Critical Thinking Skills Test. The test is designed to evaluate the critical thinking skills of business students. Items require no business knowledge but are set in familiar business-related contexts. Business professionals and business education students must be able to apply the knowledge of their profession to analyze problems and to formulate and evaluate business decisions and solutions. Critical thinking is at the very heart of this process. *The Business Critical Thinking Skills Test* is a case-based reasoning skills assessment which is specifically designed to evaluate the

critical thinking skills of business students. Good critical thinking results in a competitive advantage over less skilled decision makers. Scores reported on the BCTST include: Analysis, Inference, Evaluation, Induction, Deduction, and Overall Reasoning Skills; these scores can be benchmarked against appropriate comparison groups. This exam will be administered during a class time by the instructor.

Expectations of Students

1. ATTEND CLASS regularly unless there is an emergency or a compelling reason such as illness.
2. Participate in class discussions, team projects/presentations, and hands-on activities.
3. Complete assignments on time.
4. Log in to D2L on a regular basis for class communication and submitting assignments.
5. Communicate any issues or concerns with me promptly.

Plagiarism

All work is individual work unless otherwise specified. Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com or another similar resource for the detection of plagiarism. In cases of plagiarism, the instructor reserves the right to give a student a lower grade up to and including a zero for the assignment and/or an F for the course.

Supplemental Syllabus: <https://ung.edu/academic-affairs/policies-and-guidelines/supplemental-syllabus.php>

- Academic Exchange
- Academic Integrity Policy
- Academic Success Plan Program
- Class Evaluations
- Course Grades & Withdrawal Process
- Disruptive Behavior Policy
- Inclement Weather
- Smoking Policy
- Students with Disabilities

Policies and Procedures: <https://ung.edu/academic-affairs/policies-and-guidelines/index.php>

- Academic Review & Appeal Hearings
- Administrative & Faculty Handbook
- Core Curriculum
- Credit by Examination (AP, CLEP, IB, DSST)
- Non-Degree Seeking Student Courses

Helpful Resources

eLearning (D2L) <https://ung.view.usg.edu/>

D2L Help Center https://d2lhelp.view.usg.edu/georgia_kb_search.do

Microsoft Teams <https://teams.microsoft.com/downloads>

Student IT support <http://ung.edu/information-technology/it-service-desk.php>

UNG free downloads <http://software.ung.edu/>