

Course Syllabus

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 Edit

Point Loma Nazarene University

School of STEM

CIT 3034 Project Management

Fall 2025- Hybrid (4 Credit Hours)

Time and Place: Wednesday evenings 6:00 PM – 10:00 PM

Miracosta College room OC4803A

Instructor: David Frost (858) 925.3895
dfrost@pointloma.edu office: Online

Final Exam: Dec. 17, 2024 9 PM

Office Hours: By Appointment

Students are welcome to contact me via email and schedule an appointment at any time, as I am available. Appointments can be face-to-face in my office, on the phone, or via a video conference call.

Text: (Note: the print copy textbook for this course is lent to the students for the duration of the course. Students will be charged if the textbook is not returned at the end of the semester).

Information Technology Project Management, 9th Edition

Kathy Schwalbe

ISBN: 978-1-337-10135-6

Needed Supplies:

Access to a computer (preferably running windows or a mac with a windows virtual environment), standard office software, and the ability to install software on your computer. You are required to bring your computer to class to more easily start in class assignments. You should bring your textbook to each class sessions. We will be using information from the textbook each week as part of in class assignments.

Catalog Description:

This course is designed to provide the fundamentals of project management with an emphasis on managing unique challenges of information technology (IT) projects. Students will be introduced to the IT project management process using industry accepted methodologies. Extensive case related work will be used to help students understand the important aspects of time, performance, cost, and risk estimation in relation to the unique conditions often present in IT projects. Each of the critical phases of the IT project management process will be reviewed in detail using practical examples from the IT industry. Students are also introduced to computer-based project management software such as MS Project. This course aligns with topics covered in the CompTIA's Project+ certification exam and the PMI's CAPM certification exam.

Objectives:

The course is designed to help you:

1. Explain and apply project management methodologies to a given business problem.
2. Create a project plan around a given business problem.
3. Identify project risks and ways to mitigate those risks.
4. Use information management as a tool to support decision making in business environments.
5. Write and speak about their work with precision, clarity and organization
6. Collaborate effectively in teams.

Institutional Learning Outcomes:

1. Learning, Informed by our Faith in Christ

Students will acquire knowledge of human cultures and the physical and natural world while developing skills and habits of the mind that foster lifelong learning.

2. Growing, In a Christ-Centered Faith Community

Students will develop a deeper and more informed understanding of others as they negotiate complex professional, environmental and social contexts.

3. Serving, In a Context of Christian Faith

Students will serve locally and/or globally in vocational and social settings.

Program Learning Outcomes:

The Point Loma Nazarene University Adult Degree Completion (ADC) CIT program is designed to prepare students for expanded roles within his or her organization through enhanced abilities to:

1. Identify and evaluate information technology infrastructure necessary to meet an organization's business needs.
2. Develop, plan and evaluate appropriate processes for managing information systems and information technology projects.
3. Design, develop, and evaluate software solutions to meet an organization's business needs.
4. Apply their technical knowledge to solve problems.
5. Speak about their work with precision, clarity, and organization (Oral Communication)
6. Write about their work with precision, clarity, and organization (Written Communication)
7. Collaborate effectively in teams.
8. Identify, locate, evaluate, and effectively and responsibly use and cite information for the task at hand (Information Literacy).
9. Gather relevant information, examine information and form a conclusion based on that information (Critical Thinking).
10. Understand and create arguments supported by quantitative evidence, and they can clearly communicate those arguments in a variety of formats (Quantitative Reasoning).
11. Understand the professional, ethical, legal, security, and social issues and responsibilities that come with the implementation and use of information technology.

Program Learning Outcomes Assessed in this Course:

Outcome: Students will collaborate effectively in teams.

Assessment Tool: Team Survey Responses

Course Organization:

Reading: The assigned reading each week should be completed before class. Lecture, class discussion and class activities will be based on the assumption that the reading has been completed before the class of a given week.

Chapter Quizzes: Quizzes are open book and will focus on having read and understood the reading assignment. Quizzes will be taken online using Canvas before class and will be available a week before they are due. Each quiz will have 10 questions and students will have 10 minutes to complete the quiz. Each quiz is due before we discuss the topic in class. This is to encourage students to complete the reading prior to class discussion. Students will be given multiple attempts at the quiz and quiz answers will be viewable after the completion of the quiz. Missed quizzes will receive zero points and there will be no make-up for missed quizzes.

In Class Activities/Homework: Each week we will have activities which will be started in class and sometime completed outside of class and due before the end of the week. These assignments will vary each week, but will include case study review and reflections, quick thinking analysis and activity reports.

