​​​​​​**CpS 340 - Project Management**

**Spring 2020**

**Notice:** For the remainder of the Spring 2020 semester, Canvas will be the schedule of record. Tests will be open-book, including the final exam (if we have one). For classes with presentations, you (and your teammates) will separately record your portion, and then edit them together into one presentation. Don’t panic, you can do it. Nothing will be due from March 16-Mar 30, but on Mar 31 things will start being due. All due dates as of April 6 will remain in place, with some adjustments possible during the last week of April, due to final grade reporting requirements. I will be in my office.

For labs using routers and switches, you can use virtual software like GNS3 (version 0.8.3 is best and easiest). IOSs are in the course content, or you can find them online. Alternatively, you can use another virtual network design tool, and use either Juniper or Cisco emulation. You are all smart, and can figure this out. If you can figure out the video games that you manage to overcome, you can do this…. ☺

Keep up with the Canvas schedule – do not get behind! Easier to keep up than to catch up. We will all finish this together.

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| sm_ahughes.jpg​Instructor: Dr. Alan Hughes | **Office:** | Mack Library, 2nd Floor |
| **Office:** | Library, 2nd floor |
| **Office Hours:** | MWF 2pm; Tue electronic; Thursday 10am |
| **Email:** | [ahughes@bju.edu](mailto:ahughes@bju.edu) |
| **Telephone:** | Cell: 864-906-1024  Office: 864-242-5100 x​2274 ​ |

**​Course Description**

Development of techniques and procedures to effectively lead projects from inception to successful completion.  Geared toward preparation for the CompTIA Project+ and the CAPM certification exams.

**Course Reading(s)**  
**Information Technology Project Management, 8th Edition; Kathy Schwalbe;  ISBN-10: 1285452348;  ISBN-13: 9781285452340;  Copyright 2016**



# ​​**Additional Resources (for certifications)**

* [CAPM Information](https://www.pmi.org/certifications/types/certified-associate-capm)
* [CompTIA Project+ Information](https://certification.comptia.org/certifications/project)

**Context**

The faculty of the Computer Science department has aligned the computer science program with the goals of the Mathematical Sciences Division, BJU Bible and liberal arts core objectives, and the BJU institutional goals. The goal of the Computer Science department is to align all courses in the Computer Science and Information Technology majors to support one or more of the following departmental goals:

1. Design and implement solutions to practical problems.
2. Use appropriate technology as a tool to solve problems in various domains.
3. Create efficient solutions at the appropriate abstraction level.
4. Demonstrate an ability to work effectively in teams.
5. Demonstrate an ability to communicate technological information effectively both in written and oral forms.
6. Demonstrate an ability to acquire new knowledge in the computing discipline.
7. Demonstrate an understanding of social, professional and ethical considerations related to computing.
8. Demonstrate understanding of fundamental concepts in the student's discipline.
9. Prepare students for graduate school or to secure employment in a related area.

**Course Goals**

1. Design and implement solutions to practical problems.
2. Demonstrate an ability to work effectively in teams.
3. Demonstrate an ability to communicate technological information effectively both in written and oral forms.
4. Demonstrate an ability to acquire new knowledge in the computing discipline.
5. Demonstrate understanding of fundamental concepts in the discipline.
6. Provide the student a platform for continued learning and development of his or her God-given abilities.
7. Instill in the student a desire to use his abilities in service to Christ.

**Learning Objectives**

At the end of the course, students should be able to:

