FLORIDA STATE UNIVERSITY
COLLEGE OF COMMUNICATION & INFORMATION
School of Information

LIS4910 – INFORMATION TECHNOLOGY PROJECT
FALL 2015, MONDAY/WEDNESDAY, 2:00-3:15PM, WJB 2010
Face-to-Face Lectures

Instructor: Hengyi Holly Fu
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Office: LSB 266
Course Location/Website: https://canvas.instructure.com/courses/957566
Office Hours: Mondays/Wednesdays 3:15-4:15PM or by appointment
Note: *The best way to contact me or the teaching assistant is via email. I will be happy to respond to course-related e-mails during normal business hours (9am - 5pm Monday-Friday), although I may also respond at other times. If you do not hear back from me within 24 hours, resend the email. Office hours are not held on official University holidays unless otherwise stated. Any temporary unavailability, or temporary or permanent changes to office hours, will be noted in advance both online and in class.*

COURSE OVERVIEW:

Description: In LIS 4910 Information Technology Project, students will acquire the skills and understand the tools necessary for designing, implementing and evaluating an information technology (IT) project. Students will work in small teams to develop, implement and evaluate an IT project that considers in its design, real-world issues including cost, safety, efficiency, and suitability for the intended user. Students will also gain a better understanding of professional norms and practices necessary to work in teams within a fast-paced and competitive work environment.

This course will help you develop the hands-on skills you need to apply technology innovatively, communicate effectively, work productively with people and manage information purposefully. The course combines classroom discussions that expose you to basic project management concepts with experiential "learning by doing" on a group IT project. Project management is an important part of any IT job and will help you get things done more effectively, whether they be project at work or at home.

Prerequisites: Senior standing, or permission of instructor.

Objectives: At the end of the course, the student will be able to:

1. Identify the steps and factors that need to be considered in planning different types of projects.

2. Discuss strategies and approaches for developing IT projects (e.g., Agile Project Management, SCRUM, Rapid Prototyping, and others).

3. Identify effective strategies for achieving project goals ((e.g., for maximizing return on investment, improving reach, improving adoption, etc.)

4. Use different tools to aid in project planning and monitoring (e.g., MS Project, Gantt charts, collaborative tools, time management tools, etc.)

5. Create professional, high-quality project deliverables and documents.

6. Demonstrate the ability to work in teams to create a plan for implementing an appropriate and feasible technology solution to address the needs of a specific user or organization.

7. Effectively communicate project plans to different stakeholders.

Content Overview: During the course, you will learn the basics of project management through lectures and quizzes. You will form groups (3 - 5 members per group) and each group will select a project to plan and work on throughout the duration of the course. A project management plan and project outcome are expected at the end of the course, to be submitted. Along with this project, quizzes, a midterm exam, peer assessments, and attendance and participation will be important factors in the calculation of your final grade.

COURSE MATERIALS:

Course Web site: Our course Web site is available via Canvas: https://canvas.instructure.com. All of the materials and information required for successful completion of this course will be available from or linked to the Canvas site or distributed during class time. This may include lecture materials or references to other required readings. Suggested readings and resources may also be posted on the site. There is no required textbook for the course this semester, but many course materials are sourced from the following optional textbook:

Schwalbe, K. (2013). *Information technology project management* (7th ed.). Boston, MA: Cengage Learning. Available from http://faculty.ksu.edu.sa/Layla_Hajr/460MIS1/ebook.pdf

And we will read selections from the following free e-book and online tutorial video:

- Jenkins, N. (2006). *A project management primer, or a guide to making projects work* (v2.0). Available from http://www.exinfm.com/training/pdfiles/projectPrimer.pdf
- Microsoft Project 2013 Essential Tutorials: http://www.lynda.com/Office-tutorials/Project-2013-Essential-Training/115433-2.html (please log in through https://cas.fsu.edu/cas/login?service=http://www.lynda.com/portal/fsu)

Software: As part of this class, you will use appropriate software to produce the deliverable parts of your project. Most of these can be produced in standard office productivity applications (such as Microsoft Office), but for some elements of the project and one individual assignment you will need to use **Microsoft Project** project management software. For CCI students, Microsoft Project is available for Windows via the Microsoft DreamSpark site. If you are a Mac user, you can download a copy of Windows 7, 8, or 8.1 to run using Boot Camp or in a virtual machine (via Parallels, VMWare Fusion, or VirtualBox), on which you can then run Microsoft Project. If you are a Linux user, you should install Windows and Microsoft Project in a separate partition or in a VirtualBox virtual machine. Microsoft Project is also available via the CCI Virtual Lab, although I strongly recommend installing it on your own machine if possible to ensure you have access to it. Please contact the CCI Help Desk (Links to an external site.) if you need help setting up your DreamSpark account or with downloading and installing Microsoft Project or Windows on your PC, Mac, or Linux box.

