OAKLAND UNIVERSITY
MIS 4060 – MANAGING INFORMATION PROJECTS
DEPARTMENT OF DECISION AND INFORMATION SCIENCES
SCHOOL OF BUSINESS ADMINISTRATION
WINTER 2018 SYLLABUS

INSTRUCTOR: Ronald Papa, Ph.D.

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OFFICE HOURS: Wednesday, 12:00 – 1:00 PM
(332B EH)   Thursday, 5:30 – 6:30 PM
                          or
     By Appointment

CLASS   Monday / Wednesday, 1:00PM – 2:15PM
TIME/PLACE: 200C Elliott Hall
     Course Partially On-Line

TEXTS: Information Technology Project Management, Fifth Edition
     By Jack Marchewka
     ISBN 978-1-118-91101-3

COURSE   This course examines issues involved in managing information projects
DESCRIPTION   including project scheduling, measurement, assessment, budgeting, and human
AND   resource management issues. There will be considerable emphasis placed on the
OBJECTIVES: application and integration of the Project Management Body of Knowledge
     (PMBOK) areas to managing projects.

     We will also cover various tools and techniques for defining and managing
     project goals, scope, schedule, and budget. Quality Management, Risk
     Management, and Knowledge Management as it relates to Project Management
     will also be covered. (Prerequisite: MIS315)

METHODS: The course involves lecture-discussion, classroom exercises, small-group
     teamwork, electronic communication, individual exams, and task assignments.

COURSE   All detailed course information, files, schedule, announcements, homework
WEBSITE: assignments, and homework submissions will be available at
     http://moodle.oakland.edu.

PROFESSIONAL CONDUCT:	Student communications to and with the instructor shall at all times be conducted in a professional and courteous manner.

ASSIGNMENTS: The Husky Air Assignments will be done in groups of 4 students. Groups chosen at the beginning of the semester will remain fixed throughout the course. Submit assignments through Moodle and ensure that all individuals' names who participated in the assignment are listed in the File Name. Note: submitting others' assignments as your own can result in serious penalties. This includes having your name placed on an assignment you did not participate in.

The Husky Air Project Assignments will be due the Monday following completion of the chapter by midnight.

GROUP PROJECT PRESENTATION: Each Team will present to the class the results of their work on the Husky Air Project. This presentation will be similar to a project closure report, which will include a final status with regards to schedule, cost, scope, and quality objectives. In addition, teams will also present their reflections on what worked, what could be improved, and what should be done differently in the future.

EXAMS: There will be two exams over the concepts of Project Management covered in the readings and class discussions. Make-up exams will not be given, except in extenuating circumstances.

GRADING:

Two Exams (100 points each)	200
Husky Air Project Assignments	120
Individual Assignments or Forums	100
Project Management Exercise	30
Presentation	50
Total	**500**

GRADE CONVERSION:

Score	Grade	Score	Grade	Score	Grade
0.986	4.0	0.796	3.0	0.696	2.0
0.966	3.9	0.786	2.9	0.686	1.9
0.946	3.8	0.776	2.8	0.676	1.8
0.926	3.7	0.766	2.7	0.666	1.7
0.906	3.6	0.756	2.6	0.656	1.6
0.886	3.5	0.746	2.5	0.646	1.5
0.866	3.4	0.736	2.4	0.636	1.4
0.846	3.3	0.726	2.3	0.626	1.3
0.826	3.2	0.716	2.2	0.616	1.2
0.806	3.1	0.706	2.1	0.606	1.1
				0.596	1.0

The last day to drop is January 18, 2018.

The last day to withdraw from class is March 15, 2018.

This Syllabus is tentative and subject to change.
ACADEMIC CONDUCT

Ethics is a fundamental business concept. The standards of conduct by which one's actions are judged right or wrong, honest or dishonest, fair or unfair, are called ethics. All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. The following are some examples of academic dishonesty:

i. Cheating on examinations. This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, "Googling" answers, or other forms of misconduct on exams.

ii. Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit; by doing this, students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism. Online resources to help you avoid plagiarism:

http://library.oakland.edu/tutorials/plagiarism/index.htm

iii. Unauthorized collaboration. Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own. Unless they specifically indicated otherwise, it is expected that students will submit individual, unaided work on homework assignments, exams, and exercises, as well as documentation of sources when used. Any academic misconduct will automatically result in a failing grade for the class and the student will be reported to the University committee on academic misconduct for further disciplinary action.