Personal Health App Team Project Case Assignments: Throughout the course, teams will complete a group assignment as outlined in canvas. Teams may consist of two - four students. Assignments will be delivered as a team and the team will generally receive a common grade for the assignment. A team participation report will be included with each assignment and the instructor may reduce points for a given team member who does not attend weekly team meetings or fully participate in the team assignments.

Course Project Report: Each student will find a real IT project at a company and report the details of that project as a term report. Drafts of the report will be due throughout the course. Details of what is required in the report drafts and the final report will be provided in class.

Final Exam: A final exam will be given in class. The final exam will cover all material throughout the course. The exams will be closed book and closed note and will include multiple choice, short answer, and problem solving questions. **If you will miss an exam for a school function, you must make arrangements to take it in advance. If you ever miss an exam without giving the instructor prior notice, there is a good chance you will receive a zero unless, of course, there was clearly an emergency**

Email and Messages:

Students are expected to regularly use their PLNU e-mail. The instructor will periodically send you information and updates via e-mail and/or canvas. Students must activate their PLNU e-mail account a week prior to the first class session if you are not currently using it.

Grading:

Students must earn 60% or more in the course to earn a passing grade of "D-".

Activity	Points	Percent
Weekly Discussion Questions and Online Discussion and Activity	105	11%
Reading Quizzes	130	13%
In Class / Homework Assignments [Individual]	150	15%
Personal Health App Team Project Case	240	24%
Course Project Report	135	14%
Final Exam	225	23%
Total	920	100%

Grading Scale:

The grading scale for the course, in percentages of the maximum points in class is:

A	92.50 - 100%	C	72.50 - 77.49%
A-	90.00 - 92.49%	C-	70.00 - 72.49%

B+	87.50 - 89.99%	D+	67.50 - 69.99%
B	82.50 - 87.49%	D	62.50 - 66.49%
B-	80.00 - 82.49%	D-	60.00 - 62.49%
C+	77.50 - 79.99%	F	0 - 59.99%

Credit Hour Information: Distribution of Student Learning Hours

In the interest of providing sufficient time to accomplish the stated course learning outcomes, this class meets the PLNU credit hour policy for a 4-unit class delivered over 7 weeks. Specific details about how the class meets the credit hour requirements can be provided upon request. It is anticipated that you will spend a minimum of 37.5 participation hours per credit hour in your course. The estimated time expectations for this course are shown below:

Activity	Hours
Reading and Online Quizzes	36
In-Class Meetings and Exams	28
In-Class Activities	18
Healthcare App Team Case Project	48
Project Plan Report	15
Exams Preparation	5
TOTAL	150

Late Homework/Classwork:

Reading Quizzes are not accepted late. If you fail to take the reading quiz before the due date/time, you will receive a zero for the quiz. Other assignments can be submitted late but will receive a 10% point deduction for

each day late (24 hour period after the due date/time). Late assignments will not be accepted more than four days late. No assignment will be accepted after the last day of class.

Technical Support:

Please contact IT Services (ITS) at 619-849-2222 for technical support if your account gets locked out or you need a password reset. If you call after hours (between 6 pm and 11 pm), and the matter is urgent, you may leave a voicemail message and mark the message as urgent. The on-call technician will respond to you within 30 minutes.

University Mission:

To Teach ~ To Shape ~ To Send

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

Department Mission:

The Mathematical, Information, and Computer Sciences department at Point Loma Nazarene University is committed to maintaining a curriculum that provides its students with the tools to be productive, the passion to continue learning, and Christian perspectives to provide a basis for making sound value judgments.

Attendance:

PLNU Attendance and Participation Policy:

Regular and punctual attendance at all class sessions is considered essential to optimum academic achievement. Therefore, regular attendance and participation in each course are minimal requirements.

If the student is absent for more than 10 percent of class sessions, the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university withdrawal date or, after that date, receive an “F” grade.

Students who anticipate being absent for an entire week of a course should contact the instructor in advance for approval and make arrangements to complete the required coursework and/or alternative assignments assigned at the discretion of the instructor. Acceptance of late work is at the discretion of the instructor and does not waive attendance requirements.

Refer to [Academic Policies](https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/)  [\(https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/\)](https://pointloma-public.courseleaf.com/aug-catalog/academic-general-policies/) for additional details.

Classroom Etiquette:

Students are expected to actively engage in an adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples include talking with other students during a presentation or when others are speaking, texting, gaming, internet browsing, or reading non-course related materials. All pagers, cellphones, and other electronic communication devices will be turned off at the

beginning of class. Tablets and computers are allowed in class for note-taking, quizzes, and lab purposes only, unless otherwise directed by the instructor. Arriving late and leaving early are strongly discouraged and disruptive to the class.