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| **Learning Objective** | **Assessment Tools** |
| 1.     Understand the growing need for better project management, especially for information technology (IT) projects; understand what a project is; know key elements of PM framework. | Lab Projects; Quizzes; Tests |
| 2.     Describe the systems view of project management and how it applies to information technology (IT) projects; understand organizations; explain need for management commitment for project success. | Lab Projects; Quizzes; Tests |
| 3.     Describe the five project management process groups, the typical level of activity for each, and the interactions among them; understand PM process groups and PM knowledge areas; discuss how organization develop IT PM methods. | Lab Projects; Quizzes; Tests |
| 4.     Describe project integration management framework and project life cycle; know strategic planning process and how to select; discuss importance of project charter; describe PM plan development and approaches for creation. | Lab Projects; Quizzes; Tests |
| 5.     Understand project scope and scope management; document stakeholder needs and requirements; understand work breakdown structures; know how to use software to assist in scope management. | Lab Projects; Quizzes; Tests |
| 6.     Understand importance of project schedules and time management; know how to define activities and develop schedules; understand resource estimation and tools for accomplishing project scheduling (Gantt/PERT charts); discuss Agile projects. | Lab Projects; Quizzes; Tests |
| 7.     Understand importance of project cost management; explain basic project cost management principles; understand project budgeting; discuss earned value management and portfolio management; understand how PM software can assist in cost management. | Lab Projects; Quizzes; Tests |
| 8.     Understand importance of project quality management for IT; discuss importance of QA; know tools and techniques for quality control; understand cost of quality. | Lab Projects; Quizzes; Tests |
| 9.     Understand the importance of HR management of projects; define project HR management; know key concepts of people management; understand project HR planning; understand importance of team-building, training, rewards. | Lab Projects; Quizzes; Tests |
| 10.  Understand importance of good project communications and soft skills; explain creation of a project communication plan; describe communications management; know how software can help with communications on a project. | Lab Projects; Quizzes; Tests |
| 11.  Understand importance of good project risk management; know elements of risk management planning; know common IT project risks; create a risk register; know how to control risks. | Lab Projects; Quizzes; Tests |
| 12.  Understand the importance of project procurement management; describe work involved in procurement planning; understand procurement relationships and performance monitoring. | Lab Projects; Quizzes; Tests |
| 13.  Understand importance of project stakeholder management throughout a project; know how to identify stakeholders; understand process of stakeholder engagement management. | Lab Projects; Quizzes; Tests |

**Course Policies:**

**Qualifications**

CpS 201 is a pre-requisite for CpS 340.

**Absences, lateness, and makeup opportunities**

1. For planned absences, please email me one week in advance.
2. Written assignments should be submitted before your planned absence.
3. Scheduled tests and quizzes should be taken before your planned absence; please contact me to make arrangements for doing so.
4. For absences due to incapacitating illness or emergency, you should contact me as soon as you are able to return to class in order to make arrangements for making up any graded work without penalty.
5. In other circumstances, tests and quizzes may be made up within one week of your return, with a 10 percent grade penalty for that test or quiz.
6. Leaving class early without prior arrangement will constitute an absence.

**Late Work**

1. Assignments must be submitted using the electronic submission system before midnight on the day due.
2. The use of the submission system will be explained during the first week of class.
3. Only work missed for legitimate reasons may be made up without penalty.  Legitimate reasons include illness, a death in the family, or a BJU sanctioned tour.
4. You must make up late work according to the number of days missed - that is, missing one day of class gives you one extra day to turn in your work.
5. Any other late work will receive a 20% grade penalty.
6. All late work must be made up within one week in order to receive a non-zero grade.

**Grade appeals**

1. Grading appeals must be made by email only no later than one week after the grade was assigned.
2. Appeals will be automatically denied if the student attempts to make the appeal verbally.
3. Email grading appeals should be made respectfully and logically (My grade should be increased because.....).

**Academic Integrity**

1. The overarching guide for academic integrity is the [BJU Academic Integrity Policy](http://home.bju.edu/academics/integrity.pdf).
2. Cheating on assignments and tests is a form of deception and stealing, and as such, is prohibited   
   by Scripture and will incur academic penalties.
3. All work is to be done individually unless Mr. Hughes gives permission for group work.
4. In general students are encouraged to assist one another in the lab environment, *but must exercise care when seeking assistance while completing labs*.
5. **The goal is for each student to become familiar with project management, and be able to work effectively on his or her own. therefore, please do not copy work from another person, as this constitutes cheating.**

**Class Participation**

1. Compliance with student handbook policies is expected during class.
2. Class participation grades are based upon actively participating in lecture class discussions, working diligently on course assignments in lab classes and being respectful to the rest of the class and the instructor.
3. Class participation grade will include in-class assignments throughout the semester that will be individually graded.
4. Playing games, electronic messages, working on other subjects, etc. is a demonstration of disrespect for both the instructor and other students, and is not allowed during lecture and lab classes.

