



Syllabus: **CIS280-1 IT PROJECT MANAGEMENT**

Course Information	
Course Prefix/Number: CIS280-1 Semester: Spring 2020 Class Days/Times: Monday 9:15 – 10:45 (Hybrid 60% in class /40% online)	Credit Hours: 3 Course Title: <i>IT Project Management</i> Room: Main 24 IWK
Instructor Information: Name: Timothy Foster	Phone/Voice Mail: 520-383-0102 E-mail: tfoster@tocc.edu Office location: Main HMK 119 Office hours: <i>TBD</i>

Course Description: This course examines the organization, planning, and controlling of projects and provides practical knowledge on managing project scope, scheduling and managing resources. Topics include project life cycle, work breakdown structure and Gantt charts, network diagrams, scheduling techniques, and resource allocation decisions. Concepts are applied through team projects and tutorials using industry-standard project management software. (Microsoft Project)

Course Objectives:

During this course students will:

1. Use industry standard project management software.
2. Create and provide a SWAT analysis.
3. Create a project plan.
4. Develop graphs and charts for project support.
5. Explain project management best practices.

Course Outcomes:

1. Student will be able to create and run a project using project management software
2. Student will be able to perform a SWAT analysis
3. Student will be able to create project support graphs and charts
4. Student will demonstrate best practices in project management

Course Structure:

This hybrid course will consist of Lecture, Discussion, Reading, Writing Reflections, Lab Activities, Examination, and a Final Project. The majority of class business will be conducted in Canvas.

Texts and Materials:

1. Project Management using Microsoft Project 2016, Gus Cicala, Project Assistance, 2017
ISBN: 9780692869154

Evaluation and Grading & Assignments**Grading Procedures and Policy**

Written assignments are to be free of grammatical and spelling errors. Written assignments must be uploaded and turned in ON or BEFORE the assignment deadline as an [APA formatted \(Links to an external site.\)Links to an external site.](#) MSWord document double spaced with size 12 font Times New Roman.

Grading is weighted according to the following categories:

Attendance 5%

Reflection Activities 25%

Quizzes 10%

Exams 15%

Final Project 45%

Grade Scale

“A” 90% – 100%

“B” 80% - 89%

“C” 70% - 79%

“D” 60% - 69%

“F” 0% - 59%

Himdag Cultural Component:

Respect for each other and the learning process is a requirement for this course. Together we will journey along a path of discovery that will enable students to better communicate with others in the written and oral forms using technology.

Policies and expectations

Attendance Policy

You are expected to arrive to class on time and be prepared to participate in each class period. Four (4) unexcused absences may result in withdrawal and a “W” or “Y” will be recorded. You may request to be excused from class for religious observances and practices, for illness, for school or work-related travel or for personal or family emergency. If you will be absent, please notify the instructor as soon as possible.

Incomplete Policy

Incomplete (I) grades are not awarded automatically. The student must request an "I" from the instructor who can choose to award an Incomplete only if all three of the following conditions are met:

1. The student must be in compliance with the attendance policy.
2. There must be an unavoidable circumstance that would prohibit the student from completing the course.

3. The student must have completed over 75% of the course requirements with at least a "C" grade. Incompletes are not a substitute for incomplete work due to frequent absences or poor academic performance.

Incomplete grades that are not made up by the end of the ninth week of the following semester will be automatically changed to an F if the agreed upon work, as stipulated on the written form signed by the instructor and the student when the I grade is awarded, is not completed.

Instructor Withdrawals

Students who have missed four (4) consecutive classes (or the equivalent) not submitted any assignments nor taken any quizzes by the 45th day census report, due on [date of 45th day found in Academic Calendar on TOCC website] are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion.

Student Withdrawals

Students may withdraw from class at any time during the first 2/3 of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by [withdrawal deadline date found in Academic Calendar on TOCC website] if you do not expect to complete the class, otherwise you may receive an "F" grade.

Special Withdrawal (Y) Grade

The "Y" grade is an administrative withdrawal given at the instructor's option when no other grade is deemed appropriate. Your instructor must file a form stating the specific rationale for awarding this grade. "Y" grades are discouraged since they often affect students negatively. Your instructor will not award a "Y" grade without a strong reason.

Reasonable Disability Accommodations (Americans with Disabilities Act):

TOCC seeks to provide reasonable accommodations for all qualified individuals with disabilities. The College will comply with all applicable federal, state and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to provide an equal educational opportunity. It is the student's responsibility to make known to the instructor his or her specific needs in order to determine reasonable accommodations. We will work together in order to develop an Accommodation Plan specifically designed to meet the individual student's requirements.

Title IX

Tohono O'odham Community College faculty and all staff are dedicated to creating a safe and supportive campus. Title IX and our school policy prohibit discrimination on the basis of sex- this includes sexual misconduct; harassment, stalking, domestic and dating violence and sexual assault. Sexual discrimination and sexual violence can undermine students' academic success

and quality of life on campus and beyond. We encourage students who have experienced any form of sexual misconduct to talk about their experience and seek the support they need. Confidential support and academic advocacy can be found with: Student Services

Important Dates

Spring Semester 2020	
First Day of Classes	Jan 13, 2020
Martin Luther King Jr.-College Closed	Jan 20, 2020
Add without Instructor's signature	Jan 13 - 17, 2020
Add with Instructor's signature	Jan 21 - 27, 2020
Drop/Full Refund Deadline	Jan 28, 2020
President's Day - College Closed	Feb 17, 2020
45th Day Census	Feb 27, 2020
Graduation Application Due	Mar 6, 2020
Spring Break - No Classes	Mar 16 - 20, 2020
Withdrawal Deadline	Mar 30, 2020
Last Week of Classes/Final Exams	May 4 - 8, 2020
Final Grades Due	May 12, 2020
Commencement	May 15, 2020
Memorial Day - College Closed	May 25, 2020

Course Outline and Tentative Schedule:

I. Project planning overview

- A. SWAT analysis
- B. Project elements
- C. Scope
 - 1. Purpose
 - 2. Budget
 - 3. Project Assets

II. Identifying Issues

- A. Business processes

B. Workflows

II. Microsoft Project Overview

B. Software

1. Tracking

a. Assets

1. Staff

2. Materials

b. Vendors

c. materials

d. timelines

e. charting process

2. Team communications

3. Identify and resolve problem areas

4. Create graphic representations of project

a. Current

b. Proposed

III. Best Practices

IV. Case Study

V. Group Projects and Presentations

I. Project planning overview

A. SWAT analysis

B. Project elements

C. Scope

1. Purpose
2. Budget
3. Project Assets

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- B. Workflows

II. Microsoft Project Overview

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DISCLAIMER: This syllabus is designed to evolve and change throughout the semester based on class progress and interests. You will be notified of any changes as they occur.

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