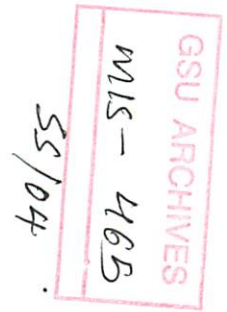


GOVERNORS STATE UNIVERSITY
MIS-465
Information Systems Project Management
Spring/Summer 2004



CLASS: T, TR:7:30-10:20pm
SECTION: BLOCK 3
CREDIT HOURS: 3
ROOM: D2433
INSTRUCTOR: DR. DALSIANG CHUNG
E-MAIL: Web CT mail
OFFICE: ROOM: G298
PHONE: 708-534-4935
OFFICE HOURS: T, TR 6:00- 7:30; or By appointment

Textbooks:

Required: Information Technology Project Management Second Edition. Schwalbe, Kathy, Course Technology Publishers, 2003.

Suggested: Step by Step Microsoft Project 2003, Microsoft Press, 2003.

Reference: Systems analysis and design, telecommunications, and database textbooks. Microsoft Access reference book of your choice

Software: Microsoft Project 2003 or 2002

- No makeup tests will be given except when the student is seriously ill on the day of the exam with doctor's supporting documents.
- Grade "T" will be given only in exceptional cases (supporting evidence is required)
- All assignments submitted for grading must be the student's own work. Given work is explicitly prohibited unless the assignment is given for group work.
- Unexcused absences and tardiness will adversely affect your grade.
- Incomplete, messy or late assignments will not receive credit towards your grade

I. Course Description:

Capstone course of the MIS concentration designed to provide experiences similar to those encountered in MIS professional practice. The primary objective of this course is to integrate various concepts learned in other MIS and management courses in the context of designing, implementing, documenting, and testing a computer-based MIS project. This course will expose students to ethical concerns of the MIS profession and will emphasize strong project management and communication skills.

II. Prerequisites:

MIS 401, MIS 420, and MIS 440 or concurrent enrollment in MIS 440, only. These are STRICTLY enforced. (An alternative to MIS 465 is to do an approved internship.)

III. Objective:

1. Be able to glean details for an information system by interviews (and other techniques) with actual users.
2. Be able to establish a project plan based on information gathered from interviews and the skills of your team members.
3. Be able to adjust your project schedule as problems/solutions arise.
4. Learn to work in teams with all of the advantages and problems inherently therein.
5. Be able to apply the skills of analysis, design, database design, database development, interface design and development, and documentation learned in other courses to an actual working information system.
6. Be able to make regular presentations to users and faculty of the system during development.
7. To be able to develop documentation of the system that is clear, concise and useable.
8. To present the final working system to the users and the class along with any necessary training/documentation.

IV. Disabilities:

It is the intention of the institution to support full participation of all students, regardless of physical ability level. Therefore, if any student needs consideration of his/her physical abilities in order to complete the course, please notify the instructor as soon as possible.

V. 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

VI. Project:

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.

You **must** cooperate with your group. In real life, MIS is usually a group oriented career. If you cannot succeed with any group under any circumstances for 14 weeks, you will be unsuccessful in working on projects with groups where the projects often take two or more years from beginning to end.

VII. Evaluations:

- | | | |
|----|--------------------------------|-----|
| 1. | Individual Presentation | 10% |
| 2. | Group Project and Presentation | 20% |

- | | | |
|----|----------------------|-----|
| 3. | Exams | 50% |
| 4. | Homework assignments | 20% |

Final letter grades are assigned according to total points using a flexible scale based on a number of factors. One factor will reflect the instructor's view of the students understanding.

Tentative Course Schedule

DATE	TOPIC	READINGS (in advance)
Week 1	Introduction to Project Management	Chapter 1
Week 2	The Project Management and Information Technology Context	Chapter 2
Week 3	The Project Management Process Groups: A Case Study	Chapter 3
Week 4	Project Integration Management	Chapter 4
Week 5	Exam 1, Project Scope Management	
Week 6	More on Project Scope Management	Chapter 5
Week 8	Project Time Management	Chapter 6
Week 9	Project 2002, Project Cost Management	Appendix A, Chapter 7
Week 10	Project Quality Management, Certifications	Chapter 8, Appendix B
Week 11	Exam 2, Project Human Resource Management	Chapter 9
Week 12	Project Communications Management, Templates	Chapter 10, Appendix D
Week 13	Project Risk Management and Project Procurement Management	Chapters 11-12
Week 14	Final project presentations	

Project Cover Page

Project Member Name	Phone number	One task that this group member pledges to be responsible for.

Name of firm creating project for: _____

Name of main contact person: _____

Phone Number of contact person: _____

Attach a brief but concise description of the project:

User evaluation sheet

(This sheet must remain in the project notebook at all times and be updated regularly.)

Name of user with primary responsibility for defining system requirements: _____
(Please Print)

e-mail of user: _____ Phone: _____

- | | Initials | date |
|---|----------|-------|
| 1. I have met with the development team and discussed my requirements. | _____ | _____ |
| 2. I have seen the project proposal | _____ | _____ |
| A. The team described the project proposal to me | _____ | _____ |
| B. I feel that my needs are being met by the initial proposal | _____ | _____ |
| 3. I have seen the initial home page design and approve it as designed | _____ | _____ |
| 4. I have seen the initial home page design and approve it as designed | _____ | _____ |
| 5 I have reviewed the budget and it seems appropriate | _____ | _____ |
| 6 I have reviewed the timelines and Gantt charts and both are appropriate | _____ | _____ |
| 7 I approve and accept the final version of the project | _____ | _____ |

Comments: (Please feel free to make comments at any point during the project design or implementation.)

Students are to create a project notebook. (This will require a 1 – 2 inch binder.) This notebook will hold all of the documentation for the Web Redesign Project. The notebook will be turned in to the instructor the day of Exam 2. Failure to turn in the notebook on time will result in the loss of 5 points (per occurrence) off of the overall project grade.

Things that must be included in the notebook (but not limited to): (Please use dividers to separate)

1. Project Cover Page
2. Executive Summary
3. User Evaluation Sheet
4. Initial interview questions and answers, from each user interviewed.
5. Gantt Chart of project schedule (Created using Project 2002 or 2003)
6. Home Page Design
7. Navigation chart (minimum three levels)
8. Budget
9. ROI
10. User's Documentation (If required)
11. Write-up of lessons learned. (Each member should create their individual version of this.)