Hardware: While there are computers in our classroom that you can use, I recommend you also bring your personal laptop to class. A reliable laptop running Windows, Mac OS X, or Linux with a working Wi-Fi connection is suitable. Should you experience technical difficulties with your personal computer during the course, it is your responsibility to let me know as soon as possible in case accommodations are necessary.

ASSIGNMENT, GRADING, AND EVALUATION:
Summary:

Requirement	Points
PROJECT:	**600 points**, plus up to 50 **bonus** points
1. Initial Project Overview	50 points
2. Work Breakdown Structure and Gantt Chart	50 points
3. Risk Assessment and Management Plan	50 points
4. Monitoring, Control, and Handoff Documentation	50 points
5. Final Project Management Plan	
a. Instructor evaluation	150 points
b. Peer evaluation (individual)	50 points
6. Final Project Presentation	
a. Instructor evaluation	100 points
b. Expert judging	up to 50 **bonus** points
7. Final Project Outcome	100 points
QUIZZES and EXAMS (individual)	**200 points**
1. Quizzes (5 * 10 points each)	50 points
2. Midterm Exam	150 points
OTHER ASSIGNMENTS	**200 points**
1. Microsoft Project Assignment	50 points
2. Progress Reports	50 points
3. Participation, Learning Activities, and Attendance	100 points
TOTAL	1000 points

The Project: A significant portion of your grade -- 600 points, or 60% of your final grade -- is attributed to the planning and management of a **project**. The plan that you are expected to develop will correspond to the group project. The plan and the project outcome (such as a prototype) are separate activities that are graded independently.

Project plans are formal and approved documents that provide project oversight information, including project goals, objectives, and tasks. They also provide guidance as to how goals will be achieved, as well as quantifying the resources needed, and determining budgets and timelines for completion.

You will develop deliverable components of a plan throughout the semester and then compile the components into a professional and formal document specific to your project that you choose to undertake. Sections of the document may include a project charter, goal breakdown, scope definition, work breakdown, schedule, and budget. Templates will be provided to guide you, but each project differs and the information that needs documentation is unique to each project. You will be expected to use your judgment as you develop this major deliverable.

In addition, each group will also develop a project outcome, usually a prototype (but not always), that provides relevant examples for the client. The project outcome must be a logical extension of the project plan. A prototype that is not tightly tied to the project plan is not likely to be viewed as successful.

Each of you is expected to devote at least *30 hours* over the course of the semester towards the completion of the project. The deliverable components of the project are detailed in full on the Assignments page of the course Web site and linked to from the appropriate weekly module.

Expert Judging of Project Presentations: Government or private sector organizations often seek competitive proposals before awarding contracts to IT development companies. Therefore, as part of your final presentations each group project team will be judged by faculty and graduate student experts in a number of categories. Groups will try to develop the best project plan and outcome for their client organization as approved by me. The groups that reach the highest standards in each of the categories, as judged by the experts collectively, will then receive up to *50 bonus points* on top of their presentation scores. While this introduces incentives for you to do the best you can with your project plans and outcomes, all groups must adhere to high level of professional conduct during the group exercise. You should focus on following the directions for developing high-quality deliverables as well as ensuring that you have high levels of productivity within your group.

Quizzes and Exams: Five **quizzes** will be given throughout the semester, worth a total of 50 points (or 5%) towards your final grade. The quizzes are intended to check your learning and knowledge as you work your way through the course. We encourage you to do your best on them and use them to help assess where you need to strengthen your project management skills. Please check the Course Calendar below for quiz dates.

At the midpoint of the semester you will take a **midterm exam**, which will assess your mastery

of the topics covered during the first half of the class. We will have a brief review session prior to the exam, which will be based on the class activities, readings, and lectures to that point in the course. The quizzes will also serve as useful preparation for the exam. The midterm exam is worth 150 points (or 15%) towards your final grade, and will be held on **October 28th**.

