

Course Title:	I.T. Project Management
Duration:	Five (5) Days
Class Schedule:	9:00am to 5:00pm
Target Participants:	Government and Private I.T. Personnel, Members of the Academe and College Graduates of Computer Science and I.T. related courses.
Total Hours:	35 Hours
Course Objectives:	

1. Understand the genesis of project management and its importance to improving the success of information technology projects
2. Demonstrate knowledge of project management terms and techniques such as:
 - The triple constraint of project management
 - The project management knowledge areas and process groups
 - The project life cycle
 - Tools and techniques of project management such as:
 - Project selection methods
 - Work breakdown structures
 - Network diagrams, critical path analysis, and critical chain scheduling
 - Cost estimates
 - Earned value management
 - Motivation theory and team building
 - Etc.
3. Apply project management concepts by working on a group project as project manager or active team member
2. Use Microsoft Project 2007 and other software to help plan and manage a small project
3. Appreciate the importance of good project management
 - Share examples of good and bad project management
 - Prepare a journal throughout the course for personal reflection
 - Use knowledge and skills developed in this class in other settings

Evaluation:

1.	Individual Presentation	10%
2.	Group Project and Presentation	40%
3.	Exams	20%
4.	Homework Assignments	30%



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Policies:

Assignments:

Homework assignments are due at the beginning of class. Late assignments will be accepted, but a 20% penalty will apply for each day the assignment is late, unless approved in advance. The class will actively participate in deciding what presentations and projects each student will do. Each student should decide on presentations/projects by the third week of class. An updated schedule will be distributed as soon as possible.

Participation:

Students are expected to actively participate in class by asking questions and sharing personal experiences. Any student missing more than six hours of class without an approved excuse will receive a grade reduction.

Makeup Exams and Assignments:

Requests for makeup exams and assignment changes must be made in advance with the instructor. Either leave a phone message or send an e-mail message in case of a last minute emergency.

Honesty:

Plagiarism and cheating are serious offenses and may be punished by failure on an exam or assignment, failure in the course, and/or expulsion from the college. For more information, refer to the "Academic Honesty" policy in the student catalog.

Presentations:

Developing presentation skills is important for everyone, plus it's a good way to share information. Each student will prepare and present one individual presentation and help with the group project presentations. The individual presentations must include at least three outside references, noted in footnotes and a reference page. Hand in a hard copy of your presentation notes, including a bibliography, or include the information in your handouts/visuals, if you plan to use any. We will brainstorm potential topics in class. Presentations will be evaluated based on content, delivery, and audience response.

Group Projects:

The purpose of the group project (3-5 people per group) is to use a structured approach to project management in a team setting. As a class, we will select projects (or running cases), groups, and group project managers. Each group will hand in a project notebook at the end of the term and prepare a project Web site to facilitate communications throughout the project. 50% of the grade for the group project will be based on the group's progress reports, final presentation, and Web site, and 50% will be based on the project notebook. Group project managers will earn a small amount of extra credit for successfully leading their project teams.





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5-Day Class Schedule:

DATE	TOPIC	Workshops / Outputs
Day 1	Introduction to Project Management Project Management in the IT Context	Creating Project Concept Document
Day 2	The Project Management Process Groups Project Initiation Project Integration Management Project Scope Management	Creating Project Charter Creating Scope Management Plan
Day 3	Project Time Management Project Cost Management Project Procurement Management	Creating Network Diagram / Schedule Creating Cost Management Plan
Day 4	Project Human Resource Management Project Communications Management Project Quality Management	Creating RAM/RASCI Creating CommPlan Creating Quality Management Plan
Day 5	Project Risk Management Final Examination Final Group Presentations	Simulated Project Kick Off Presentation

