Class: Day: Monday, Time: 7:20-10:00, Bldg. & Room: Engineering (Eng) 1108
Professor: Jim Murray, D. Sc.
Office: 58 Enterprise Hall
Office Hours: Monday before class or by appointment
Phone: 703-407-7393 (cell)
Email: Jmurray8@gmu.edu
Class website: http://gmu.blackboard.com

Supplementary information for the course is available on blackboard. The Web site contains class notes, PowerPoint slides, class announcements, the course syllabus, test dates, and other information for the course.

Course Objective:
Managers are increasingly involved in and assume responsibility for the management of projects. These projects may involve the development of information systems, new products or processes, single or multi-purpose systems, infrastructure or other development projects for the public or private sector, and a host of other applications.

Project management is widely used in business to accomplish unique outcomes with limited resources under critical time constraints. Many managerial problems are associated with planning, directing, and controlling resources to meet the technical, cost, and time constraints of projects. This course focuses on various areas of project management such as project organizations, teams, scheduling, cost control, earned value analysis, risk management, and managing project quality. Students will also learn to use project management software – Microsoft Projects – in planning, directing and controlling projects.

Although project management has been an established field for many years, managing information technology requires ideas and information that go beyond standard project management. By weaving together theory and practice, this course presents an understandable, integrated view of the many concepts, skills, tools, and techniques involved in project management. Because the project management field and the technology industry change rapidly, you cannot assume that what worked even five years ago is still the best approach today. This course provides up-to-date information on how good project management and effective use of software can help you manage projects, especially information technology projects.

On completing the course, the student should have a thorough understanding of the complex, dynamic, and multi-dimensional issues in project management.
Learning Objectives:
1. To gain an exposure to the spectrum of project planning and control activities and to the decision making necessary to effectively manage projects.
2. To acquire knowledge of the skills a manager needs to facilitate effective projects.
3. To gain experience and knowledge of Microsoft Project software so as to effectively plan and manage projects.
4. To understand the skills required as a leader in a project team to produce a deliverable and to present a clear concise summary of the results.

Specific topic coverage includes:
- Introduction to Project Management
- The Project Management and Information Technology Context
- The Project Management Process Groups: A Case Study
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management

Prerequisites:
Completion of DESC 301 and degree status.

Text and Software:
“Information Technology, Project Management”, 7th edition, Schwalbe; Kathy, Cengage publishers, Copyright 2010. See bookstore for version details. (Older versions are applicable but may not have the latest data. It is the responsibility of the students to be prepared if versions do have differences)


All students in this class will have free access to MSDNAA to download and install MS Project on their personal computers for free. You can see the details here [http://som.gmu.edu/mysom](http://som.gmu.edu/mysom) click on the link called MSDNAA downloads on the left panel.
Optional texts:


Student Responsibilities:
There will be two exams, and one project. Exams are given to determine individual assessment and will be given in class. Team projects may be worked on in a small group of students, but no “outside” assistance shall be accepted. Projects must be original work and any reference to resources must be fully referenced and disclosed.

Extra credits must be completed prior to attending class. Prior permission is required for accepting late work, and all work must be completed by the end of the final exam period.

Guest speakers on key topics:
Approximately three times during the semester a guest speaker with professional project management experience will be invited to address the class and to provide insight on a topic relevant to the class and the lecture material.
Typical topics of interest are (a subset of areas will be selected):
- Schedule management and scheduling practices
- Earned value management and cost control
- Risk management and risk practices
- Procurement management
- Project management Legal/Ethical aspects

Grading:
A grade of A+ requires an average of 99 – 100 points.
A grade of A requires an average of 92 – 98 points.
A grade of A- requires an average of 90 – 91 points.
A grade of B+ requires an average of 88 - 89 points.
A grade of B requires an average of 82 – 87 points.
A grade of B- requires an average of 80 – 81 points.
A grade of C+ requires an average of 78 – 79 points.
A grade of C requires an average of 72 – 77 points.
A grade of C- requires an average of 70 – 71 points.
A grade of D+ requires an average of 68 – 69 points.
A grade of D requires an average of 62 – 67 points.
A grade of D- requires an average of 60 – 61 points.
An average score below 60 will be assigned a grade of F.

