COURSE SYLLABUS
MIS7671 PROJECT AND CHANGE MANAGEMENT
FALL 2014

Time & Place: Wednesday, 7:10 PM – 10:10 PM, Rm 227 FedEx Institute of Technology (FIT)
Instructor: Jeffrey P. Kaleta, PhD Candidate and Instructor of MIS
Email: jkaleta@memphis.edu (preferred; please include ‘MIS7671’ in the subject line)
Office: Room 363, Fogelman College of Business and Economics
Office Hours: Thursday 2:00 – 3:00 PM or by appointment

Course Title and Description
Project and Change Management (3 credit hours): This course is designed to introduce students to major concepts in project and change management of business information systems. In addition, students will gain experience in developing project management techniques while working with peers on a comprehensive project enforcing concepts. Use of internet applications, electronic communication, office applications, and the University of Memphis’ eCourseware system will be required of the students.

Catalog Description
Overview of theoretical and practical concepts in management of IT projects; explores unique and particular challenges resulting from rapid technological change and dynamic business environments; difficulty of managing changes in organizations resulting from introducing or revising information systems, emphasizing change management role of the IS specialist.

Pre-requisite / co-requisite: System Analysis and Design (MIS7610) or equivalent

Texts Required
Project Management: Process, Technology, and Practice
Ganesh Vaidyanathan
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Learning Objectives
- Understand the basic principles of project management in a multi-tiered organization.
- Become familiar the roles IT can play in projects, both as a leading and supporting role.
- Demonstrate comprehensive use of project management tools and techniques available to project managers to help identify problems, construct actionable solutions, and oversee actions are completed successfully.
- Get exposed to the concepts and principles outlined in the Project Managers Book of Knowledge (PMBOK).
• Understand different ways to communicate to people and groups involved with a project, align them to work together for successful outcomes, and garner support from senior managers to encourage participation.
• Learn how to identify when a project is heading toward success or failure and learn how to prepare amenable solutions when projects begin to deviate from plan.

Grades and Evaluation
Students will be evaluated in the following areas:

- Exam 1 (midterm) 50 pts
- Exam 2 (final) 50 pts
- Group Project Assignment 40 pts
- Case Study Summaries 30 pts
- Class Participation & Quizzes 30 pts

Exams (100 pts)
Exams will be a combination of multiple choice, true/false, and short essay style of questions. Students are expected to be present and on time for exams. Make up exams will not be given unless there is a legitimate, well documented, excuse where leniency is necessary. If there is a need to miss an exam date, it is expected for the student to communicate with me as early as possible to make appropriate arrangements.

Group Project (40 pts)
A group project is included as part of the class requirements. The group project will consist of demonstrating project management concepts discussed in class as well as making a final presentation. Details of this assignment will be discussed in class (see schedule).

Case Study Summaries (30 pts)
The textbook will include case studies which will be used for assignments where students are required to submit a summary demonstrating their assessment of the case and provide actionable recommendations based on the case. Details of the requirements of the summaries will be provided as part of the course materials.

Class Participation and Quizzes (30 pts)
For each class there will be discussion surrounding the required reading of both the text books and assigned case studies. There may be a brief quiz over the reading material to gage the class’s current understanding of the materials. It is expected that all students come prepared by reading the material to contribute to the classroom discussion.

Additional information and classroom materials that are not included within the textbook will be posted in University of Memphis’ eCourseware website. It is the student’s responsibility to access the class materials through the eCourseware website, find assignment requirements, and complete the assignments accordingly.
Class assignment schedule is included below. Specific due dates will be stated for some of the activities and others will received a due date depending on the progress of the class. Failure to complete items at the time of the due date will result in no or reduced credit. Simply, unless an exception is given, late work will not be accepted.

**Grading Scale for Course (x/200 pts)**

- **A** = 90% or higher
- **B** = 80-89%
- **C** = 70-79%
- **D** = 60-69%
- **F** = Less than 60% of total points

The MIS Department does not give + (plus) or – (minus) grades.

**Grade Appeals**

Students that have a situation where a grade may be reported incorrectly or unsatisfied with the earned score can meet with me to appeal the grade. Please be sure to set an appointment with me to discuss the grade and provide me with an email that discusses why you feel there is an error.

If you chose to appeal, you must communicate your desire to appeal within one week of receiving your grade, I reserve the right to make a change to the grade for better or worse, and grade appeals are to be discussed outside of the classroom.

**Conduct**

Students’ conduct in the classroom is expected to be respectful and conducive of a learning environment. I encourage students to participate in a friendly and professional manner.

When appropriate and necessary, I will refer University of Memphis’ policies related to cheating and class conduct. Expectations for academic integrity and student conduct are described in detail on the website of the Office of Student Conduct [http://www.memphis.edu/studentconduct/](http://www.memphis.edu/studentconduct/). Any violations of these expectations are taken seriously. If you have any question about the code of conduct or what constitutes a violation of it, please contact me.

