

IT Project Management

MIS 4374/7397

Instructor
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contact me using *Microsoft Teams*

Course Description

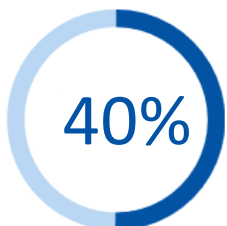
This course presents the area of IT Project Management. Virtually all IT business processes involve IT project Management. Some business and individuals make extensive use of IT Project Management, others struggle to understand and use the tools used in IT Project Management. The focus of the course will be to develop in the student some of the skills of IT Project Management and to give the student a practical application of those skills

What you will learn

 Ability to navigate project phases	 How to communicate effectively in an IT project	 Project Management Terminology
 The IT project management processes	 How to use the project management toolkit	 The IT project management knowledge areas

Grading

Exams



There will be two exams (20% each). Exams are multiple choice, fill in the blank, and true false. The questions will come from the lectures and slides. Online exams will be proctored using Respondus Lockdown Browser and will require a webcam. These are close notes/book exams.

Book Assignment



The book “The Phoenix Project” will be read by each student and they will complete 2 quizzes before the due dates (to come later). Quizzes are multiple choice, fill in the blank, and true false. Please ensure you have a legal copy of the book. These are closed notes/book exams. **Masters students will have an additional book assignment.**

Quizzes



There will be 12 quizzes online. Quiz due dates will be available on Blackboard. Quizzes will be proctored using Respondus Lockdown Browser and will require a webcam. These are close notes/book quizzes.

Lectures



You will be expected to watch all the lectures on PlayPostIT and answer all the associated questions. Lectures 1-6 must be completed before the start of the first exam and lectures 7-11 & 13 must be completed before the final exam. (Due dates to come later)

Additional Information on Grading

To ensure the integrity of all exams, quizzes, and term papers, please be aware of the following.

- You are REQUIRED to scan your entire working environment for all quizzes and exams using Respondus Lockdown Browser. **This means scanning your working area and 360 degrees around your working area. You cannot take the exam on the floor, you must be sitting on a desk or table when taking the exam (If you need special accommodations, please contact me before taking an exam/quiz). Failure to complete this requirement will result in a zero for the quiz or exam and you will be subjected to the academic honesty policy process.**
- You are required to purchase or borrow any books required for the term papers. Downloading illegal copies from online will not be tolerated. **If it is discovered you have illegally downloaded a copy of one of the books, you will receive a grade of a zero for your paper.**

This class uses the +/- grading system. Class grades will be as follows:

> 93: A	> 87: B+	> 80: B-	> 73: C	> 67: D+	> 60: D-
> 90: A-	> 83: B	> 77: C+	> 70: C-	> 63: D	< 60: F

Tentative Schedule

(Working schedule will be posted in class on Blackboard. **Please do not use this as the final schedule**)

WEEK 1 - Chapter 1

WEEK 6 - Chapter 6
Mid – Term Review

WEEK 11 - Chapter 9

WEEK 2 - Chapter 2

WEEK 7 - Mid Term – Chapter 1-6
Phoenix Project Quiz 1 due

WEEK 12 - Chapter 10

WEEK 3 - Chapter 3

WEEK 8 - Chapter 7

WEEK 13 - Chapter 13

WEEK 4 - Chapter 4

WEEK 9 - Chapter 11

WEEK 14 - Finals Review
Phoenix Project Quiz 2 due
Unicorn Project Paper due (MS Only)

WEEK 5 - Chapter 5

WEEK 10 - Chapter 8

Final Exam -

I NEED HELP, NOW WHAT?

1

Accommodations for Students with Disabilities:

The C. T. Bauer College of Business would like to help students who have disabilities achieve their highest potential. To this end, in order to receive academic accommodations, students must register with the Center for Students with Disabilities (CSD) (telephone 713-743-5400), and present approved accommodation documentation to their instructors in a timely manner.

2

Counseling and Psychological Services

Counseling and Psychological Services (CAPS) can help students who are having difficulties managing stress, adjusting to college, or feeling sad and hopeless. You can reach CAPS (www.uh.edu/caps) by calling 713-743-5454 during and after business hours for routine appointments or if you or someone you know is in crisis. Also, there is no appointment necessary for the “Let’s Talk” program, which is a drop-in consultation service at convenient locations and hours around campus. http://www.uh.edu/caps/outreach/lets_talk.html.