Respect other's opinions. Be considerate while your peers are speaking and actively engage them only when they have completed their point. Discourteous comments and side conversations will not be tolerated and will be addressed openly and directly by the instructor. Should a student's behavior become disruptive to the productivity of the course he/she will be asked to leave the classroom and not receive credit for attendance.

Academic Accommodations:

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities in accordance with the Americans with Disabilities Act (ADA). Students with disabilities may request course-related accommodations by contacting the Educational Access Center (EAC), located in the Bond Academic Center (EAC@pointloma.edu or 619-849-2533). Once a student's eligibility for an accommodation has been determined, the EAC will work with the student to create an Accommodation Plan (AP) that outlines allowed accommodations. Professors are able to view a student's approved accommodations through Accommodate.

PLNU highly recommends that students speak with their professors during the first two weeks of each semester/term about the implementation of their AP in that particular course. Accommodations are not retroactive so clarifying with the professor at the outset is one of the best ways to promote positive academic outcomes.

Students who need accommodations for a disability should contact the EAC as early as possible (i.e., ideally before the beginning of the semester) to ensure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC. Students cannot assume that because they had accommodations in the past, their eligibility at PLNU is automatic. All determinations at PLNU must go through the EAC process. This is to protect the privacy of students with disabilities who may not want to disclose this information and are not asking for any accommodations.

Artificial Intelligence (AI) Policy:

You are allowed to use Artificial Intelligence (AI) tools (e.g., ChatGPT, Gemini Pro 1.5, GrammarlyGo, Perplexity, etc) to generate ideas, but you are not allowed to use AI tools to generate content (text, video, audio, images) that will end up in any work submitted to be graded for this course. If you have any doubts about using AI, please gain permission from the instructor.

Some Tips About This Class:

- Set aside at least one to two hours each week to complete learning sessions.
- Quizzes and assignments can be redone as many times as you like. Maximize your points by redoing assignments that do not receive full credit.
- If you have a question, **ASK**.

Assignments-at-a-Glance

The course summary below lists our assignments and their due dates. Click on any assignment to review it.

Additional Syllabus Information

Additional PLNU policies and practices that apply to this course can be found [HERE](#) 

(<https://docs.google.com/document/d/1kWXiOwPBL5ErYmtZr3xIYH0T-ULM9Bs3kfv-axsWJH8/edit?usp=sharing>)

Course Summary:

Date	Details	Due
Sun Oct 26, 2025	 Week 01 Overview	to do: 11:59pm
Tue Oct 28, 2025	 Week 01 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219226) 	due by 6pm
Wed Oct 29, 2025	 CIT3034-21 FA23 - Project Management (https://canvas.pointloma.edu/calendar?event_id=174738&include_contexts=course_82868)	6pm to 10:15pm
Wed Oct 29, 2025	 Academic Honesty Verification Statement (https://canvas.pointloma.edu/courses/82868/assignments/1219212) 	due by 6pm
Wed Oct 29, 2025	 Signup for Personal Health App Project Groups	to do: 6pm
Sun Nov 2, 2025	 Chapter 01 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219215) 	due by 6pm
Sun Nov 2, 2025	 Chapter 02 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219204) 	due by 6pm
Sun Nov 2, 2025	 Week 02 Overview	to do: 11:59pm
Tue Nov 4, 2025	 Week 02 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219225) 	due by 6pm

Date	Details	Due
	 Chapter 03 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219209) 	due by 6pm
	 Chapter 04 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219210) 	due by 6pm
	 Chapter 13 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219214) 	due by 6pm
Wed Nov 5, 2025	 Ethics - System Reliability (https://canvas.pointloma.edu/courses/82868/assignments/1219229) 	due by 6pm
	 In Class / Homework Assignment Week 1 [Individual] (https://canvas.pointloma.edu/courses/82868/assignments/1219230) 	due by 6pm
	 Individual Project Report Initial Report (https://canvas.pointloma.edu/courses/82868/assignments/1219239) 	due by 6pm
Sun Nov 9, 2025	 Week 03 Overview	to do: 11:59pm
Tue Nov 11, 2025	 Week 03 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219224) 	due by 6pm
Wed Nov 12, 2025	 Chapter 05 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219218) 	due by 6pm
	 Chapter 06 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219207) 	due by 6pm

