Class Overview

General Class Information

Instructor Name and Contact Information:

Instructor: Steven Soares

Email: ss2ew@virginia.edu

Office Hours - Monday through Friday, 6 pm - 8 pm, Eastern Time
        * Other times by appointment

Subject Area and Catalog Number:

PSPM 5250 - 701

Class Number: 21319

Year and Term: Fall, 2014

Class Title:

Introduction to IT Systems Project Management

Level (Graduate or Undergraduate):

Graduate

Credit Type:

3 credit hours

Class Description (Use the SIS 400 characters from catalog description):

With a focus on IT systems, this course assists participants in recognizing and acting upon the essential elements in the project management cycle. Sessions cover market research and analysis, scheduling and timelining, budget development and management, performance assessment, benchmarking, and project evaluation. Leadership and team development skills are emphasized.

Required Text (Include ISBN, specific edition):

NOTE: Students are highly encouraged to purchase copies of the required textbooks from a site of their choosing, i.e., purchasing through TEXTBOOKS.COM, Barnes & Noble, or a similar venue, to find the most economical copy for their use in this course.

- Author: Cynthia Snyder, PMP, and Frank Parth, PMP
Title: Introduction to IT Project Management
Publisher: Management Concepts
ISBN 1-56726-178-7
Hard Copy

- Author: Project Management Institute
Title: A Guide to the Project Management Body of Knowledge (5th Edition)
Publisher: Project Management Institute Publishers
ISBN 987-1-933890-51-7 (paperback)
Note: This can be ordered via the UVA bookstore or online at the PMI Bookstore at http://www.pmibookstore.org/pmibookstore/index.aspx.

Learning Outcomes:

Through a series of readings, discussion, online meetings, research, analysis, and case studies, you will learn the concepts for managing information system projects. After completing this course, you should have the knowledge of:

- The principles and methods of planning or managing the implementation, update or integration of information system components;
- The project processes, phases, and life cycles of IT projects:
- Techniques of information technology assessment, planning, management, monitoring and evaluation;
- The developments and new applications of information technology and their applications to business processes to meet organizational requirements; and
- Employ techniques to manage remotely located teams to ensure timelines of the project are met.

Assessment Components:

The course grade will be based on successful submission and completion of a student biography and goals, a mid-term exam, a final exam, one essay, one discussion board, seven online class participations, a online ("offsite") class participation, a project proposal, and a final group project. The total points for the course is 500. The breakout of the assignments are found under the Delivery Mode Expectations.

Delivery Mode Expectations (Classroom/Internet and Web-based classes, specify any live (synchronous) meetings, dates, times, and location of delivery):

All sessions are delivered through online classroom instruction. The website and published syllabus is expected to be online on or about **Sunday, August 17, 2014**. A notification will be sent to all registered students.

ACTIVITY	DUE DATE	POINTS
Online Class Participation	Thursday, September 4, 2014	35
Student Biography & Goals	Monday, September 8, 2014	20
Online Class Participation	Thursday, September 18, 2014	35
Essay	Thursday, September 25, 2014	20
Project Proposal	Tuesday, October 7, 2014	30
Online Class Participation	Wednesday, October 8, 2014	35
Midterm Academic Survey	Thursday, October 16, 2014	40
Online Class Participation	Thursday, October 23, 2014	35
Discussion Forum	Thursday, November 6, 2014	30
Online Class Participation	Thursday, November 13, 2014	35
Online Class Participation	Monday, November 24, 2014	35
Online Class Participation ("Offsite") With Group Project Presentation	Tuesday, December 2, 2014	75
Final Academic Survey	Thursday, December 11, 2014	50
Course Evaluation	Friday, December 12, 2014	25
	TOTAL POINTS	500

Required Technical Resources and Technical Components:

- UVA Computing IDS AND Passwords
- Headset with microphone (**REQUIRED**)
- Internet Explorer (8.0 OR above) OR
- Mozilla Firefox

Technical Specifications: Computer Hardware
- Computer with basic audio/video output equipment
- Internet access (broadband recommended)
- Microsoft Word

Technical Support Contacts
- Login/Password: scpshelpdesk@virginia.edu
- UVaCollab: collab-support@virginia.edu
- BbCollaborate (Elluminate) Support: http://support.blackboardcollaborate.com

UVa Policies

SCPS Grading Policies: Courses carrying a School of Continuing and Professional Studies subject area use the following grading system: A+, A, A-; B+, B, B-; C+, C, C-; D+, D, D-; F. S (satisfactory) and U (unsatisfactory) are used for some course offerings. For noncredit courses, the grade notation is N (no credit). Students who audit courses receive the designation AU (audit). The symbol W is used when a student officially drops a course before its completion or if the student withdraws from an academic program of the University. Please visit www.scps.virginia.edu/audience/students/grades for more information.

Attendance: Students are expected to attend all class sessions. Instructors establish attendance and participation requirements for each of their courses. Class requirements, regardless of delivery mode, are not waived due to a student's absence from class. Instructors will require students to make up any missed coursework and may deny credit to any student whose absences are excessive. Instructors must keep an attendance record for each student enrolled in the course to document attendance and participation in class.

University Email Policies: Students are expected to check their official UVa email addresses on a frequent and consistent basis to remain informed of University communications, as certain communications may be time sensitive. Students who fail to check their email on a regular basis are responsible for any resulting consequences.

University of Virginia Honor System: All work should be pledged in the spirit of the Honor System at the University of Virginia. The instructor will indicate which assignments and activities are to be done individually and which permit collaboration. The following pledge should be written out at the end of all quizzes, examinations, individual assignments and papers: "I pledge that I have neither given nor received help on this examination (quiz, assignment, etc.)". The pledge must be signed by the student. For more information, visit www.virginia.edu/honor.

Special Needs: It is the policy of the University of Virginia to accommodate students with disabilities in accordance with federal and state laws. Any SCPS student with a disability who needs accommodation (e.g., in arrangements for seating, extended time for examinations, or note-taking, etc.), should contact the Student Disability Access Center (SDAC) and provide them with appropriate medical or psychological documentation of his/her condition. Once accommodations are approved, it is the student's responsibility to follow up with the instructor about logistics and implementation of accommodations. Accommodations for test taking should be arranged at least 14 business days in advance of the date of the test(s). Students with disabilities are encouraged to contact the SDAC: 434-243-5180/Voice, 434-465-6579/Video Phone, 434-243-5188/Fax. Further policies and statements are available at www.virginia.edu/studenthealth/sdac/sdac.html

For further policies and statements about student rights and responsibilities, please visit www.scps.virginia.edu/audience/students