



Overview

Course Prefix, Course Number, Title: BIT310-01707 IT Project Management

Credits: 3

Meeting Days, Times, and Location: Online/Blackboard

Semester/Year: 2021 Fall

Campus Connection Course Dates: 08/23/2021 - 12/17/2021

Mode of Delivery: Online Asynchronous

Class Notes: This is a completely online course that requires a significant time commitment. You will need excellent time management and self-motivation to meet deadlines. You are required to use your MSU email account, have access to your own personal computer, and regular access to the Internet. Some courses have additional requirements such as software, proctors, or live sessions. It is your responsibility to ensure that throughout the semester your computer meets the minimum technology requirements along with the additional course requirements which are available online at www.minotstateu.edu/online. This course will automatically be added to your Blackboard page on the first day of class. It will NOT be available before the first day of class. Distance education courses are not eligible for some Minot State tuition waivers.

Instructor Information

Serena Pontenila

serena.pontenila@minotstateu.edu

Office Location: Old Main 302F

Office Hours: MWF (12:00 PM-1:00 PM), T, Tr (10:00-11:00 AM) or by appointment

Phone: 701-858-3307

Course Details

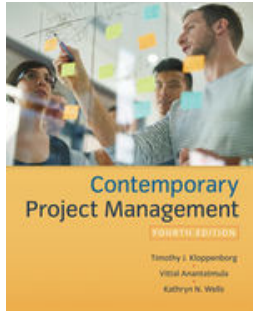
Catalog Description: The course is designed to examine the processes, methods, techniques and tools that organizations use to manage their information systems projects utilizing a systematic methodology for initiating, planning, executing, controlling, and closing projects. Students must complete BIT 220 before enrolling in the

course. A co-requisite is BIT 311.

Prerequisite/Corequisite Courses: BIT 220. Corequisites: BIT 311.

Placement Policies: none

Required Course Materials



Contemporary Project Management

978-1-337-40645-1

Timothy Kloppenborg; Vittal S. Anantatmula; Kathryn Wells
South Western, Cengage Learning

2012-01-01

4th

Student Learning Outcomes

- Students will be able to use productivity tools to plan information solutions.

Course Objectives

- Understand the genesis of project, program, and portfolio management and their importance to enterprise success.
- Describe the various approaches for selecting projects, programs, and portfolios.
- Explain the main tasks involved in and outputs of initiating, planning, executing, monitoring and controlling, and closing projects.
- Demonstrate knowledge of project management terms and techniques.
- Apply project management concepts by working on a team project as project manager or active team member.
- Use Microsoft Project 2016, and other software to help plan and manage a project.
- Demonstrate good oral presentation skill.

- Learn to use virtual collaboration tools like Google sites or Blackboard Collaborate.
- Appreciate the importance of good project management by sharing examples of good and bad project management and using knowledge and skills developed in this class in other settings.

Assignments and Grading

Grading Policy and Scale:

The instructor reserves the right to revise assignments and point values if necessary. Point values are cumulative and are not weighted or curved. Feedback will be provided for all writing/discussion assignments, exams, and projects. The following BIT Department common grading scale will be used for all assignments, exams, projects, and the overall course grade:

A = 100-92% B = 91-84% C = 83-76% D = 75-68% F = 67% and below

Assignments and Descriptions and Tentative Due Dates:

Assignments and Descriptions (all must be typed). One single-spaced page should be at least 500 words. Include a word count at the top of your paper for HW1 and HW3. If you do not include a word count or references, I will deduct 5 points for each. For other assignments requiring a one-to-two-page paper, check the word count on your own to make sure you write enough.

Discussion Postings should be long enough to give a meaningful reply. A good guideline is 100 words for the initial post and at least 35 words for a reply.

