Course Syllabus
MIS3885 001 – Strategic Information Technology
Fall 2015
3 credit hours

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Office: FCBE 313
Office Hours: Tuesday & Thursday 5:00-6:00pm, or by appointment

Course Overview

Principles, process, tools of modern project management; general business project management and information technology specific project management; strategic implications of project management to organizational strategy; use of currently available project management software tools to successfully plan and execute projects.

Pre-Requisites/Co-Requisites:
MGMT 3110 Pre-requisite

Required Texts & Technical Requirements:

If you do not have the following software it will be available to you at any of the FCBE computer labs:
- Microsoft Project Professional
- Microsoft PowerPoint or PowerPoint viewer
- Adobe Acrobat Reader

Working Schedule
A working schedule will be posted on eLearn (coming soon!!!). There is a 100% chance that there will be changes to the “working schedule” throughout the semester. I will post updates and changes to deadlines, class activities, guest lectures, PMI activities, etc. on both the Notes section of the MIS3885 eLearn homepage and to the working schedule (located in the Content section of the MIS3885 eLearn site). YOU are responsible for all updates and changes to the working schedule so make sure to check it frequently!!!

Course Objectives:
The primary objective of this course is to engage students with the fundamental concepts of managing information technology projects and understand the role and impact of project management within contemporary organizations.
A second objective is to familiarize students with the tools that are used to manage information technology projects in organizations today, such as the Project Management Body of Knowledge (PMBOK). The final objective is to have students learn about information technology project management by engaging with members of the local business community, as well as with traditional in-class methods.

**Fogelman College: Learning Outcomes for Your Degree**

[BBA](http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf)

**Grading and Evaluation Criteria**

**Grading**
Course grades will be assigned based on class participation, the assignments, the project deliverable and your level of participation in the project, and the exams required for the course. Please see list below for details:

**Exams, Course Project, and General Information**

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>25%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Group Project</td>
<td>35%</td>
</tr>
<tr>
<td>Participation &amp; Attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments (other than project related assignments)</td>
<td>5%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
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1. **Exams** – Both the midterm and final exam will be short answer and essay format. The exams will be take home exams and you will have at least a week to complete each exam. The exams are to be an independent effort, not to be completed in groups or with other classmates.

2. **Team Project** - The team project is a large component of MIS3885. Specific information regarding the class project will be provided during the first few weeks of class. As with many projects in the business world, the project teams and project leads for the project will be pre-assigned (by Dr. Richardson and the PMI Support Team). The team leader, who will be assigned, will set project meetings and responsibilities, but as everyone is learning about project management it is everyone’s responsibility to help the team lead and carry the project forward. Each team will be assigned a project mentor (IST), the mentors (aka ISTs) are each PMP certified volunteers from the Memphis Chapter of the Project Management Institute (PMI). At the end of the semester there will be a project competition. The judge’s panel will also be comprised of PMI volunteers (none of which is a project mentor).

The main goal of the project is for each student to develop a thorough understanding of the PMI/PMBOK knowledge areas. Each project deliverable will relate directly to the content and project related issues covered by the PMI/PMBOK knowledge areas. The project templates that you will use in completing your project deliverables have been developed to specifically cover each of these knowledge areas and will be the main focus of the contest panel’s judging and the instructor’s grading of your project outcomes. At a minimum you must comply with the RFP, but you will be assessed as to how well you used the templates and ‘ran’ your project. **Document/Data formats of the Documents submitted should be Microsoft Word, Excel,**
PowerPoint, Visio, and Project and combined into one file saved as a PDF. Your projects will be graded and judged based on the project management performance of your entire team.

In addition, please note when you work in groups, each member of your work group will be filling out a team peer evaluation report at the end of the semester, giving teammates a chance to assess the effort and contribution of their fellow team members. These peer evaluations will account for 10% of your final project grade. I reserve the right to use these assessments to modify grades if evidence is sufficient to warrant such an adjustment. Keep in mind, as this is a project participation learning experience, such an adjustment can influence your final grade.

Detailed project information will be provided in the first few weeks of class.

3. Attendance – Attendance is REQUIRED whenever there is a PMI activity (presentations, IST visits, etc.), on any day that we have a guest speaker, and for all class project presentations (not just your own!). Regular attendance is strongly suggested as all discussions and information presented in class (not just on the slides or in the book) will be included on the exams.

Final Course Grading Scale

<table>
<thead>
<tr>
<th>Final Average</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 or above</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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</tbody>
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Final Exam Schedule

The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Course Policies

E-MAIL:

The best and quickest way to contact me (outside of class) is through my email, sandra.richardson@memphis.edu. Please do NOT use eLearn email to contact me.

Attendance:

Attendance is required on all days that we have external speakers, visitors from the PMI, or IST visits. In addition, attendance is required on project presentation days (including days that your team is not presenting!). Points will be deducted from your participation grade if you are not present on days when we have external speakers, visitors from the PMI, or IST visits. Points will be deducted from your final project grade if you miss a project presentation day.
Project Management Institute of Memphis (PMI)
The Memphis Chapter of the PMI is an integral part of the MIS3885 class. Members of the PMI volunteer to be project mentors (or ISTs) for the class project teams, you and your project team will work very closely with your mentor throughout the semester. Members of the PMI also serve on the Judges Panel for the class project competition. Finally, members of the PMI will serve as guest lecturers; there will be several guest lectures throughout the semester. The PMI volunteers are busy professionals in the local Memphis community and work in a variety of organizations, including: St. Jude Children’s Research Hospital, International Paper, First TN Bank, FedEx, Thomas and Betts, among others. You will have a number of opportunities to interact with, and get to know the PMI volunteers. Over the past few years we have had a number of students hired by these companies as a direct result of their interactions with the PMI mentors and speakers. Interaction with the PMI is a unique and valuable experience. These individuals are busy professionals in our local community who volunteer to serve a critical role in this class and the MIS Project Management Program; therefore, attendance is required on days when a PMI IST/Mentor, Guest Speaker, or other PMI activity is occurring in class.

Academic Integrity:
The Fogelman College of Business and Economics and the University of Memphis have clear codes regarding cheating and classroom misconduct. You are urged to refer to the Fogelman College of Business and Economics webpage on Academic Integrity http://www.memphis.edu/fcbe/integrity for information on academic integrity and misconduct.

In addition, you are urged to read the University of Memphis Student Handbook section on academic misconduct for a discussion of these codes. I will adhere to University policies related to cheating and class misconduct. The University of Memphis policy regarding Classroom Misconduct will be enforced. Details of the policies can be in the Student Handbook or at the Office of Judicial and Ethical Programs website http://www.memphis.edu/studentconduct/misconduct_process.htm. The handbook specifies that students are not to cause disturbances in the classroom. Any behavior that is distracting for other students or for your instructor is not allowed. Examples of disturbances or distracting behavior include arriving late, leaving early, use of cellular, wireless or digital devices unless approved in advance by your instructor, bringing non-enrolled guests, etc. Your participation and behavior in class will be considered in determining your final grade.

Quoted from the University of Memphis website, “Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonest. The consequences of plagiarism include; failing an assignment, receiving a lower grade, and even failing a course.”

If you have more than five (5) words lifted directly from another source then it is plagiarism. You must put those words in quotations and clearly acknowledge your source. Plagiarism will not be tolerated in this course.

TurnItin – I will be using “TurnItIn” to evaluate all assignments for plagiarism. All students caught cheating will receive a minimum of an F on the assignment or exam in question, and potentially can fail the entire class, or expulsion from the University.

Student Services

Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance