

Project Management for Information Systems

INFO 4306/5306

Fall/Spring Course Syllabus (SHORTENED)

University of North Texas

Department of Information Science

Instructor(s)

Dr. Jeff M. Allen *(Instructor)*

Regents Professor of Information Science

Jeff.Allen@unt.edu

Department of Information Science

University of North Texas

[Contact page](#)

Milly Njeri *(Teaching Assistant & Co-instructor)*

Research Scholar & Doctoral Student

Millicent.Njeri@unt.edu

Department of Information Science

University of North Texas

[Contact page](#)

Please use the Use the INBOX tab on the left menu tab in Canvas to compose your email messages to the Instructor. DO NOT use @unt.edu email to contact instructor(s). Your email for the course will be lost in the many other emails.

Catalog Description

Managing the process of planning, developing, implementing and evaluating systems in libraries and information centers of all types and sizes. Planning, defining requirements, developing requests for proposals, evaluating alternative systems, and locating and hiring consultants. This is NOT a certification preparation course for professional licensure.

Extended Description

In this introductory course, you will study the initiation, planning, execution, and closure of projects of all types and sizes as defined by the Project Management Body of Knowledge (PMBOK). Although not the library nor information systems specific, the PMBOK is the standard for those individuals who eventually seek certification as a Project Management Professional (PMP). This three-credit-hour course is delivered 100% via a course management system. This is NOT a certification preparation course.

Course Goals and Objectives

This is an introductory course with the goal of providing you with the basic knowledge needed for a beginning role as an effective planner/manager and/or participant in projects of all types and sizes. Objectives are that, upon completion of the course, you will be able to:

- Understand the *basic* concepts, terminology, processes, and tools of initiating, planning, executing, and closing a project as defined by PMBOK
- Develop a project work plan
Prepare a project budget
- Manage a basic project plan
- Develop a communication plan for project stakeholders
- Identify & mitigate project risks
- Create a Project Proposal
- Create a Project Plan suitable for printing

Course Philosophy

This course is organized to assist students who are interested in learning how to serve as a project manager for the purpose help organizations reach optimal effectiveness. This course is significantly different from other undergraduate/graduate courses. Students are expected to be proactive in this competency-based course.

This course is a course with several simple development rules: *100% online, module-based, asynchronous, no textbook, no final, open exit.*

Course Participation - Student Choice

- You have the TWO option

- OPTION 1: Participate, and be graded, as a **team member** (2 - 4 members).
The instructor will determine the teams
- OPTION 2: Participate, and be graded, as an **individual** (AKA, a one person team).
- You need to complete the [PARTICIPATION STUDY](#). It is your first assignment/quiz. This will determine your experience in the course.
- THIS COURSE is designed as a TEAM and PROJECT-based course. Therefore, you will see the syllabus refer to TEAMS rather than individuals. If you choose to work as an individual, you will be treated as a one person team.
- The course is asynchronous, self-paced. This means that the team can progress as rapidly as they choose to complete the course.
- The instructor(s) are here to assist you in completing this competency-based course.

What this means

The student teams or you as an individual, are in control of when you have completed the course. You may complete it in a few weeks or continue right up until the last deadline (see course calendar).

TEAM-based Course

Detailed information about teams can be found on the [Team Information](#) page.

1. **If you chose to work on a team, then keep in mind THIS IS A TEAM PROJECT.**
2. *Work turned in outside of the team project will received a grade of zero.*
Project management happens in team-environments and this course replicates that environment.
3. The course is asynchronous, self-paced (for the team). This means that the team can progress as rapidly as they choose to complete the course.
4. Teams are assigned by the instructor in a random methodology - changing teams is not an option
5. Yes, there is expected be team communication, cohesion and performance problems. This happens in real-life and is simply an adversity to be overcome as part of the course/assignment process.

6. The team leader is determined by the team at the beginning of the semester. All changes in team leadership need to be approved by the instructor.

	Knowledge Module	Assignment Due Date	Percentage of Final Grade
Week 1	What is Project Management	Team Participation Survey Jan. 20th, 5 pm	5%
Week 2	The Importance of a Project Manager		
Week 3/4	Types of Project Management/Project Scope	Project Scope (1 of 6) Feb. 3rd, 5 pm	15%
Week 5/6	Managing the Project/Project Work Breakdown	Project Breakdown (2 of 6) Feb. 17th, 5 pm	15%
Week 7	Communicating Planning		
Week 8	Estimating and Scheduling	Project Schedule (3 of 6) March 10th, 5pm	15%
Week 9	Managing Risk		
Week 10/11	Project Cost and Budget	Project Budget (4 of 6) March 31st, 5 pm	15%
Week 12/13/14	Project Closure	Project Closure and lessons learned (5 of 6) April 14th, 5 pm	15%
Week 15/16	Final Project	FINAL PROJECT (6 of 6) May 5th, 5 pm	25%

Modules

All modules are available under the [Module tab](#) in Canvas (left-side menu). These modules provide you with knowledge in the form of videos, slideshows, readings, etc. These modules are guided for you to learn more about a topic within the broad field of project management. There are many more resources for information that you should take an opportunity to explore as you work through your semester-long project. The field of project

management has a deep and rich array of learning modules available for *free* - which allows us to have no required textbook for the class.

Module Objectives:

Module 1: Understanding project management (PM)

Module 2: Understanding the role of a project manager

Module 3: Learning about the various methods implemented in PM

Module 4: Understanding the scope of a project and learning how to limit scope creep

Module 5: Learning how to manage the project as the lead

Module 6: Determining the elements of a project and creating the structure for it.

Module 7: Learning how to communicate the plan

Module 8: Determining the schedule of events for the plan

Module 9: Understanding the risks of the plan and how to manage them

Module 10: Determining and estimating the cost of the project

Module 11: Learning how to summarize the project plan

Module 12: Learning how present the plan in a formal and organized manner

Assignments

This semester the course has changed significantly. Rather than you picking a project in the "real-world". We have created a mock project that every team uses as a base for all

Assignment Objectives:

Assignment 1: Determining the client's needs and creating a project outline addressing essential aspects of the project

Assignment 2: Creating an objective structure for the project

Assignment 3: Creating a step-by-step process and providing a timeline for the project

Assignment 4: Determining the costs for every stage and line-items of the project

Assignment 5: Learning how to efficiently summarize the project

Assignment 6: Learning how present the plan in a formal and organized manner

Open Exit

This course is significantly different from other courses you may have completed in the past. Students are expected to be proactive and responsible for this competency-based course.

If you are currently a project manager or have previous experience, this course will confirm your competencies and you will be able to rapidly advance through the modules and assignment. If you are new to project management, take the opportunity to explore every aspect of this growing career field.

You are in control of the time that you spend in the course and the outcome of your final grade. You are finished when you have completed and turned in all of the course assignments (6). This is a project-based class and you will get from the class the effort that you put into the class.

It is to your advantage to *confirm* your course completion with the course instructors.

Final Project Examples

We have included [Final Project Examples](#) for your use in this course with the permission of previous students. These are examples only! It's like flavors of ice cream - you'll like some, some not so much. This also does not mean they are not all "A" projects - there's a mixture of final projects representing a wide array of project scopes. They are simply examples to help you brainstorm and problem solve your chosen project." We are actively adding more...

Academic Honesty: These are examples, not models - and should not be duplicated. They can be used for inspiration and ideas - not as templates to be duplicated or copied from (that's cheating).