

Rutgers University
School of Business-Camden
Information Technology and Project Management
52:623:302

Spring 2019 Section 02 - Monday and Wednesday 2:05 - 3:25 PM

Professor

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Required Text

Schwalbe, K. Information Technology Project Management, 9th Edition, Cengage, 2019
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Course Objectives

Information technology (IT) is a valuable resource needed to achieve the strategic goals of an organization. This course helps managers identify strategic objectives and manage projects that are important for information technology and ecommerce. Case studies and other assignments will support key concepts and ideal business practices while teaching how to balance critical organizational objectives. **Students are expected to demonstrate technological fluency in IT skills and IT concepts.**

Successful students should be able to:

- 1. Understand how to plan and manage projects**
- 2. Appreciate the business value of different types of information systems and applications that help achieve strategic organizational goals**
- 3. Use software to develop websites and manage projects**
- 4. Understand ecommerce and how it applies to an organization's strategic objectives**
- 5. Critique website content, organization, and design**
- 6. Design, gather data for, and build a prototype website using a template-based application for their class term project**
- 7. Learn new presentation techniques to effectively communicate IT concepts to a variety of stakeholders**

Grading Breakdown

<i>Item</i>	<i>%</i>
<i>First examination</i>	30
<i>Second examination</i>	30
<i>Midterm project</i>	5
<i>Term project (includes website)</i>	30
<i>Case presentations and participation</i>	5
	100

University Policies that Affect You

Academic Integrity <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to insure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Student Code of Conduct

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. Students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests
- Resorting to physical threats or violence directed toward the instructor or other students (Physical threats or violence are a violation of the University's Code of Student Conduct and incidents should be referred to the Dean of Students immediately. Please consult "Standards of Classroom Behavior," in The University Code of Student Conduct <http://studentconduct.rutgers.edu/files/documents/UCSCJuly2011.pdf> and the University's "Policy against Verbal Assault, Defamation and Harassment" for further information at <http://studentconduct.rutgers.edu/files/documents/PolicyAgainstVerbalAssault.pdf>)

Disability Services

- Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>.
- If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at: <https://ods.rutgers.edu/students/registration-form>.

Director of Disability Services, Rutgers-Camden
 Erin G. Leuthold, MS Ed
 Rutgers-Camden Learning Center Armitage Hall, Room 235
 (856) 225-2717
 Web page: <https://learn.camden.rutgers.edu/disability-services>
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Class Policies

1. Limited grading feedback will be available before the last day to drop the course.
2. This is a hybrid course (some lectures are online). Assignments and lectures will require the use of Sakai or Canvas.
3. Students are expected to attend and participate in every in-class or online session. Come to class prepared to contribute to the discussion. Read the chapters and any relevant outside material you can find. Lack of participation will be reflected in the final grade.
4. Duties related to your employment or business do not provide an acceptable excuse for class absences or missed examinations.
5. **Makeup exams for non-university approved reasons are not guaranteed.** If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advance and then take the exam on the specified day and time. If an alternative assignment has been offered, then the makeup will be the alternative assignment. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after a missed exam and be prepared to provide written documentation to support your absence (such as a doctor's note).
6. If you have an approved excuse, you may take one make-up exam. If you take the makeup for Exam 1, you cannot take the makeup for Exam 2. The dates and time for make-up exams are **March 11 and May 6** respectively. By enrolling for this course you agree to the exam and make up dates.
7. Bonuses. Occasionally bonus points will be offered for answering questions in class or for completing an assignment by a specific date and time. Bonus points might be awarded at the beginning or end of any class period or as extra credit on an exam. If you miss a bonus opportunity, you won't be able to make it up, but there will be other opportunities during the semester. Try to take advantage of the bonus opportunities as they will allow you to achieve a better grade.
8. Syllabi and instructions can be found on www.thekendalls.org. Slide decks and other materials are on Sakai or Canvas.
9. All changes and announcements will be made in class at least once. If you anticipate being absent from class, find a classmate who can pick up handouts etc. for you, as you are responsible for keeping up with this course. Handouts will be brought to class only once.
10. If a student wishes to have an exam or assignment regraded, the student should resubmit the exam or assignment to me before the next class period. I will regrade the assignment (up or down) **only if no** additional explanation is offered (written or oral).
11. Late projects will be penalized by one complete letter grade (e.g. an A would become a B; on a 100 point scale a 93 would become an 83). On certain designated dates a lab session will be scheduled to allow you to work either supervised or unsupervised on your projects. Use that time wisely. Do not make assumptions that you can use the computers in the room at other times because it may be scheduled for other classes.
12. Students are required to turn off their cell phones while they are in class, unless there is an emergency. Emailing, texting, and Web-surfing other than assignments should not be done in class.