Tentative Course Outline:

Date	Topic	Readings - Homework Due	Due Date
Week 1 August 23-29, 2021	Course introduction, class survey, Ch. 1: Introduction to Project, Program, and Portfolio Management	Read Chapter 1	
Week 2 August 30-September 5, 2021	Review HW1 Plan presentations, discuss HW 2 ideas Intro to Ch. 2, Project, Program, and Portfolio	Read Chapter 2 HW1: Summary of PMWebsites and articles Discussion	September 5, Midnight

	<p>Selection</p> <p>Begin forming teams</p>	<p>Postings: How to collaborate on documents</p> <p>How to give a great presentation</p>	
<p>Week 3 September 6-12, 2021</p>	<p>Discuss project proposals and case studies for team projects</p> <p>Ch. 3, Initiating</p>	<p>Read Chapter 3 and 4</p> <p>Group Project Tasks</p> <p>HW2: Project Proposal</p> <p>Discussion Postings: Chartering Projects</p>	<p>September 12, Midnight</p>
<p>Week 4 September 13-19, 2021</p>	<p>Finalize projects and teams, set up team websites</p> <p>Ch. 4: Planning-part 1</p> <p>Work on first progress report (hold kick-off meeting). Email or chat with me online with questions</p>	<p>Email URL of team website to me</p> <p>Group Project Tasks</p> <p>Discussion Postings: Structure, culture, and roles</p> <p>Read Chapter 5</p>	<p>September 19, Midnight</p>
<p>Week 5 September 20-26, 2021</p>	<p>Ch. 5: Planning-part 2</p>	<p>HW3: Conflict Resolution</p> <p>Group Project Tasks</p> <p>Discussion Postings: Leading and Managing Project Teams</p>	<p>September 26, Midnight</p>
<p>Week 6 September 27-October 3, 2021</p>	<p>Check in with email or chat</p> <p>Team Progress Report 1</p>	<p>Group Project Tasks</p> <p>Post all</p>	<p>October 3, Midnight</p>

		<p>documents on team site</p> <p>Hold a team meeting and post minutes on your team's site</p> <p>As a team, work on items for Progress Report 1 (PR1) and post PR1 team site</p> <p>Read Chapter 6</p>	
<p>Week 7 October 4-10, 2021</p>	<p>Ch. 6: Planning – part 3 MS Project Intro</p>	<p>Document WBS for Project</p> <p>Discussion Postings: Communication Planning</p> <p>Read Chapter 7</p>	<p>October 10, Midnight</p>
<p>Week 8 October 11-17, 2021</p>	<p>Ch. 7: Executing</p>	<p>HW4: MS Project- Place WBS in MS Project</p> <p>Group Project Tasks</p> <p>Group Project Status Report</p> <p>Discussion Post: Scope Planning</p> <p>Read Chapter 8</p>	<p>October 17, Midnight</p>
<p>Week 9 October 18-24, 2021</p>	<p>Ch. 8: Monitoring and Controlling</p>	<p>Complete questions # 5 and #10 on pages 278 and 279 of the text.</p> <p>Meet with Team to prepare Progress Report #2. Record minutes and post to team</p>	<p>October 24, Midnight</p>

		<p>site.</p> <p>Group Project Tasks</p> <p>Discussion Post: Scheduling Projects</p>	
<p>Week 10 November 1-7, 2021</p>	<p>Review Chapters 1-8</p> <p>Review project requirements- ensure all due deliverables are posted to the team site.</p> <p>Complete and submit Progress Report #2</p> <p>Ch. 9: Resourcing Projects - Closing</p>	<p>Group Project Tasks</p> <p>Progress Report #2</p> <p>Discussion Posting: Resourcing Projects</p> <p>Read Chapter 9</p>	<p>November 7, Midnight</p>
<p>Week 11 November 8-14, 2021</p>	<p>Ch. 10 Budgeting Projects</p>	<p>Group Project Tasks</p> <p>Apply Feedback from Progress Report</p> <p>Discussion Posting: Budgeting Projects</p> <p>Read Chapter 10</p>	<p>November 14, Midnight</p>
<p>Week 12 November 15-21, 2021</p>	<p>Chapter 11: Project Risk Planning</p>	<p>Group Project Tasks</p> <p>Group Project Status Report</p> <p>Discussion Posting: Risk</p> <p>Read Chapter 11</p>	<p>November 21, Midnight</p>
<p>Week 13 November 22-28, 2021</p>	<p>Chapter 12: Project Quality Planning and Kickoff</p>	<p>Group Project Tasks</p> <p>Complete PMBOK Guide</p>	<p>November 28, Midnight</p>