Other Assignments: The **Microsoft Project assignment** will help you learn how to use Microsoft Project in the process of planning and managing a project. As an individual assignment, it will allow you to put into practice the skills you have learned from the tutorial videos assigned during the first four weeks of the course. The skills you will practice as part of this assignment will also be necessary for parts of your group project. Details of this assignment are posted on the Assignments page; it is worth 50 points (or 5%) towards your final grade, and is due on **October 18th**.

You will also complete **two individual progress reports**, about one page (or 400-500 words) in length, that will demonstrate your ability to write professionally, to consider the information needs of your audience, and to select and present information to a client and manager that will support the project management process. The reports will discuss your progress with the project and in learning project management concepts and skills. While much of the information in each report may be in common within each group, these are individual assignments and should be written and completed individually. Details of how to complete each report, including a basic template, are included on the Assignments page. Each report is worth 25 points, for a total of 50 points or 5% towards your final grade. The reports are due on **October 11th** and **November 22th**.

Participation and Attendance: You are expected to come to class each week prepared to discuss the topic and assignments for that week with me and your fellow students. Your active participation and contributions will be evaluated via in-class learning activities and discussions, and in the course's online venues. Attendance, participation, and in-class learning activities are worth 100 points (or 10%) towards your final grade for the course. If you are absent without an excused reason, you will receive an unexcused absence; each of these will result in a **three point deduction** in your attendance and participation grade.

If you know you will miss, be late to, or need to leave early from a class, an e-mail explaining your absence must be sent to me or the TA before the beginning of the class. Official documentation (such as a doctor's note) as to why the absence should be excused must also be provided to us. You are recommended to discuss any session(s) you missed with your classmates.

First Day Attendance Policy: University-wide policy requires all students to attend the first class meeting of all classes for which they are registered. The School of Information will drop students from a course they registered for if they do not attend the first class meeting. In order to enforce this policy, the instructor will take attendance at the first class meeting and report absences to the administration of the School.

Late Assignment Policy: Late assignment submissions will not earn full credit; ten percent (10%) will be deducted for every 24 hours an assignment is late. Assignments submitted more than 72 hours (three days) after the due date will not be accepted. This policy is in effect for all

group and individual assignments in this course. In cases of constraints, emergencies, and crises that will result in you submitting an assignment late, you must let us know as soon as possible before the assignment is due. You are responsible for verifying we have received your assignment correctly; submitting an incorrect file or link will lead to a lower grade, and may result in a zero if we cannot read, view, or grade your submission. **Make-up quizzes or exams will be given**, but only with written justification and documentation of an excused absence.

Grading Scale: The standard grading scale for undergraduate courses taught in the School of Information (the FSU iSchool) will be used for final grades in this course, as shown below.

930 - 1000+ A	900 - 929 A-	870 - 899 B+	830 - 869 B
800 - 829 B-	770 - 799 C+	730 - 769 C	700 - 729 C-
670 - 699 D+	630 - 669 D	600 - 629 D-	0 - 599 F

 Incomplete Policy: Incomplete ("I") final grades will not be assigned, except in the case of exceptional unforeseen circumstances that occur within the **last three weeks** of the semester and your work has otherwise been satisfactory (at least a C average). Please contact me before grades are due (Dec 15th) if you feel this is the case.

COURSE SCHEDULE:

Week	Topics	Reading	Deliverable
1	Mon 8/24: Course Intro; Intro to Project Management Wed 8/26: Intro to Project Management (continued)	Week 1: Schwalbe, Chapter 1 Wed 8/26: Jenkins, pp.4-6; Project 2013 Essential Training: Unit 1&2 (on lynda.com)	
2	Mon 8/31: IT Project Management Wed 9/2: Process Groups; Project Discussion	Week 2: Schwalbe, Chapter 2&3 Mon 8/31: Jenkins, pp. 7-9; Project 2013 Essential Training: Unit 3&4 Wed 9/2: Jenkins p.36; Project 2013 Essential Training: Unit 5&6	
3	Mon 9/7: No class, Labor Day. Wed 9/9: Integration Management, Strategic Planning, Charters	Week 3: Schwalbe, Chapter 4 Wed 9/9: Jenkins, p.23; Project 2013 Essential Training: Unit 7	Quiz 1 (9/13)
4	Mon 9/14: No class, Hengyi @ qualifying exam Wed 9/16: No class, Hengyi @ qualifying exam		