Key Dates:
- 2/8 Last day to drop
- 3/21 Exam 1
5/2 & 5/9 Projects presented
5/16 Exam 2

Quizzes (6) are given during the semester at the discretion of the instructor. No makeup exams are given, if a student misses an exam it will be treated as the quiz grade to be dropped 5 of the 6 will be included in the grade, unless there are multiple missed quizzes and then a grade of 0 is entered accordingly.

**Honor Code:**
Students are expected to follow the honor code as presented in the University’s publications. All exams and Projects will require Honor code confirmation by a student’s signature before grading is performed.

**Disabilities:**
If you are a student with a disability and you need academic accommodations, please see me and contact the Disability Resource Center (DRC) at 993-2474. All academic accommodations must be arranged through the DRC.

**Scheduled Coverage:**

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Chapter Readings</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/24</td>
<td>Introduction to Project Management</td>
<td>Introduction &amp; Chapter 1</td>
<td>Review of the Syllabus</td>
</tr>
<tr>
<td>2</td>
<td>1/31</td>
<td>The Project Management and Information Technology Context</td>
<td>Chapter 2</td>
<td>Short Quiz</td>
</tr>
<tr>
<td>3</td>
<td>2/7</td>
<td>The Project Management Process</td>
<td>Chapter 3</td>
<td>Short Quiz</td>
</tr>
<tr>
<td>4</td>
<td>2/14</td>
<td>Project Integration Management (Students turn in Project topics and description for approval)</td>
<td>Chapter 4</td>
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</tr>
<tr>
<td>5</td>
<td>2/21</td>
<td>Project Scope Management</td>
<td>Chapter 5</td>
<td>Short Quiz</td>
</tr>
<tr>
<td>6</td>
<td>2/28</td>
<td>Project Time Management &amp; Microsoft Project demonstration (Project charter and scope statement due)</td>
<td>Chapter 6</td>
<td>Short Quiz Possible Guest Lecturer</td>
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<tr>
<td>7</td>
<td>3/7</td>
<td>Team project topic discussion and assignment, Chapter 1-6 review and discussion</td>
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<tr>
<td>8</td>
<td>3/21</td>
<td><strong>Mid-term Exam &amp; project coordination</strong> (as needed)</td>
<td>Mid-term Exam</td>
<td>Mid-term Exam</td>
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<tr>
<td>9</td>
<td>3/28</td>
<td>Project Cost Management &amp; Earned Value Management</td>
<td>Chapter 7</td>
<td>Guest Lecturer</td>
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Grading and Evaluation Criteria

60% of the grade is based on a midterm and a final examination (30% each). Both examinations are cumulative and given in a varied format. A brief in-class review will be held prior to each examination.

10% of the grade is based on quizzes. Quizzes may or may not be announced; it is up to the discretion of the instructor if notice of one class in advance is given. Quizzes may consist of five questions each worth 4 points and are typically in a multiple choice format. Six quizzes will be given and the best 5 out of 6 will be used in calculating the grade.

25% of the grade is based on a team project to be assigned by the instructor. 3-5 choices will be provided for class review. Students may also nominate topics of appropriate scope for instructor approval. The project will consist of a Request for Proposal (RFP) being issued and a team Proposal response. Class members may work in teams of 3-5 depending on class size. A proposal response of at least 10 pages (double spaced with graphics) and accompanying power point presentation slides are due from the team and a 20-30 minute presentation on project management elements of the response is due. Team members will be evaluated on content of the paper and presentation, as the deliverables use course material and demonstrates the application of the course material. Group participation by team member peers is part of the project grade.

5% of a grade is earned by a student with the selection of a significant article, paper, or book which is relevant to Project Management. Students must coordinate with the instructor in advance and receive approval of the topic. The student is to read the article, write a short 1 page paper on the relevant portions and provide a brief description in class for 10-15 minutes, one topic per student.
NOTE: The students are to bring their presentations on thumb drives, because we don't want to spend the time getting their laptops connected. Appropriate backup and support data is required so as to not impact the class.