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## STUDENT LEARNING OUTCOME

- Students will be able to write a project charter.
- Students will be able to write a scope statement.
- Students will be able to create a work breakdown structure.
- Students will be able to create a detailed IT project plan.

## TEXTS

*Information Technology Project Management*, Eighth Edition, Kathy Schwalbe, ISBN: 9781285452340

PLEASE NOTE: This is the updated 8th edition with Project 2013 in Appendix A. There may be other updates as well. Please be sure to buy the correct book.

You can buy or rent the book at the college bookstore or from the publisher directly at

<https://www.cengage.com/shop/ProductDisplay?langId=-1&storeId=10151&catalogId=10057&productId=666770>

### OTHER MATERIALS:

- A computer with the Windows operating system, Microsoft Office, MS Project 2010, any graphic software with flowchart symbols, and a Web Browser preferably Internet Explorer. Access to the Internet and an email account. These computer tools are available in the CIS computer lab in the Multi-Purpose building. You may of course use your own computer tools. Also, you may purchase discount software such as Office at: <http://www.CollegeBuys.org>.

## GRADING AND ASSIGNMENTS

### Grade Points:

Lab Assignments (10 at 20 points each)

180

Tests (2 at 50 points each)

100

Final Exam

50

Total:

330

### Scale:

90% of Total points = A

80% of Total points = B

70% of Total points = C

60% of Total points = D

<60% of Total pts = F

## EXAMS

Exams will NOT be "made-up." The only exceptions will be for *authorized* or *excused* absences or foreseeable absences. If you know you will not be able to attend class on a day when an exam is being given, you may take it one week prior to the scheduled date. You must notify me two weeks in advance to arrange to take the exam prior to the scheduled date.

## ATTENDANCE:

Attendance is very important. Please read the attendance policy in the class schedule at [www.cerritos.edu](http://www.cerritos.edu). Students may be dropped from the class if they are considered to be excessively absent. For traditional (on campus) classes excessive absences will be defined as 3 class meetings. For online and hybrid classes attendance, will be based upon doing the online activities such as the readings, assignments, discussions, quizzes, and tests as assigned by the deadlines. You may be dropped if you fail to do 3 activities.

## CLASS SCHEDULE

(Tentative Schedule, subject to change)

WK	DATE	READ	TOPIC	Labs Due
1	1-Feb	Ch 1	Orientation, Intro to Project Management	
2	8-Feb	Ch 2	The Project Management and Information Technology Context	
3	15-Feb	Ch 3	The Project Management Process Groups: A Case Study	Lab01
4	22-Feb		<b>Test #1, Chapters 1-3</b>	Lab02
5	1-Mar	Ch 4	Project Integration Management (7) (# of Processes)	Lab03
6	8-Mar	Ch 5	Project Scope Management (6)	Lab04
	15-Mar		<i>Spring Recess - No Class</i>	
7	22-Mar	Ch 6	Project Time Management (6)	Lab05
8	29-Mar	Ch 7	Project Cost Management (4)	Lab06
9	5-Apr	Ch 8	Project Quality Management (3)	Lab07
10	12-Apr		<b>Test #2, Chapters 4-8</b>	
11	19-Apr	Ch 9	Project Human Resource Management (6)	Lab08
12	26-Apr	Ch 10	Project Communications Management (3)	Lab09
13	3-May	Ch 11	Project Risk Management (7)	Lab10
14	10-May	12, 13	Project Procurement (3) & Stakeholder Management (4)	
15	17-May		<b>FINAL EXAM, Chapters 9-13</b>	

## HOMEWORK

You are expected to keep up with the scheduled reading assignments and lab assignments. It is necessary to keep up with your assignments since new assignments build upon previous assignments. Assignments have strict deadlines. Late assignments will be graded late. We will be working on a case study and therefore you must complete each assignment each week in order to work on the next assignment. Instructions for assignments will be posted to Canvas on the Assignments page. Due dates are listed below in the schedule section of this course syllabus and in Canvas.

## ACADEMIC HONESTY/DISHONESTY POLICY:

Please be sure to read the college's Academic Honesty/Dishonesty Policy found in the catalogue. A copy of the catalogue is located at [www.cerritos.edu](http://www.cerritos.edu). How does it apply to this class? For tests be sure to study and answer questions on your own without help from other students. For the homework assignments make sure you create your own files from scratch and do your own typing. I know some of you work together, share books and computers. That's OK. What is not OK is having one person type up the assignment and then submitting it (file or printed document) for multiple students. Trust me I have ways of figuring it out if you are cheating in this manner. If I determine that you are cheating, then I will do one of the following actions as stated from the college's policy:

One or more of the following actions are available to the faculty member who suspects a student has been cheating or plagiarizing:

1. Review-no action.
2. An oral reprimand with emphasis on counseling toward prevention of further occurrences.
3. A requirement that work be repeated.
4. A reduction of the grade earned on the specific work in question, including the possibility of no credit for the work.
5. A reduction of the course grade as a result of item 4 above, including the possibility of a failing grade for the course.
6. Referral to the Office of Judicial Affairs for further administrative action, such as suspension or expulsion.