**Disabilities**

Any student who may need class or test accommodations based on the impact of a disability is encouraged to speak with me privately to discuss your specific needs. Students with disabilities should also contact Student Disability Services (SDS) at 110 Wilder Tower, 678-2880. SDS coordinates reasonable accommodations for students with documented disabilities.

**Communication**

All announcements and exceptions will be communicated in class, through eCourseware, and/or via email through the University of Memphis’ email system. It is the student’s responsibility to manage their emails accordingly to receive appropriate electronic communication and to stay abreast of class announcements that are posted to the eCoursware class page.
To communicate directly with me, I prefer students contact me at jkaleta@memphis.edu and include ‘MIS7671’ in the subject line to assist with specific class requests.

**Attendance**
Due to the nature of a one-time per week class meeting schedule, attendance is required. Missing or leaving class prior to class adjournment is not recommended and only excused absences will be forgiven. Attendance may be recorded anytime during class sessions which will be considered as student’s participation grade in the class. Please arrive to class on time and remain in class until it is dismissed.

Students who have the need to miss class should contact the instructor prior to class to make arrangements. If a student misses a class, it is their responsibility to obtain materials from classmates to make up required assignments.

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Class Schedule  
(Tentative and subject to change)

<table>
<thead>
<tr>
<th>Week</th>
<th>Class Date</th>
<th>Class</th>
<th>University Schedule</th>
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| 01   | 27-Aug     | Class Introduction  
Projects and Project Management  
Text Ch 1 | First week of classes |
| 02   | 3-Sep      | The Tools and Methods of the Project Manager  
Text Chs 2,3  
Case Study: To Be Assigned | Labor Day (Mon) |
| 03   | 10-Sep     | Starting a Project  
Text Ch 4  
Case Study: TBA | |
| 04   | 17-Sep     | Planning Projects, Teams, Resources, Schedules  
Text Ch 5  
Case Study: TBA | |
| 05   | 24-Sep     | Identifying Risks in Project Management and Managing Them  
Text Ch 6  
Case Study: TBA | |
| 06   | 1-Oct      | Projects Assigned  
Catch-up/Review | |
| 07   | 8-Oct      | **Exam 1** (Chs 2-6) | |
| 08   | 15-Oct     | TBD | Week of Fall break (Mon - Tue) |
| 09   | 22-Oct     | Measuring Project’s Quality and Performance  
Text Chs 7,8  
Case Study: TBA | |
| 10   | 29-Oct     | The Costs and Controlling Resources  
Text Ch 9  
Case Study: TBA | |
| 11   | 5-Nov      | Closing Projects  
Text Ch 10  
Case Study: TBA | |
| 12   | 12-Nov     | Identifying a Successful Project  
Text Ch 12  
Case Study: TBA | |
| 13   | 19-Nov     | Review | |
| 14   | 26-Nov     | Project Work Week | Thanksgiving |
| 15   | 3-Dec      | **Exam 2** (Chs 7-10, 12) | Last week of classes |
| 16   | 10-Dec     | Project Presentations  
- All requirements due | Finals week |
The Fogelman Code of Professionalism for Students

As a member of the Fogelman College of Business & Economics (FCBE), in addition to abiding by laws and University policy, I will:

- Respect the rights and dignity of all people
- Act with honesty and integrity
- Take full responsibility for my actions
- Maintain the highest standard of professional ethics
- Be considerate of others feelings and needs
- Conduct and present myself in a manner that is appropriate of a business professional

As a student and future business professional, I will follow these behavioral guidelines:

- When completing assignments, I will make the maximum effort to perform to the best of my abilities. I will do my own work, and unless specifically authorized, I will refrain from relying on others or unreferenced outside resources for assistance. I will refrain from taking exams or completing assignments for others when such assistance is prohibited.
- I will comply with the University’s policies on student conduct as defined in the Code of Student Rights and Responsibilities. When using University computing resources, I will abide by the University’s policy of Acceptable Use of Information Technology Resources.
- When on campus, I will dress and act in a manner that is appropriate for a college campus. When attending class, I will dress and act in a manner that will not distract other students or instructors from learning activities.
- I will attend all class sessions in which I am enrolled, arrive on time, and stay for the entire class period. I will refrain from using cell phones, ipods, or other electronic devices during class unless I have the instructor’s permission to use these items for educational purposes. I will speak and act appropriately so as not to be disruptive when the instructor is speaking. I will be respectful and considerate of my fellow classmates and instructors at all times.
- When assigned to group projects, I will contribute my fair share and cooperate fully with my group members to achieve the shared goals of the group project.
- I will strive to acquire and master the four Cs skills I need to succeed professionally: Communication + Creativity + Critical Thinking + Emotional Control = Self-Confidence