

Syllabus

Information Technology Project Management I

1. Title

Information Technology Project Management I
MSM602.F07 (graduate)
MGT310.F07 (undergraduate)

2. Description

Based on the PMBOK (R) core knowledge areas, this course guides technology leaders through the application of the project management **initiating** and **planning** processes. Key topics include project selection and scoping, schedule development using MS Project 2007, risk identification, quality planning, team building and project communication. Students will develop a comprehensive project plan using a project of their choice.

3. Intended Audience and Rationale

All students. This course is geared towards project and resource managers, but programmers, teachers, and engineers will also benefit from the material.

4. Goals

The broad goals in the course are three:

1. Skill Building – Build confidence in each student’s ability to plan complex projects and work with project stakeholders.
2. Project Management Subject Matter Expertise – Be conversant with the PMI Project Management Body of Knowledge (PMBOK). Introduce and share the current best practices in information technology project management.
3. Develop a community of project managers who can serve as on-going resources for each other.

5. Learning Objectives

The student will be able to:

- Understand and use the PMBOK
- Describe and understand the purpose of each component of a project plan document
- Demonstrate competency in the creation and management of a project plan
- Share best practices and tools related to project management

6. *Topical Outline

Session 1	Introductions Course Administration Online Environment Affinity Diagramming PM Fundamentals PM Field and Job Market
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Session 2	Life Cycles PMI Processes Project Integration Scope Management 1
Session 3	Scope Management 2 Requirements Time Management 1 MS Project
Session 4	Quality Management People Communication
Session 5	Time Management 2 Estimation and Scheduling
Session 6	Risk Management Procurement Transition to Project Execution
Session 7	Final Presentations

* see separate document for detailed weekly schedule, available online by Session 1

7. Format

This course has a face-to-face component and an online component. You are expected to attend and participate in class discussions in both formats (BSMIS students: please contact me if you will not be attending the face-to-face meetings either in person or via teleconference). Podcasts will be available at <http://gradcenter.marlboro.edu/academics/MSMAudio.html>.

8. Instructional Procedures

This course will use multiple approaches. Students are expected to apply successful techniques to their current work situation and report back on the results.

We will use the Marlboro College Graduate Center online environment to facilitate discussions during the 2-weeks between face-to-face class sessions. Plan to log in at least once every 48 hours. I will post each week's discussion questions on Saturday in the appropriate conference. Each conference will be open for approximately two weeks, until the next class meeting. You are expected to write at least two substantive posts and two substantive replies each week for a minimum of eight posts per 2-week session. You should feel free to initiate discussions as well.

9. Evaluation Procedures

Class Attendance and Participation	20%
Online Participation	25%
Weekly Assignments	35%
Final Project and Presentation	20%

10. Prerequisites

None.

11. Instructional Resources

Required Texts

There is assigned reading for the first session. Please make every attempt to obtain the texts in a timely manner.

Schwalbe, Kathy. *Information Technology Project Management, 5th Edition*. Boston, MA, Thomson Course Technologies, 2007. Available from <http://www.coursedirect.com/> or www.amazon.com

This text has an online student companion: it is not required but you are welcome to use it.

Project Management Institute. *A Guide to the Project Management Body of Knowledge. 3rd Edition*. Newtown Square, PA, Project Management Institute, 2005. Available from <http://www.pmibookstore.org>

Berkun, Scott. *The Art of Project Management*. O'Reilly, 2005. Available from www.amazon.com

Reader, available at the first session. BSMIS students, please send your mailing address so that this can be sent to you.

Please read Berkun Ch. 1, PMBOK Ch. 1, and Schwalbe Ch. 1 **before** our first class meeting.

Additional Textbooks (not required)

Hagan, Gregory T.; *Effective Work Breakdown Structures*; Vienna, Virginia: Management Concepts; 2002. Available from <http://www.amazon.com>.

McConnell, Steve. *Rapid Development: Taming Wild Software Schedules*. Redmond, WA, Microsoft Press, 1996. Available from www.amazon.com.

Rose, Kenneth H.: *Project Quality Management: Why, What and How*; Boca Raton, FL: J. Ross Publishing, Inc.; 2005
Recommended in PM I, required in PM II.

Pritchard, Carl L., ed.; *Risk Management: Concepts and Guidance*; Arlington, VA: ESI International; 1997.
Recommended in PM I, required in PM II.

Richardson, Gary and Charles Butler; *Readings in Information Project Management*; Boston, MA: Thomson Course Technology; 2006.
Recommended in PM I, required in PM II.

Software

Microsoft Project 2007 (120-day trial available from <http://www.microsoft.com>).
Note: MS Project is not available for Apple computers; please plan accordingly.

Microsoft Office: Use Microsoft software for class documents, or contact me if you need to use other products. Use the following naming convention for all files: "Identifier_YourLastName" where "Identifier" is replaced appropriately, e.g. "bio" or "wbs." All pages must have your name, the course title, and the submission date in the header information and must be numbered using the "Page N of NN" format.

12. Competence Statement

I own Facilitated Change, a project management consulting firm. I am certified as a Project Management Professional (PMP) by the Project Management Institute (PMI), a global leader in the development of standards for the practice of project management.

Before I founded Facilitated Change, I worked for Hewlett-Packard in California and Idaho for 12 years. I started out in computer programming and system administration and then moved on to project management. I bring subject matter expertise to managing information technology projects, but I am also skilled at working with people in a variety of fields. I hold an MBA degree from the University of California at Los Angeles.

I am also a contra dance caller and avid dancer, and can often be found at the Greenfield, Massachusetts contra dance on Friday nights. I also love to ski, read, ride my motorcycle, and enjoy my home in Nelson, NH.

If you'd like more details, check out www.lisasieverts.com, project-tips.com or catch me after class or online.

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