		Questions 1-10 Discussion Posting: Quality Read Chapter 12	
Week 14 November 29- December 5, 2021	Chapter 13: Project supply Chain Management Chapter 14: Project Progress	Group Project Tasks Group Project Status Report	December 5, Midnight
Week 15 December 6-12, 2021	Chapter 15: Finishing the Project	Group Project Tasks Submit team final presentation	December 12, Midnight
Week 16 December 13-16, 2021		Lessons Learned Self assessment	December 16, Midnight

Important Dates

Final Exam Date and Time: All project deliverables must be in by December 16, 11:59 PM

September 6: Labor Day

November 11: Veteran's Day

November 24-25: Thanksgiving Break

Assessment Day: 9/20/2021

Late and Missed Work

Deadlines for assignments will be given in class. All assignments must be turned in on or before the date they are due; later is considered late. Ten minutes into class is considered late. Assignments will be accepted up to 24 hours late with a 50% point reduction. After that time assignments will not be accepted. Please remember that

submitting assignments is the responsibility of each student. Please take this into account when completing and submitting assignments.

Attendance Policy

University Attendance Policy

Minot State's attendance policy is posted here:

<http://www.minotstateu.edu/records/pages/policy-class-attendance.shtml>

Class-specific Attendance Policy

Regular weekly attendance is expected. Regular participation is expected by both the student and the instructor. If you make a plan from the beginning you will find greater success

throughout your class!

Please be responsible for yourself and plan accordingly.

Please contact your Professor via email, course mail, or phone prior to any absence. If this is not possible, please communicate at your earliest convenience.

University Sanctioned Events Policy

Minot State University has a commitment to students who represent the University in official capacities. University-sanctioned activities include events that are required or encouraged by a class, program, club, or athletic team. When a student has a scheduled absence due to a university-sanctioned activity, it is the student's responsibility to communicate with the faculty member prior to his or her absence.

Please contact your Professor via email, course mail, or phone prior to any absence. If this is not possible, please communicate at your earliest convenience.

Academic Honesty Policy

College of Business Academic Honesty Policy and Acknowledgement

MSU's Academic Honesty Policy from Page 3 of Students Rights and Responsibilities (https://www.minotstateu.edu/student_rights_responsibilities.pdf)

Minot State University is committed to academic integrity. Incidents of academic dishonesty may be documented by the faculty member with a copy of the documentation maintained by the department/division chair. A letter of explanation will be sent to the student. Cheating may affect the student in accordance with the faculty

member's grading policy. The student may appeal the faculty member's penalty to the department chair. Student disciplinary action may result in accordance with the Student Conduct Policy. Academic dishonesty would include, but is not limited to, the following types of behaviors:

1. Misrepresenting another individual's work as one's own, e.g. plagiarism from hard copy of the internet.
2. Copying from another student during an exam.
3. Altering one's exam after grading for the purpose of enhancing one's grade.
4. Submitting the same paper to more than one class.
5. Use of any material or device not approved by the instructor during an exam.
6. Turning in reports intended to be based on field collection data but which are, in fact, not.
7. Failure to respect the confidentiality of persons served or studied and to maintain the professional standards for ethical conduct as set forth in The Handbook of School Psychology published by the National Association of School Psychologists.

To the above list, the College of Business adds the following:

“Misrepresenting any work that was not originally created by yourself shall constitute a violation of academic honesty. This includes turning in any work that is not originally yours whether that work originated from another person or online.”

Process

Step 1: Student commits academic dishonesty.