Academic Honesty and Ethics

The University of Houston Academic Honesty Policy is strictly enforced by the C. T. Bauer College of Business. No violations of this policy will be tolerated in this course. A discussion of the policy is included in the University of Houston Student Handbook, <http://www.uh.edu/dos/hdbk/acad/achonpol.html>. Students are expected to be familiar with this policy.

The C. T. Bauer College of Business code of ethics is strictly enforced. No violations of this Code will be tolerated in this course. A discussion of the code is included in found at, <https://www.bauer.uh.edu/centers/.../Bauer-Code-of-Ethics-Professional-Conduct.pdf>. Students are expected to be familiar with this code.

Proctored Exams

The University of Houston’s Online & Special Programs (OSP) office facilitates all off-campus proctoring services for online students at the University. Information about proctoring and how to submit a proctoring request form can be found on the [Proctoring Services](http://www.uh.edu/online/students/proctoring-students.php) page, <http://www.uh.edu/online/students/proctoring-students.php>. Prior to submitting a request, students should read and understand the proctoring processes and requirements.

Questions or concerns about proctoring services can be directed to the OSP office at 713-743-3327 or proctoring@uh.edu. Hours of operation are Monday-Friday, 8:00 a.m.-5:00 p.m., except for University holidays.



UNIVERSITY OF HOUSTON SYLLABUS LANGUAGE: Spring 2024

Required Language for All Courses

Mental Health and Wellness Resources

The University of Houston has a number of resources to support students' mental health and overall wellness, including [CoogsCARE](#) and the [UH Go App](#). UH [Counseling and Psychological Services \(CAPS\)](#) offers 24/7 mental health support for all students, addressing various concerns like stress, college adjustment and sadness. CAPS provides individual and couples counseling, group therapy, workshops and connections to other support services on and off-campus. For assistance visit uh.edu/caps, call 713-743-5454, or visit a [Let's Talk](#) location in-person or virtually. [Let's Talk](#) are daily, informal confidential consultations with CAPS therapists where no appointment or paperwork is needed.

The [Student Health Center](#) offers a Psychiatry Clinic for enrolled UH students. Call 713-743-5149 during clinic hours, Monday through Friday 8 a.m. - 4:30 p.m. to schedule an appointment.

The [A.D. Bruce Religion Center](#) offers spiritual support and a variety of programs centered on well-being.

Need Support Now?

If you or someone you know is struggling or in crisis, help is available. Call CAPS crisis support 24/7 at 713-743-5454, or the National Suicide and Crisis Lifeline: call or text [988](tel:988), or chat 988lifeline.org.

Academic Honesty Policy

High ethical standards are critical to the integrity of any institution, and bear directly on the ultimate value of conferred degrees. All UH community members are expected to contribute to an atmosphere of the highest possible ethical standards. Maintaining such an atmosphere requires that any instances of academic dishonesty be recognized and addressed. The [UH Academic Honesty Policy](#) is designed to handle those instances with fairness to all parties involved: the students, the instructors, and the University itself. All students and faculty of the University of Houston are responsible for being familiar with this policy.

Title IX/Sexual Misconduct

Per the UHS Sexual Misconduct Policy, your instructor is a "responsible employee" for reporting purposes under Title IX regulations and state law and must report incidents of sexual misconduct (sexual harassment, non-consensual sexual contact, sexual assault, sexual exploitation, sexual intimidation, intimate partner violence, or stalking) about which they become aware to the

Title IX office. Please know there are places on campus where you can make a report in confidence. You can find more information about resources on the Title IX website at <https://uh.edu/equal-opportunity/title-ix-sexual-misconduct/resources/>.

Reasonable Academic Adjustments/Auxiliary Aids

The University of Houston is committed to providing an academic environment and educational programs that are accessible for its students. Any student with a disability who is experiencing barriers to learning, assessment or participation is encouraged to contact the Justin Dart, Jr. Student Accessibility Center (Dart Center) to learn more about academic accommodations and support that may be available to them. Students seeking academic accommodations will need to register with the Dart Center as soon as possible to ensure timely implementation of approved accommodations. Please contact the Dart Center by visiting the website: <https://uh.edu/accessibility/> calling (713) 743-5400, or emailing jdcenter@Central.UH.EDU.

