**Course Syllabus**

Strategic Information Technology/Project Management

MIS3885 001 (Remote/Virtual)

Fall 2020

3.0 Credit Hours

**Instructor:** Sandra Richardson, PhD  
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Office Hours: Tuesday & Thursday 9:30 – 11:00am via Zoom, or by appointment

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**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.

**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.

**Working Schedule**

A working schedule will be posted on the class eLearn. There is a 100% chance that there will be changes to the “working schedule” throughout the semester. YOU are responsible for all updates and changes to the working schedule so make sure to check it frequently!!!
Required Texts, Materials, & Technical Requirements


If you do not have the following software, you can contact the UofM Help Desk for information about downloading the software on your personal computer:
- Microsoft Project Professional
- Microsoft PowerPoint or PowerPoint viewer
- Adobe Acrobat Reader

Remote/Virtual Class Structure

This class will have a remote/virtual class structure. We will have a mixture of independent, self-paced work supported through online learning tools. Some class activities will occur asynchronously, and some activities will occur synchronously. We will use a mixture of asynchronous lectures, readings, and assignments which can be completed at a time of your choosing. We will also have synchronous virtual classes which will occur during the regularly scheduled class time. These synchronous virtual classes will include some lecture material, class discussions, and project work. Each week, a new folder will open in the eLearn course Content section (each week will have an associated topic and opening date). When a class is going to be held synchronously via Zoom, I will include a link to the class in that week’s information. I will also post a message and a link on the class eLearn Homepage. You will have at least one week’s notice for each synchronous meeting.

COVID19 Information

The University of Memphis, and the Fogelman College of Business & Economics (FCBE), have a set of rules and expectations regarding health and safety requirements and classroom conduct. In addition, both the University and the FCBE have distributed information related to student accommodation requests, how to report suspected cases, and other student resources. This information is included in the links below. Please read the information included in the links below.

Fogelman College of Business and Economics Covid19 Notice

University of Memphis – COVID19 Information for Students

The first homework assignment will require you to answer some questions related to the FCBE COVID19 Notice, the University of Memphis COVID19 Information for Students, and the hybrid class structure for this class, to verify that you have read the information, and agree to the policies outlined by the University, FCBE, and the course syllabus.

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
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 = 10%
Participation = 5%
Exam 1 = 35%
Exam 2 = 20%
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. Cheating and/or plagiarism will result in a failing grade.

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, will be assigned. Each team will designate a project manager who will set project meetings and responsibilities. Each team member will have a specific assigned role on the project team, those roles will be determined by the project team. Everyone on the project team will be learning about project management and it is everyone’s responsibility to help the team lead and carry the project forward.

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. At a minimum you must comply with the RFP. In addition, each team will be assessed as to how well it uses the project templates/PMBOK tools to structure the project.

Final project report should be combined into one file and saved as a .pdf. Your projects will be graded on the project management performance of your entire team. Please note, at the end of the semester each member of your project team will complete a team peer evaluation form. This form enables each individual teammate 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 individual grades if there is sufficient evidence from the project team peer evaluations 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 and team assignments will be provided in the first few weeks of class.

**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 discussion events (both formal and informal). Please be aware that discussions may be synchronous or asynchronous. You should plan on logging into the course at least three times each week.

**Final Exam Schedule:**

The final exam for this class will be scheduled according to the [Registrar’s Academic Calendar](https://www.memphis.edu/osa/courses/schedule.php).

**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.

**Adding / Dropping:**

If you have questions about adding or dropping classes, please refer to the [UofM Fall 2020 Dates and Deadlines](https://www.memphis.edu/osa/registration/dates-deadlines.php) site.

**Academic Integrity:**

Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures [https://www.memphis.edu/osa/students/academic-misconduct.php](https://www.memphis.edu/osa/students/academic-misconduct.php).

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.

If you have questions about cheating or plagiarism please read the UofM Code of Student Rights and Responsibilities.

**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.

**Classroom:**

Masks and social distancing are required! 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. 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.

**Extra Credit:**

Extra credit is not 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:**

If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter.

If you are not feeling well, or if you think there is a chance that you have been exposed to COVID19, please do not attend an on-ground in-person class! The course materials will be made available online for you to access at any time. Please feel free to contact me to discuss arrangements for COVID19 related issues related to this class.

**Student Health**

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu

Students who are experiencing symptoms such as sneezing, coughing or a higher than normal temperature should inform me by email so they can be excused from class and should stay home. Students should contact their health care provider or the Student Health Center at https://www.memphis.edu/health/

**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, 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.

**Changes to Syllabus:**

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 Resources**

Students who need additional resources can visit the Dean of Students Office website at https://www.memphis.edu/deanofstudents/crisis/index.php

**Student Accommodations**

Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. (https://www.memphis.edu/drs/index.php)

**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