13. This is a project course. The “final” in this course is the term project. **No incompletes will be given.**
14. If Rutgers cancels classes for a snow or other emergency, this class will not meet. If an exam is scheduled and the university is closed, the exam will be postponed one class period. Check the course Web page for possible class cancellations. If Rutgers cancels classes on a day when no exam is scheduled, expect the exam to take place on the date originally scheduled. Generally, exams will not be postponed, and grades or questions will be adjusted if necessary. Check your email if you are uncertain.
15. **All projects will be checked for originality using turnitin.com.** Projects that are not original will receive a grade of zero and may also result in serious sanctions.
16. Students are expected to know, understand, and adhere to the policies on academic integrity. Procedures for addressing violation of these policies outlined in the University Code of Academic Conduct will be followed. The policies can be found at <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>
17. **Your term project is considered complete and can be assigned a grade when I receive the electronic (copy of your project. Do not send me attachments by email.**
18. Submit assignments early so you don't miss the deadline.
19. Teams: Periodically you will receive an ad hoc assignment to work in a small group or team for in class discussion and/or an outside of class assignment. It is your task to contribute your knowledge and ideas to the group's work. Make sure to keep in contact with group members and be sure to come to class to turn in your group work or orally report your group's findings on the assigned due date.
20. **Grading Ranges**
 - A Highest grade (90% and above)
 - B+ Work of distinction (84.5% to 89.4%)
 - B Work of distinction (79.5% to 84.4%)
 - C+ Average work (74.5% to 79.4%)
 - C Average work (69.5% to 74.4%)
 - D Passing, but unsatisfactory (60% to 69.4%)
 - F Failure without credit (Below 60%)
21. **April 2** is the last day to withdraw from this class with a “W”. For more information see the registrar's website. <http://registrar.camden.rutgers.edu/>
22. Students should come to class on time and should stay in class throughout the class period. You have permission to leave the room in an emergency.

Keeping a Journal

Students are expected to keep a weekly journal of accomplishments throughout the semester. It is important to do tasks relating to the course throughout the semester rather than waiting until the last minute. The journal is documentation that you are keeping up with the course. If you want help from me with assignments, bring the journal to your appointment.

Email Communications

Email will be used for communication for this course outside of the classroom. Students are required to use their Rutgers University email address for this course. All official class notices will be sent via this account and it is the responsibility of the student to check this account regularly.

When you email me put 52:623:302:02 in the subject. Otherwise it could be lost in spam, especially if you try to send it on gmail. I need to know the course you are taking and the section in order to answer your question. Disclaimer: You may get information for another section if you do not correctly identify your section in the email heading.

Computer/Web Assignments

Computer/Web assignments will be given periodically throughout the semester and will require you to learn software packages such as Microsoft PowerPoint, Microsoft Project, Mindview, and others. You must use these specific applications. Use of Prezi or any other software is not allowed. One of the objectives of this course is to use features in specific applications.

You are required to keep up to date regarding when assignments are made, what is required, and when they are due. Computer projects must be professional looking when you submit them. Computer assignments will be submitted electronically and will be processed by Turnitin. Email submissions will not be accepted.

You will be assigned an account on a template-based website application, students.weebly.com. You will be asked to complete your project on this account.

Presentations

Everyone will participate in two presentations. One will be at 20-25 minute team presentation using **Microsoft PowerPoint**. No other types of software such as Prezi or Keynote are allowed. The second presentation will be a one to two minute individual walkthrough of the Weebly prototype website you build in this course.

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<i>Date</i>	<i>Day</i>	<i>Topic</i>	<i>Reading</i>
1/23	Wednesday	Introduction to Project Management	
1/28	Monday	Introduction to Project Management continued	Chapter 1
1/30	Wednesday	The South Ferry Project	
2/4	Monday	Project Management and IT Context	Chapter 2
2/6	Wednesday	Project Integration Management (Schedule Presentations) Term Project Proposal Due online 11:54 PM Thursday 2/7	Chapter 4
2/11	Monday	Project Scope Management	Chapter 5
2/13	Wednesday	Consultant Clash; Evaluating Websites; Weebly	
2/18	Monday	Project Time Management	Chapter 6
2/20	Wednesday	Introduction to Microsoft Project; Introduction to Mindview	
2/25	Monday	Project Cost Management	Chapter 7
2/27	Wednesday	Presentations 1	
3/4	Monday	Examination #1 (Chapters 1,2, and 4-7)	
3/6	Wednesday	Presentations 2	
3/11	Monday	Project Quality Management	Chapter 8
3/13	Wednesday	Presentations 3	
3/18	Monday	Spring Break – No classes	Lab class
3/20	Wednesday	Spring Break – No classes	
3/25	Monday	Project Human Resource Management	Chapter 9
3/27	Wednesday	Presentations 4	
4/1	Monday	Project Communications Management	Chapter 10
4/3	Wednesday	Presentations 5	
4/8	Monday	Project Development Work with Weebly and Microsoft Project	Lab Class
4/10	Wednesday	Project Closure Complete Midterm Assignment Midterm assignment due at 11:59 PM Wednesday 4/10	Lab class
4/15	Monday	Project Risk Management	Chapter 11
4/17	Wednesday	Presentations 6	
4/22	Monday	Project Procurement Management Stakeholder Management	Chapter 12 Chapter 13
4/24	Wednesday	Presentations 7	
4/29	Monday	Examination #2 (Chapters 8-13, lectures and presentations)	
5/1	Wednesday	Website Presentations	
5/6	Monday	Term Project Deadline is 11:54 PM Monday 5/6 Term Projects will be accepted until 11:54 PM Friday May 10 but will incur a 10 % penalty	
TBA	TBA	Final exam day special reading assignment to be announced	