Course Syllabus
Strategic Information Technology Project Management
MIS3885 M50
Spring 2019
3 credit hours

Instructor: Sandra Richardson, Ph.D
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Office: FCBE 313
Office Hours: Tuesday & Thursday 9:30-10:00am, 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:
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 on the first day of class. 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 and other class activities, on both the Notes section of the MIS3885 eLearn homepage and to the Working Schedule (located in the Getting Started folder 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 strategic 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 project management concepts, processes, and tools.

**Instructor’s Expectations Online:**
This course is a class with ONLINE instruction and ONLINE instructor meetings. Thus, students are expected to be self-directing and self-starters. The online instruction portion of the class is set up so that you, as both students and working professionals, can come to class whenever it fits your schedule. Weekly online lectures will be made available to you at 12:00am on Monday mornings and will remain available to you so that you can listen to the lectures and complete the assignments as you choose throughout the week. Lectures, coursework, homework, tests and discussions will all take place online.

The online portion of the course is conducted according to the “Working Schedule”. The Working Schedule will be updated regularly and will include homework assignments, test and project due dates, and other relevant information. It is your responsibility to check the working schedule frequently and adhere to the posted assignments, discussions, due dates, etc. It is up to you to keep track of the schedule and deadlines.

The instructor will gladly be available via email or during office hours to help you at any point in the course. Office hours are held Tuesday’s and Thursday’s between 9:30-11:00am, or by appointment. I will answer emails as often as I can; however, please understand that the course materials are available 24 hours a day, I am not. In general the turnaround time will be pretty quick (within 24 hours on weekdays), and I will make sure that all emails are answered during office hours.

In general, students should assist the instructor in creating a positive, supportive online environment for learning. Most importantly, all participants in the class should be considerate of their classmates and treat them (and their opinions) with respect.

Students are expected to keep up with the assigned readings, discussions, exams, and other deliverables on a regular basis. Students are expected to participate in online discussions when appropriate and turn in assignments on the assigned due date, and no later (late assignments will not be accepted). Examinations are to be taken when scheduled and no later (late assignments and exams will not be accepted). The drop boxes for assignments and tests will close at the posted deadline and will not be reopened for late assignments.

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

The Fogelman College has established the following learning goals for all students successfully completing the BBA degree:

- Graduates will be effective communicators.
- Graduates will demonstrate critical thinking skills.
- Graduates will be knowledgeable about ethical factors in the business environment.
- Graduates will be knowledgeable about the global business environment.
- Graduates will be proficient users of business presentation and analysis technology.

**Grading and Evaluation Criteria**

**Grading**
Course grades will be assigned based on class participation, the assignments, the class project deliverable, 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>
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<tr>
<td>Final Exam</td>
<td>25%</td>
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<tr>
<td>Class Project</td>
<td>25%</td>
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<tr>
<td>Participation (Discussion Forums)</td>
<td>10%</td>
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<tr>
<td>Assignments</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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1. **Online Lectures** - The majority of the course content will be delivered via online lectures through PowerPoint slides. A significant portion of the material is represented in the assigned textbook. However, there may be additional information included on the slides that is not covered in your text; you are responsible for all information covered in the PowerPoint presentations. Additional readings will be assigned and you will be responsible for that material as well.

2. **Exams** – Both the midterm and final exam will be short answer and essay format. The exams will be take home exams. The exams are to be an independent effort, not to be completed in groups or with other classmates.

3. **Class Project** - Specific information regarding the class project will be provided during the first few weeks of class. 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.

4. **Assignments and Discussions** - Each student should contribute to the course discussions to the extent that it is evident that the reading assignments have been done, and that a high degree of consideration has been given to them. Furthermore, students should offer high-quality (not necessarily high quantity) insights, make a positive contribution to his/her group, and class discussions, and demonstrate an appropriate level of knowledge on individual activities. These activities reinforce concepts and skill sets covered in class.

**Final Course Grading Scale**

<table>
<thead>
<tr>
<th>Final Average</th>
<th>Grade</th>
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<tr>
<td>90 or above</td>
<td>A</td>
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<tr>
<td>80 to 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
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<tr>
<td>60 to 69</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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Final Exam Schedule
The final exam for this class will be scheduled according to the Registrar’s academic calendar website. The final exam is one of the few assignments that may not fall within the semester’s Monday – Sunday open/close policy. Toward the end of the semester, please pay close attention to the Working Schedule and the eLearn Notes to find out the final due dates for the final exam, final class project, etc.

Course Policies:

E-MAIL:
The best and quickest way to contact me is through my email, sandra.richardson@memphis.edu. I’ve had a lot of trouble with eLearn mail in the past and there have been many times when I did not receive an email message so please use my UoM account. Please do NOT use eLearn email to contact me.

Attendance:
Attendance is not taken in an online 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 https://www.memphis.edu/fcbe/students/integrity.php 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 web site 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