Instructor Help outside of class

You are encouraged to use email or the telephone to ask Dr. Hughes for assistance.

Copyright Policy

Copyright 2009-2020 Alan Hughes as to this syllabus and all lectures. Students are prohibited from selling (or being paid for taking) notes during the course to, or by any person, or commercial firm without the express written permission of the professor teaching the course.

Schedule

**(subject to modification during the semester as necessary):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Day** | **Class** | **Assignment Due** |
| Jan 15 | W | **Week 1**  Introductions; Introduction to Project Management | Chapter 1 Quiz 1 (Jan 13) |
| Jan 20 | M | **Week 2**  Project Management and IT | Chapter 2, Lab 1 |
| Jan 22 | W | PM and IT | Quiz 2 |
| Jan 27 | M | **Week 3**  Introduce MS Project and...... | Lab 2 |
| Jan 29 | W | .....project to be built | Quiz 3 |
| Feb 3 | M | **Week 4**  PM Process Groups | Chapter 3, Lab 3 |
| Feb 5 | W | PM Process Groups | Quiz 4 |
| Feb 10 | M | **Week 5**  Project Integration Management | Chapter 4, Lab 4 |
| Feb 12 | W | Test 1​ | **Test 1**; Quiz 5 |
| Feb 17 | M | **Week 6**  Project Scope Mgt | Chapter 5; Lab 5 |
| ​Feb 19 | ​W | ​Bible Conference | ​ |
| ​Feb 24 | ​M | **​Week 7**  Project Time Mgt | ​Chapter 6; Lab 6; Quiz 6 |
| Feb 26 | W | Project Time Mgt | Chapter 6, Lab 6 |
| Mar 2 | M | **Week 8**  Project Cost Mgt | Quiz 7 |
| Mar 4 | W | Project Cost Mgt | Chapter 7, Lab 7 |
| Mar 9 | M | **Week 9**  Project Quality Mgt | Quiz 8 |
| Mar 11 | W | Project Quality Mgt | Chapter 8, Lab 8 |
| Mar 16 | M | **Week 10**  Project HR Mgt | Quiz 9 |
| Mar 18 | W | Project HR Mgt | Chapter 9, Lab 9 |
| Mar 23 | M | **Week 11**  Test 2 | **​Test 2** |
| ​Mar 25 | ​W | ​Spring Break | ​ |
| Mar 30 | M | **Week 12**  Project Comm Mgt | Chapter 10, Lab 10; Quiz 10 |
| Apr 1 | W | Project Risk ​Mgt | Chapter 11, Lab 11; Quiz 11 |
| Apr 6 | M | **Week 13**  Project Risk Mgt | Quiz 12 |
| Apr 8 | W | Project Procurement Mgt | Chapter 12; Lab 12 |
| Apr 13 | M | **Week 14**  Project Procurement Mgt | ​Quiz 13 |
| Apr 15 | W | Project Stakeholder Mgt | Chapter 13 |
| Apr 20 | M | **Week 15**  Project Work Day |  |
| Apr 22 | W | Project Work Day |  |
| Apr 27 | M | **Week 16**  Presentations | ​ |
| ​Apr 29 | ​W | ​Presentations | ​**Final Project** |
| May 4 | M | **Final Exam – 8-9:10am** | **Comprehensive** |

​Grades

|  |  |  |  |
| --- | --- | --- | --- |
| **#** | **Item** | **Pts.** | **Total** |
| 13 | Quizzes (lowest dropped) | 30 | 360 |
| 12 | Labs | 30 | 360 |
| 1 | Final Project | 200 | 200 |
| ​1 | ​Biblical Principles Paper (Nehemiah) | ​100 | ​​100 |
| 2 | Tests | 100 | 200 |
| 1 | Final Exam | 200 | 100 |
|  | **TOTAL** |  | **1320** |

Grading Scale

|  |  |
| --- | --- |
| A | 90-100 |
| B | 80-89 |
| C | 70-79 |
| D | 60-69 |
| F | < 60​ |

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