Please read and comply with the University's policy on academic conduct (i.e., ethical behavior). It is printed in the undergraduate catalogue as well as the student handbook.

Please visit the Dean of Students website for more information:

http://www4.oakland.edu/?id=67&sid=74

MIS 406 – COURSE SCHEDULE AND READINGS

Session	Meeting	Topics	Reading Preparation	Activities This Week
1	1/03	*Course Introduction* • Course Requirements • Student Expectations • Instructor Expectations *The Nature of Information Technology Projects* • Project Attributes • State of IT Project Management • Context of IT Project Management	<u>Information Technology Project Management</u>, Chapter 1	Husky Air Project, Chapter 1 Due : 01/10/18
2 & 3	1/08 1/10	*Project Methodologies and Processes* • Project Life Cycle • Project Management Body of Knowledge (PMBOK) • Project Processes • Systems Development Life Cycle (SDLC)	<u>Information Technology Project Management</u>, Chapter 2	Husky Air Project, Chapter 2 Due: 01/17/18
4 & 5	1/15 1/17	*Measurable Organizational Value and the Business Case* • Measurable Organizational Value (MOV) • Business Case • Project Selection and Approval	<u>Information Technology Project Management</u>, Chapter 3	Husky Air Project, Chapter 3 Due: 01/24/18
6 & 7	1/22 1/24	*The Project Infrastructure* • Project Governance • Project Team • Organization and Project Planning • Procuring Project Resources • The Project Charter	<u>Information Technology Project Management</u>, Chapter 4	Husky Air Project, Chapter 4 Due: 01/31/18

MIS 4060 – COURSE SCHEDULE AND READINGS

Session	Meeting	Topics	Reading Preparation	Activities This Week
8 & 9	1/29 1/31	*Scope and the Work Breakdown Structure (WBS)* • Triple Constraint • Defining and Managing Project Scope • Work Breakdown Structure (WBS) • Project Estimation	<u>Information Technology Project Management,</u> Chapter 5	Husky Air Project, Chapter 5 Due: 02/07/18
10 & 11	2/05 2/07	*Schedule and Budget* • Developing the Project Schedule • Software Tools • Developing the Project Budget • Baseline Plan	<u>Information Technology Project Management,</u> Chapter 6	Husky Air Project, Chapter 6 Due: 02/14/18 Project Management Exercise
12 & 13	2/12 2/14	• Review on 2/12 • Exam on 2/14		**Exam 1 (Chapters 1 – 6)**
14 & 15	2/26 2/28	*Managing Project Risk* • Risk Plan • Identifying Project Risks • Risk Analysis and Assessment • Risk Strategies • Monitoring and Control • Response and Evaluation	<u>Information Technology Project Management,</u> Chapter 7	Husky Air Project, Chapter 7 Due: 03/07/18
16 & 17	3/05 3/07	*Managing Project Stakeholders and Communication* • Stakeholder Analysis • Monitoring and Controlling the Project • The Project Communications Plan • Project Metrics • Reporting Performance and Progress	<u>Information Technology Project Management,</u> Chapter 8	Husky Air Project, Chapter 8 Due: 03/14/18

MIS 4060 – COURSE SCHEDULE AND READINGS

Session	Meeting	Topics	Reading Preparation	Activities This Week
18 & 19	3/12 3/14	*Managing Project Quality* • Quality Philosophies • Process Capability and Maturity • Project Quality Management Plan	Information Technology Project Management, Chapter 9	Husky Air Project, Chapter 9 Due: 03/21/18
20 & 21	3/19 3/21	*Leading the Project Team* • Project Leadership • Ethics and Leadership • Teams and Leadership • Multicultural Projects	Information Technology Project Management, Chapter 10	Husky Air Project, Chapter 10 Due: 03/28/18
22 & 23	3/26 3/28	*Managing Organizational Change, Resistance, and Conflict* • Nature of Change • The Change Management Plan • Dealing with Resistance and Conflict	Information Technology Project Management, Chapter 11	Husky Air Project, Chapter 11 Due: 04/04/18
24 & 25	4/02 4/04	*Project Completion* • System Implementation • Project Closure • Project Evaluation	Information Technology Project Management, Chapter 12	Husky Air Project, Chapter 12 Due: 04/11/18
26 & 27	4/09 4/11	*Group Project Presentations*		
28	4/16	*Group Project Presentations* 4/18/18 – No Class – Study Day		
29	4/23	*EXAM 2 (Chapters 7 - 12)*		

