Course Syllabus
MIS3885 001 – Strategic Information Technology
Fall 2018
3.0 Credit Hours
(Last updated: 07/26/2018)

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Office Hours: Tuesday & Thursday 9:30 – 11:00am, 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:
There are no course pre-requisites to enrolling in this course.

Required Texts, Materials, & 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:**

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA degree program.

- [BBA Program Outcomes (opens in new window)]

**Grading and Evaluation Criteria:**

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

**Final Course Grades:**

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:

Final course grades are earned as follows:

- A = 90-100 Points
- B = 80-80 Points
- C = 70-79 Points
- D = 60-69 Points
- F = Under 60 Points
Your overall grade for the semester is based on how well you perform on a mixture of formal activities including discussions, quizzes and projects. A detailed description of each of the assessed activities can be found after the scoring summary table below.

**Summary of Graded Activities**

Points earned on the assessed activities will be distributed as follows:

Homework = 5%
Participation & Attendance = 5%
Exam 1 = 35%
Exam 2 = 25%
Project = 30%

**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.

**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.

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.

The 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.

Final Exam Schedule:
The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window).

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.
Adding / Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that using a “Solutions Manual” has occurred, he/she may take steps as described on the campus’ Office of Student Conduct website (opens in new window).

If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity (opens in new window).

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.

Participation:

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check into the course frequently for announcements (usually on the course home page), and actively participate in threaded discussion events (both formal and informal). You should plan on logging into the course at least three times each week.

Classroom:

All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated.

Late Assignments:

Late assignments or exams will not be accepted.
Extra Credit:

There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:

Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:

In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText (opens in new window), an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Additional information on TigerText (opens in new window).

Syllabus Changes:

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Student Services

Please access the FCBE Student Services (opens in new window) page for information about:

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