

Northwestern University School of Continuing Studies Advanced Information Systems Project Management

Course #: NC_ISPM 321-0	PDUs: 30
Section #: 12 Winter 2009	Dates: Mondays, Jan 12 to Mar 23, 2009
Location: Wieboldt Hall	Hours: 6:00 pm to 9:00 pm
Instructor: Dan Baumgartner	Phone: (630) 416-0411
E-mail: NU-SCS-DCB@comcast.net (preferred contact method)	Office Hours: 30 mins before class or by appointment

Course Description:

This course applies principles and techniques learned in the IS Project Management course to a specified project, analyzing the steps in its life cycle. Participants plan, organize, staff, manage, and produce each of the phases of key work projects. Students also learn how to use project management software. Group work is required.

Required Books:

- Successful Project Management (SPM), Gido & Clements, 4th Edition, South-Western Centage Learning: ISBN 10: 0-324-65613-0 and ISBN 13: 978-0-324-65613-8
- *Project Management Body of Knowledge® Guide (PMBOK® Guide)*, PMI 3rd Edition, ISBN 193069945-X

Learning Objectives:

- Apply project management concepts and techniques to a multiple-part case study
- Review the Project Life Cycle and introduce the Systems Development Life Cycle (SDLC); understand the linkages between the two lifecycles
- Understand the role of the project manager and the concerns at each phase of the SDLC

Teaching Methods:

This course involves group work. Students are assigned to a team the first class. The team determines their structure and how material is presented. Time is provided at the end of class for students to prepare the group work. Students are given the opportunity to evaluate the performance of their team members as part of their grade. In addition to group work, students have individual assignments to complete designed to reinforce concepts learned during the course. In-class quizzes and a final exam are used. See the Course Calendar for specifics.

Students are encouraged to participate during the lecture. There are both individual and group exercises that are designed to provide students with practical application of the material presented. Students utilize project management software during this course for the group work. A copy is supplied in the textbook, if unavailable. Students are encouraged to bring articles, advertisements, or cartoons that are relevant to project management and the topics under discussion. Each session opens with a discussion on one or more of the items.

Evaluation:

Assigned homework is due the following week. In order to actively participate in class, you must complete assigned reading prior to class. Class grading is assigned as follows:

Category	Weight	Points
• Team Projects:	50%	100 (8 @ 8 pts + 36 pts team participation)
• Quizzes:	10%	20
• Homework:	20%	40
• Final Exam:	20%	40

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A letter grade is assigned at the end of this class. If you wish a Pass/Fail grade, you must inform the instructor in writing **before the third class**. The Pass/Fail decision is final and cannot be changed back to a letter grade. If you choose to take an incomplete in the class, you must discuss it with the instructor **before the last class**.

Notes:

- Notify instructor if you are not attending class (preferred method via email)
- Missing more than three classes is reflected in your final grade
- Be prepared to discuss reading material
- Submit all homework to BlackBoard Digital Drop Box
- Submit all presentations to BlackBoard Discussion Board
- Special arrangements to take quizzes or final exam, or submit homework can be made due to illness or schedule conflicts such as business travel
- Plagiarism or Cheating is **not** tolerated!

Course Calendar:

Changes to the calendar may occur at the instructor's discretion.

Date Session	Topic	Required Reading and Assignments
Jan 12 1	Introduction and Context: Project Management Introduction and Context	<p>Required Reading:</p> <ul style="list-style-type: none"> • SPM Chapter 10: The Project Manager • SPM Chapter 13: Types of Project Organizations • <i>PMBOK® Guide</i> Chapter 1: Introduction • <i>PMBOK® Guide</i> Chapter 2: Project Life Cycle & Organization <p>Assignment (due Session 2):</p> <ul style="list-style-type: none"> • <i>Homework #1:</i> <ul style="list-style-type: none"> • SPM Chapter 10: p. 324 questions 4, 12 • SPM Chapter 13: p. 418 questions 4, 7, 9 • Prepare Team Profile (team) • Handout Case Study (page 1) • Complete course survey • Reading for next week • Complete Quiz #1
Jan 26 2	Initiating: Project Initiation and Authorization	<p>Correct Quiz #1</p> <p>Team Presentation #1: Team Profile</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • <i>PMBOK® Guide</i> Chapter 4: Section 1 – Develop Project Charter; Section 2 – Develop Preliminary Scope Statement <p>Assignment (due Session 3):</p> <ul style="list-style-type: none"> • <i>Homework #2:</i> <ul style="list-style-type: none"> • Select a project from work or personal life. Describe how it meets the definition of a project (e.g. temporary undertaking) and whether project management should be used and why/why not. • Identify how projects are selected in your work environment. Identify whether this is an effective method and why/why not. • Select a project and describe how that project either does or does not fit within a company's portfolio. • Prepare Project Charter (team)

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Feb 02 3	Planning: Development Lifecycles, Scope Development, and Requirements	<ul style="list-style-type: none"> • MS Project Wizard (see SPM Chapters 5-9 Appendices) • Reading for next week <hr/> <p>Team Presentation #2: Project Charter</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • SPM Chapter 1: Project Management Concepts • SPM Chapter 4: The Project • <i>PMBOK® Guide</i> Chapter 3: Project Management Processes for a Project • <i>PMBOK® Guide</i> Chapter 5 Section 1: Scope Planning; Section 2: Scope Definition; Section 3: Create WBS <p>Assignment (due Session 4):</p> <ul style="list-style-type: none"> • Homework #3: <ul style="list-style-type: none"> • SPM Chapter 1, p. 23, Questions 4, 7, 11 • SPM Chapter 4, p. 105, Questions 1, 3 • Prepare WBS (team) • Handout Case Study (page 2) • Reading for next week • Complete Quiz #2
Feb 09 4	Planning: Time and Cost Planning, Risk Assessments	<p>Correct Quiz #2</p> <p>Team Presentation #3: WBS</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • SPM Chapter 5: Planning • SPM Chapter 6: Scheduling • SPM Chapter 8: Resource Considerations • <i>PMBOK® Guide</i> Chapter 6: Project Time Management • <i>PMBOK® Guide</i> Chapter 7: Project Cost Management • <i>PMBOK® Guide</i> Chapter 11: Project Risk Management <p>Assignment (due Session 5):</p> <ul style="list-style-type: none"> • Homework #4: <ul style="list-style-type: none"> • SPM Chapter 5, p. 142, Question 11 • SPM Chapter 6, p. 185, Questions 9, 10 • Prepare Schedule (team) • Prepare Risk Response Plan (team) • Reading for next week
Feb 16 5	Planning: Procurement and the Project Plan Baseline	<p>Team Presentation #4: Schedule and Risk Response Plan</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • SPM Chapter 2: Needs Identification • SPM Chapter 3: Proposed Solutions • <i>PMBOK® Guide</i> Chapter 12: Project Procurement Management • <i>PMBOK® Guide</i> Chapter 4: Section 4.3 Develop Project Management Plan <p>Assignment (due Session 6):</p> <ul style="list-style-type: none"> • Homework #5: <ul style="list-style-type: none"> • SPM Chapter 3, p. 78, Questions 3, 9 • Prepare Project Budget (team) • Complete MidTerm evaluation • Reading for next week

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		<ul style="list-style-type: none"> • Complete Quiz #3
Feb 23 6	Planning: Communication and Team Development	Correct Quiz #3 Team Presentation #5: Budget Required Reading: <ul style="list-style-type: none"> • SPM Chapter 11: The Project Team • SPM Chapter 12: Project Communication and Documentation • <i>PMBOK® Guide</i> Chapter 10: Project Communications Management • <i>PMBOK® Guide</i> Chapter 9: Project Human Resource Management Assignment (due Session 7): <ul style="list-style-type: none"> • Homework #6: <ul style="list-style-type: none"> • SPM Chapter 11, p. 363, Question 1 • SPM Chapter 12, p. 396, Questions 1, 2 • Prepare Communication Plan (team) • Reading for next week
Mar 02 7	Executing and Control: Project Execution and Monitoring	Team Presentation #6: Communication Plan Required Reading: <ul style="list-style-type: none"> • SPM Chapter 7: Schedule Control • SPM Chapter 9: Cost Planning and Performance • <i>PMBOK® Guide</i> Chapter 5: Section 4 Scope Verification • <i>PMBOK® Guide</i> Chapter 5: Section 5 Scope Control Assignment (due Session 8): <ul style="list-style-type: none"> • Homework #7: <ul style="list-style-type: none"> • SPM Chapter 7, p. 227, Question 10 • SPM Chapter 9, p. 287-8, Question 12 • Prepare Change Response (team) • Handout Case Study (page 3) • Trends in Project Management or IT sample (can be article, advertisement, cartoon, video, etc.) • Reading for next week • Complete Quiz #4
Mar 09 8	Control and Closing: Includes configuration mgmt, testing, quality control, and change mgmt, project implementation and closeout	Correct Quiz #4 Team Presentation #7: Change Response Required Reading: <ul style="list-style-type: none"> • <i>PMBOK® Guide</i> Chapter 8: Project Quality Management Assignment (due Session 9): <ul style="list-style-type: none"> • Homework #8: <ul style="list-style-type: none"> • Describe a project that you may have participated or are aware of that was terminated early. Explain the rationale for the early termination and what activities were performed to bring the project to closure. What activities were missing? • Describe the termination objectives • Prepare Team Member Evaluations (individually) • Prepare for Project/Phase Closeout (document what activities and documents would be included in a project or

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Date Session	Topic	Required Reading and Assignments
		<p style="text-align: center;">phase closeout)(team)</p> <ul style="list-style-type: none"> • Reading for next week
<p style="text-align: center;">Mar 16 9</p>	<p>Trends: Taking the PMP exam, Future of PM and PMBOK</p>	<p>Team Presentation #8: Project Closeout</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • SPM Appendix A: Project Management Software <p>Assignment (due Session 10):</p> <ul style="list-style-type: none"> • <i>Homework #9:</i> <ul style="list-style-type: none"> • Review Project Management Software list; select two (2) vendors and complete the following information: <ul style="list-style-type: none"> • Vendor name and product name • Web address • Using the feature list in SPM Appendix A, identify what features are supported • For each criteria listed in SPM Appendix A, evaluate the product against each criteria • Study for final exam
<p style="text-align: center;">Mar 23 10</p>	<p>Wrap-up: Final exam and course closeout</p>	<p>Final Exam (complete and correct in class)</p> <p>Team Member Evaluations due</p> <p>Required Reading:</p> <ul style="list-style-type: none"> • None <p>Assignment:</p> <ul style="list-style-type: none"> • Complete course evaluation