



Syllabus: CIS 280 - IT Project Management

Course Information

Course Prefix/Number: CIS 280

Credit Hours: 3

Semester: Spring 2022

Course Title: IT Project Management

Class Days/Times: **Virtual Zoom Sessions**
Saturday 1:00-2:15 PM

Virtual

Phone/Voice Mail: 928-221-4457

E-mail: tfoster@tocc.edu

Instructor Information: Office location: Zoom by appointment

Name: Tim Foster

Office hours:

Sat 2:15 - 3:15

- or by Phone or Zoom appointment

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 \(Links to an external site.\)](#) 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.

Important Dates:

ADA statement

Tohono O'odham Community College complies with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended. In addition, TOCC complies with other applicable federal and state laws and regulations that prohibit discrimination on the basis of disability.

Reasonable accommodations, including materials in an alternative format, will be made for individuals with disabilities when a minimum of five working days advance notice is given. Students needing accommodations are encouraged to contact the Vice President of Student Services, at (520) 383-8401. For additional information, see the TOCC Student Handbook.

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

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II. Identifying Issues

A. Business processes

B. Workflows

II. Microsoft Project Overview

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a. Current

b. Proposed

III. Best Practices

IV. Case Study

V. Group Projects and Presentations

Policies and Expectations

Participation and critical thinking are required!

Attendance is mandatory and consists of 5% of the grade.

All students are expected to complete their own individual work.

All students are expected to contribute equally to their group and complete group work assignments.

Students will be required to have read the text before class and be prepared for discussion.

Late Work will NOT be accepted. I will, of course, accept early work.

Missed exams and quizzes will be graded as 0 (zero) points.

[Plagiarism \(Links to an external site.\) \(Links to an external site.\)](#) will result in a “0” (zero) score for that assignment and reported to the Dean.

Student behavior will also be assessed per the school’s code of conduct. [Student Handbook \(Links to an external site.\) \(Links to an external site.\)](#)

Attendance Policy (Re: face-to-face, synchronous-virtual, or Flex courses)

You are expected to arrive to class on time and be prepared to participate in each class period. Four unexcused absences may result in a letter grade of “F” or an instructor withdrawal “FW” (*see 45th-Day Instructor Withdrawal policy*). 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.

Attendance Policy (Re: asynchronous online classes)

You are expected to complete all learning activities, participation in class, assignments and quiz by the due dates listed in the course syllabus. Four consecutive missed due dates may result in a letter grade of “F” or an instructor withdrawal “FW” (*see* 45th-Day Instructor Withdrawal policy). 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. The student must have 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.

45th-Day Instructor Withdrawal Policy “FW” (Re: face-to-face, synchronous-virtual, or Flex courses)

Students who have missed four (4) consecutive classes, has not submitted any assignments, nor taken any quizzes by the 45th - day census report, due on March 4, 2022, are assumed NOT to be participating in the class and may be withdrawn at the faculty member’s discretion. After the 45th - day census a student needs to stop attending a course, they must withdraw from the course (*see* Student Withdrawal Policy).

45th-Day Instructor Withdrawal Policy “FW” (Re: asynchronous online classes)

Students who have missed four (4) consecutive course due dates for learning activities, participation, assignments, quizzes, exams, by the 45th - day census report, due on March 4,

2022, are assumed NOT to be participating in the class and may be withdrawn at the faculty member's discretion. After the 45th - day census, if a student needs to stop attending a course, they must withdraw from the course (*see* Student Withdrawal Policy).

Student Withdrawal Policy “W”

Students may withdraw from class at any time during the first two-third of the semester without instructor permission and without incurring any grade penalty. Please be sure to withdraw yourself by March 30, 2022 if you do not expect to complete the class, otherwise you may receive an "F" letter grade for the course. For more information on the student withdraw process email admissions@tocc.edu.

Special Withdrawals (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.

Equal Access Statement/Disability Accommodations

Tohono O’odham Community College seeks to provide reasonable accommodations for qualified individuals with disabilities. The College will comply with all applicable regulations, and guidelines with respect to providing reasonable accommodations as required to ensure an equal educational opportunity. This process includes self-identifying as a student with a disability, providing supporting documentation of their disability, and being approved for services through the Disability Resources Office (DRO). It is the student's responsibility to make known to their instructor(s) the student's specific needs within the context of each class in order to receive appropriate accommodations. We will work together in order to develop an accommodation plan specifically designed to meet the individual student's requirements.

For more information or to request academic accommodations, please contact: Anthony Osborn, TOCC Disabilities Resource Coordinator, aosborn@tocc.edu, or 520-383-0033 for additional information and assistance.

Title IX

Tohono O'odham Community College encourages each student to have the knowledge and skills to be an active bystander who intervenes when anyone is observed or being harassed or endangered by sexual violence. Sexual discrimination and sexual violence can undermine students' academic success and quality of life on campus and beyond. We encourage students who have experienced or witnessed 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 Title IX Coordinator/Counselor, Alberta Espinoza, M.Ed. located in I-We:mta Ki: Room 18. Phone 520-383-0033 email: aespinoza@tocc.edu

Conduct: Bias, Bullying, Discrimination and Harassment

Tohono O'odham Community College faculty and staff are dedicated to creating a safe and supportive campus environment as a core value. Harassment based on age, class, color, culture, disability and ability, ethnicity, gender, gender identity and expression, immigration status, marital status, political ideology, race, religion/spirituality, sex, sexual orientation, and tribal sovereign status will not be tolerated.

Academic Integrity:

Violations of scholastic ethics are considered serious offenses by Tohono O'odham Community College, the Student Services Department, and by your instructor. Students may consult the TOCC Student Handbook sections on student code of conduct, on scholastic ethics and on the grade appeal procedure. Copies are available at Tohono O'odham Community College.

All work done for this class must be your own, or the original work of your group. While you may discuss assignments with other class members, the final written project must clearly be original. You may use work from books and other materials if it is properly cited. Copying from a book without proper reference or from a person under any circumstances will result in an "F" for the assignment, and at the instructor's discretion, possibly an "F" for the course. If you are uncertain about proper citations ask your instructor or the librarian.

Course Feedback:

All assignments will be graded and returned to the students promptly, typically within a week after the assignment is closed for handing in. Email and phone messages will be returned within two days. A student or the instructor may request a student conference at any time during the semester. Quarterly grade reports will be provided to each student, either in person, by email or via the electronic system of Canvas.

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.