5	Mon 9/21: Project Group Coordination Session Wed 9/23: Human Resource	Week 5: Schwalbe, Chapter 9 Wed 9/23: Project 2013 Essential Training: Unit 8&9	Project and group selection (9/21)
6	Mon 9/28: Communication Wed 9/30: Work on your initial project overview as group	Week 6: Schwalbe, Chapter 10 Mon 9/28: Project 2013 Essential Training: Unit 10&11	Initial Project Overview (10/4)
7	Mon 10/5: Scope Management; Work Breakdown Structure Wed 10/7: Time Management; Gantt Chart	Week 7: Schwalbe, Chapter 5&6 Mon 10/5: Jenkins, pp.24-28 Wed 10/7: Jenkins, pp.10-13	Quiz 2 (10/5) Progress Report #1 (10/11)
8	Mon 10/12: Microsoft Project workshop Wed 10/14: Work Breakdown Structure, Gantt Charts (for group project)	Wed 10/14: Jenkins: pp.15-22	Microsoft Project Assignment (10/18)
9	Mon 10/19: Project Work Day #1 Wed 10/21: Midterm Review		Quiz 3 (10/19) Work Breakdown Structure and Gantt Chart (10/25)
10	Mon 10/26: Risk Management Wed 10/28: Midterm Exam	Week 10: Schwalbe, Chapter 11 Mon 10/26: Jenkins, pp. 31-32	
11	Mon 11/2: Project Work Day #2 Wed 11/4: Monitoring and Quality Control	Week 11: Schwalbe, Chapter 8	Risk Assessment and Management Plan (11/8)
12	Mon 11/9: No class, Hengyi @ASIS&T Annual Meeting Wed 11/11: No class, Veterans Day		Monitoring, Control, and Handoff Documentation (11/15)
13	Mon 11/16: Cost Management and Budgets Wed 11/18: Stakeholder Management	Week 13: Schwalbe, Chapters 7&13 Mon 11/16: Jenkins,pp.14,29,30	Quiz 4 (11/18) Progress Report #2 (11/22)
14	Mon 11/23: Project Work Day #3 Wed 11/25: No class, Happy Thanksgiving!		Quiz 5 (11/23)
15	Mon 11/30: Final Project Presentation (1) Wed 12/2: Final Project Presentation (2)		Final Project Presentation Material (11/30) Final Project

			Management Plan (12/6) Final Project Outcome (12/6)
16	Finals Week		No Class

OTHER POLICIES:

Academic Honor Policy: The Florida State University Academic Honor Policy outlines the University's expectations for the integrity of students' academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process. As a student, you are responsible for reading the Academic Honor Policy and for living up to your pledge to ". . . be honest and truthful and . . . [to] strive for personal and institutional integrity at Florida State University." (Florida State University Academic Honor Policy, found at http://fda.fsu.edu/Academics/Academic-Honor-Policy)

Americans with Disabilities Act: If you are a student with disabilities and need academic accommodation, you should register with and provide documentation to the Student Disability Resource Center; and bring a letter to the instructor indicating the need for accommodation and what type. This should be done during the first week of class. This syllabus and other class materials are available in alternative format upon request.

For more information about services available to FSU students with disabilities, contact the:

Student Disability Resource Center
874 Traditions Way
108 Student Services Building
Florida State University
Tallahassee, FL 32306-4167
(850) 644-9566 (voice)
(850) 644-8504 (TDD)
sdrc@admin.fsu.edu
http://www.disabilitycenter.fsu.edu/

Sexual Harrassment Policy: It is the policy of the University that its employees and students neither commit nor condone sexual harassment in any form. See http://registrar.fsu.edu/bulletin/grad/info/university_notices.htm.

Copyright Policy: Some of the materials in this course are possibly copyrighted. They are intended for use only by students registered and enrolled in this course and only for instructional activities associated with, and for the duration of, the course. They may not be retained in another medium or disseminated further. They are provided in compliance with the provisions of the Technology, Education, and Copyright Harmonization (TEACH) Act.

Syllabus Change Policy: Except for changes that substantially affect implementation of the grading and evaluation of the course, this syllabus is a guide for the course and is subject to change with advanced notice.

Acknowledgements: This syllabus and the course assignments are adapted with permission from previous offerings of this course by Dr. Adam Worrall, Dr. Chris Hinnant, and Ren Saludo, and with contributions from Dr. Mia Lustria and Jon Hollister.