Husky Air Assignments

The purpose of the project is to enable the student to become engaged with the material we read and discuss as part of the course. In addition, most IT project work is done in teams so another objective of the semester long project is help you learn to work in teams. Each week, there will be time allocated to working on your project, but you may have to spend substantial time outside of class to complete your assignments. Teams are encouraged to discuss their assignments with the instructor prior to submitting the assignments.

Project Grading
All assignments are to be handed in at the beginning of class on the due date as hard copies. In addition, please submit an electronic copy of your assignment via Moodle. Assignments received after the due date will be penalized two (2) points per class day.

Project assignments will be graded on completeness and quality. To discourage team members from free riding, a peer evaluation (using the MIS350 peer evaluation form) is to be turned in by each team member with each assignment. The average peer evaluation will be factored into each grade.

Husky Air Assignment 1: The Team Charter (HA #1)
Due 01/10/18
10 Points

The assignments throughout the semester will be completed by teams of 3 or 4 students. These assignments relate to the Husky Air case that is located at the John Wiley & Sons Web Site.

http://bcs.wiley.com/he-bcs/Books?action=index&itemId=0471715395&bcsId=3012

You may want to cut, paste, and bookmark this URL.

Although the Husky Air case includes 11 assignments, we will only have time to complete the first 10. These assignments tend to build on the previous case assignments so choose your team wisely! More importantly, take this first assignment seriously because you will be expected to handle any team conflicts over the course of the semester.

All assignments are to be handed in at the beginning of class as hard copies. In addition, please submit an electronic copy of your assignment via Moodle. Assignments received after the due date (and by the end of our class break) will be penalized two (2) points per day

Husky Air Assignment 2: The Business Case (HA #2)
Due 01/17/18
10 Points
You and your team will develop a business case for your client - Husky Air. By this time, you should have chosen a particular area of the organization that will be the focus for your assignments.

Husky Air Assignment 3: The Project Charter (HA #3)
Due 01/24/18
10 Points
For this assignment, you and your team will develop and define your project's infrastructure.

Husky Air Assignment 4: The Scope Management Plan (HA #4)
Due 01/31/18
10 Points
You and your team will use the infrastructure defined in your project charter to develop a scope management plan for your client.

Husky Air Assignment 5: The Work Breakdown Structure (WBS) (HA #5)
Due 02/07/18
10 Points
Based upon your project's scope, you and your team will develop a WBS.

Husky Air Assignment 6: The Project Schedule & Budget (HA #6)
Due 02/14/18
10 Points
Using MS Project and your WBS, you and your team will develop a schedule and budget for your project. Submit your MS Project file via Moodle.

Husky Air Assignment 7: The Risk Management Plan (HA #7)
Due 03/07/18
10 Points
You and your team will develop a risk management plan. Turn in the 2 printouts to me and the project risk analysis and plan via Moodle.

Husky Air Assignment 8: Tracking & Reporting (HA #8)
Due 03/14/18
10 Points
You and your team will conduct an analysis and develop a communications plan.

Husky Air Assignment 9: The Quality Management Plan (HA #9)
Due 03/21/18
10 Points

You and your team will develop a quality management plan for your client.

Husky Air Assignment 10: The Change Management Plan (HA #10)
Due 03/28/18
10 Points

Husky Air Assignment 11: The Change Management Plan (HA #11)
Due 04/04/18
10 Points

Husky Air Assignment 12: The Change Management Plan (HA #12)
Due 04/11/18
10 Points

You and your team will develop a strategy for planned organizational change.