Step 2: Instructor will enforce his/her academic honesty policy according to his/her syllabus.

Step 3: Instructor raises Academic Honesty flag in Starfish – with supporting details – for the course. Notification will be sent to the Department Chair, the Vice President of Student Affairs, and the student.

Step 4: After three Academic Honesty flags have been raised on one student across his/her academic career, an investigation is opened by the Vice President of Student Affairs. Student disciplinary action may result in accordance with the Student Handbook.

Penalty for Violating the Policy

College of Business process:

First violation in this course: The student's first violation of academic honesty within this course shall result in a zero (0) for that specific assignment and the instructor will raise a permanent **Academic Honesty** flag in Starfish. **Note, the first violation, depending on weight of the assignment, may cause grade ramification, including the failing of the course.** Notification will be sent to the student, chair of the course department, and the Vice President of Student Affairs.

Second violation in this course: The student's second violation of academic honesty within this course shall result in failure of the course and the instructor will raise another permanent **Academic Honesty** flag in Starfish.

Students are advised that Minot State University has a process for administering and responding to cumulative Starfish flags as described within the **Students Rights and Responsibilities** (https://www.minotstateu.edu/student_rights_responsibilities.pdf) and repeated above.

Masks and Face Coverings

In this course, students may be expected to wear a mask or face covering while in the classroom, laboratory, or clinical/school setting. If so, your instructor has indicated this requirement below. If a student chooses not to wear a mask or face covering in an area where it is required:

1. The individual will be asked to comply with the policy. If the person refuses to comply, they will be asked to leave the space. If the person won't comply or leave, MSU Security may be contacted, if necessary, at 701-500-2423.
2. If an individual violates the mask or face covering policy a second time, they will again be asked to comply with the policy. If the person refuses to comply, they will be reported to the [Vice President for Student Affairs](#) for a Code of Student Life violation.

Individuals who would like to discuss accommodations regarding masks or face coverings should contact [Access Services](#), in person, by phone at 701-858-3372, or by e-mail at access.services@minotstateu.edu.

ADA Accommodation Statement

In coordination with Access Services, reasonable accommodations will be provided for qualified students with disabilities (LD, Orthopedic, Hearing, Visual, Speech, Psychological, ADD/ADHD, Health Related, TBI, PTSD and Other). Please meet with the instructor during the first week of class to make arrangements. Accommodations and

alternative format print materials (large print, audio, disk or Braille) are available through [Access Services](#), in person, by phone 701-858-3372 or by e-mail at access.services@MinotStateU.edu.

Non-discrimination Statement

Minot State University subscribes to the principles and laws of the state of North Dakota and the federal government pertaining to civil rights and equal opportunity, including Title IX of the 1972 Education Amendments. Minot State University policy prohibits discrimination on the basis of race, gender, religion, age, color, creed, national or ethnic origin, marital status, sexual orientation, gender identity, or disability in the recruitment and admission of students and the employment of faculty, staff, and students, and in the operation of all college programs, activities, and services. Evidence of practices which are inconsistent with this policy should be reported using the Student Complaint and Anti-Discrimination Form located here: <https://form.jotform.com/72996849416981>.

For the complete non-discrimination statement, visit [here](#).

Title IX Statement

Minot State University (MSU) faculty are committed to helping create a safe learning environment for all students and for the university as a whole. If you have experienced any form of sexual harassment including sexual assault, dating violence, domestic violence, and stalking know that help and support are available. MSU has staff members trained to support parties in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all MSU employees (other than those designated as confidential resources such as counselors, clergy, and healthcare providers) are required to report information about such harassment to the University. This means that if you inform a faculty member about a situation of sexual harassment or other related sexual misconduct, the faculty member must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can find a list of resources on the Title IX website. For more information about your options, please visit the Title IX website: <https://www.minotstateu.edu/title9/>.