Excused Absence Policy

Regular class attendance, participation, and engagement in coursework are important contributors to student success. Absences may be excused as provided in the University of Houston [Undergraduate Excused Absence Policy](#) and [Graduate Excused Absence Policy](#) for reasons including: medical illness of student or close relative, death of a close family member, legal or government proceeding that a student is obligated to attend, recognized professional and educational activities where the student is presenting, and University-sponsored activity or athletic competition. Under these policies, students with excused absences will be provided with an opportunity to make up any quiz, exam or other work that contributes to the course grade or a satisfactory alternative. Please read the full policy for details regarding reasons for excused absences, the approval process, and extended absences. Additional policies address absences related to [military service](#), [religious holy days](#), [pregnancy and related conditions](#), and [disability](#).

Recording of Class

Students may not record all or part of class, livestream all or part of class, or make/distribute screen captures, without advanced written consent of the instructor. If you have or think you may have a disability such that you need to record class-related activities, please contact the [Justin Dart, Jr. Student Accessibility Center](#). If you have an accommodation to record class-related activities, those recordings may not be shared with any other student, whether in this course or not, or with any other person or on any other platform. Classes may be recorded by the instructor. Students may use instructor's recordings for their own studying and notetaking. Instructor's recordings are not authorized to be shared with anyone without the prior written approval of the instructor. Failure to comply with requirements regarding recordings will result in a

disciplinary referral to the Dean of Students Office and may result in disciplinary action.

Recommended Language and Guidance

Resources for Online Learning

The University of Houston is committed to student success, and provides information to optimize the online learning experience through our [Power-On](#) website. Please visit this website for a comprehensive set of resources, tools, and tips including: obtaining access to the internet, AccessUH, Blackboard, and Canvas; using your smartphone as a webcam; and downloading Microsoft Office 365 at no cost. For questions or assistance contact UHOnline@uh.edu.

UH Email

Please check and use your CougarNet email for communications related to this course. Faculty use the CougarNet email to respond to course-related inquiries such as grade queries or progress reports for reasons of FERPA. To access your CougarNet email, [login](#) to your Microsoft 365 account with your CougarNet credentials. Visit [University Information Technology \(UIT\)](#) for instructions on how to connect your CougarNet e-mail on a mobile device.

Webcams

Access to a webcam is required for students participating remotely in this course. Webcams must be turned on during quizzes and exams to ensure the academic integrity of exam administration.

Security Escorts and Cougar Ride

UHPD continually works with the University community to make the campus a safe place to learn, work, and live. The security escort service is designed for the community members who have safety concerns and would like to have a Security Officer walk with them, for their safety, as they make their way across campus. Based on availability either a UHPD Security Officer or Police Officer will escort students, faculty, and staff to locations beginning and ending on campus. If you feel that you need a Security Officer to walk with you for your safety, please call [713-743-3333](tel:713-743-3333). Arrangements may be made for special needs.

Parking and Transportation Services also offers a late-night, on-demand shuttle service called “Cougar Ride” that provides rides to and from all on-campus shuttle stops, as well as the MD Anderson Library, Cougar Village/Moody Towers and the UH Technology Bridge. Rides can be requested through the UH Go app. Days and hours of operation can be found at <https://uh.edu/af-university-services/parking/cougar-ride/>.

Syllabus Changes

Please note that the instructor may need to make modifications to the course

syllabus. Notice of such changes will be announced as quickly as possible through Microsoft Teams and/or Canvas.

Artificial Intelligence

Students are not allowed to use advanced automated tools (artificial intelligence or machine learning tools such as ChatGPT or Dall-E 2) on assignments in this course. Each student is expected to complete each assignment without substantive assistance from others, including automated tools.

Online Exams

(1) students are permitted to take their online tests or quizzes in a computer lab or other open space; and (2) there is no requirement that a student use their own personal computer or that they complete exams and quizzes in any specific location (e.g., their home). Please note that an environmental scan may be conducted as a part of any online quizzes or exams