Important Note Regarding Mobile Devices

You cannot successfully complete an online or remote course using only an iPad, iPhone, Android device, or tablet even if you are using the Blackboard mobile app. For example, certain courses contain assignments requiring the recording of presentations that can only be successfully completed with the use of a Windows or Mac OS desktop or laptop. The mobile app is designed for the convenience of receiving course announcements, sending and receiving course messages, and viewing grades. **Students will NOT be able to complete an entire course using only the Blackboard mobile app.**

MSU Online Help Desk

Direct your inquiries about course operations to the instructor. For issues involving your computer or software issues contact the MSU Help Desk by selecting the Help Desk link under the Student Help and Resources link in the Course Menu.

MSU online students have access to help with their online technology-related questions or problems. The number you call is based on the time of day you need assistance. Use the information below to determine which Help Desk to contact.

MSU Help Desk (<https://www.minotstateu.edu/itcentral/>) hours of operation: (All times are CST.)

- Monday - Friday: 7:30 am to 4:30 pm

For assistance during these times, call the MSU Online Help Desk at 858-4444 or 1-800-777-0750 extension 4444 or E-mail us your questions at helpdesk@minotstateu.edu the university switchboard is closed on Saturdays and students must dial 1-701-858-4444 or send an e-mail for assistance.

- For additional help desk coverage call the North Dakota University System Help Desk at: 1-866-HLP-NDUS (457-6387)
- Available 8 AM to Midnight (CST), 7 days a week

Software Downloads

Plug-ins (PDF, PowerPoint Reader, Windows Media Player, etc.) necessary for the operation of software in this course can be downloaded for free by selecting the Software Downloads link under the Student Help and Resources link in the Course Menu.

You will need speakers or a headset to listen to the audio/video components in the course. If you need closed captioning for any audio/video components in the class contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/contact->

[us.shtml](#)).

This course contains content that is PDF-based and will require a PDF Reader (<https://get.adobe.com/reader/>) which can be downloaded for free at the Adobe web site or by going to the link under the Student Help and Resources link in the Course Menu.

PowerPoint Accessibility Statement

The PowerPoint Presentations in this course are supplemental in nature and are not fully accessible. A reasonable accommodation will be provided to students who contact the Access Services (https://www.minotstateu.edu/access_services/) by calling 701-858-3371 or by e-mail at: access.services@MinotStateU.edu.

PDF Accessibility Statement

Some PDF files in this course may not be fully accessible. A reasonable accommodation will be provided to students who contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/>) at 701-858-3832 or 701-777-0750 extension 3832.

Closed Captioning

This course may contain instances of multimedia that do not provide academic quality closed captions or transcripts. If you want this service, please contact the Office of Instructional Technology (<https://www.minotstateu.edu/oit/>) at 701-858-3832 or 701-777-0750 extension 3832.

Communication Requirements

I will respond to course communications within 48 hours. Students are expected to meet the same standard.

Word-processing Requirements

Students must submit all assignments using instructor approved files (e.g. Word, PDF, Pages, etc.) Remember, it is the student's responsibility to back-up all assignments on their personal computer.

Instructor Involvement in Discussion Projects

I will monitor all activity in Discussion projects and when necessary facilitate, intercede, or contribute feedback.

Netiquette

- Be direct: Share ideas and comments directly with classmates
- Be specific: Avoid vague discourse. If you like or disagree with a peer's posting, be clear about what aspect you are referring to
- Demonstrate and share knowledge: Use examples from your workplace and life experience that are relevant and contribute to the topic and understanding of course materials
- Share resources: Use resources that help explain your position, such as reports, web sites, blogs, professional articles
- Provide strategies: provide tools, methods, strategies, and best practices that you have used or believe may contribute to the discussion topic
- Be visionary: Try to examine and respond to issues from a different perspective.
- Inspire and Lift: Mediate differences not broaden them. Lift spirits not dampen.
- Share new information or material about the topic.
- Avoid judgment and prejudice
- When straying, bring the discussion back on topic and focus
- Actively participate but don't overdo it
- Offer assistance when appropriate