Date	Details	Due
	 In Class / Homework Assignment Week 2 [Individual] https://canvas.pointloma.edu/courses/82868/assignments/1219231 	due by 6pm
	 Personal Health App Team Project Case - Part 1. https://canvas.pointloma.edu/courses/82868/assignments/1219242 	due by 6pm
Sun Nov 16, 2025	 Week 04 Overview	to do: 11:59pm
Tue Nov 18, 2025	 Week 04 Question - Due 24 hours before class https://canvas.pointloma.edu/courses/82868/assignments/1219223 	due by 6pm
Wed Nov 19, 2025	 Chapter 07 Quiz https://canvas.pointloma.edu/courses/82868/assignments/1219220 	due by 6pm
	 Chapter 08 Quiz https://canvas.pointloma.edu/courses/82868/assignments/1219208 	due by 6pm
	 In Class / Homework Assignment Week 3 [Individual] https://canvas.pointloma.edu/courses/82868/assignments/1219232 	due by 6pm
	 Individual Project Report - Draft 1 https://canvas.pointloma.edu/courses/82868/assignments/1219236 	due by 6pm
	 Mid-Course Survey https://canvas.pointloma.edu/courses/82868/assignments/1219216 	due by 6pm
	 Personal Health App Team Project Case - Part 2. https://canvas.pointloma.edu/courses/82868/assignments/1219243 	due by 6pm
	 CIT3034-23 FA24 - Project Management	6:15pm to 6:45pm

Date	Details	Due
	 (https://canvas.pointloma.edu/calendar?event_id=174739&include_contexts=course_82868) 	
Sun Nov 23, 2025	 Week 05 Overview	to do: 11:59pm
Fri Nov 28, 2025	 Project Management Course Insights Discussion - Not accepted late (https://canvas.pointloma.edu/courses/82868/assignments/1219227) 	due by 11:59pm
	 Ethical Professionalism - Individual Response (https://canvas.pointloma.edu/courses/82868/assignments/1219228) 	due by 11:59pm
Sun Nov 30, 2025	 Watch and Review a real-life PM movie - Not accepted late (https://canvas.pointloma.edu/courses/82868/assignments/1219248) 	due by 11:59pm
	 Response Post Reminder	to do: 11:59pm
	 Week 06 Overview	to do: 11:59pm
Tue Dec 2, 2025	 Week 06 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219222) 	due by 6pm
Wed Dec 3, 2025	 Chapter 09 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219219) 	due by 6pm
	 Chapter 10 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219206) 	due by 6pm
	 In Class / Homework Assignment Week 4 [Individual] (https://canvas.pointloma.edu/courses/82868/assignments/1219233) 	due by 6pm
	 Personal Health App Team Project Case - Part 3.	due by 6pm

Date	Details	Due
	(https://canvas.pointloma.edu/courses/82868/assignments/1219244) 	
Sun Dec 7, 2025	 Week 07 Overview	to do: 11:59pm
Tue Dec 9, 2025	 Week 07 Question - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219221) 	due by 6pm
	 CIT3034-23 FA24 - Project Management (https://canvas.pointloma.edu/calendar?event_id=174737&include_contexts=course_82868)	6pm to 8pm
	 Chapter 11 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219217) 	due by 6pm
	 Chapter 12 Quiz (https://canvas.pointloma.edu/courses/82868/assignments/1219213) 	due by 6pm
Wed Dec 10, 2025	 In Class / Homework Assignment Week 6 [Individual] (https://canvas.pointloma.edu/courses/82868/assignments/1219234) 	due by 6pm
	 Individual Project Report - Draft 2 (https://canvas.pointloma.edu/courses/82868/assignments/1219237) 	due by 6pm
	 Personal Health App Team Project Case - Part 4. (https://canvas.pointloma.edu/courses/82868/assignments/1219245) 	due by 6pm
Sun Dec 14, 2025	 Week 08 Overview	to do: 11:59pm
Tue Dec 16, 2025	 Individual Project Report Presentation - Due 24 hours before class (https://canvas.pointloma.edu/courses/82868/assignments/1219240) 	due by 6pm

Date	Details	Due
	<p> In Class / Homework Assignment Week 7 [Individual] https://canvas.pointloma.edu/courses/82868/assignments/1219235</p> <p></p>	due by 6pm
	<p> Individual Project Report - Final https://canvas.pointloma.edu/courses/82868/assignments/1219238</p> <p></p>	due by 6pm
	<p> Official Course Evaluation https://canvas.pointloma.edu/courses/82868/assignments/1219241</p> <p></p>	due by 6pm
Wed Dec 17, 2025	<p> Personal Health App Team Project Case - Part 5 (with challenge addition of an OKR form). https://canvas.pointloma.edu/courses/82868/assignments/1219246</p> <p></p>	due by 6pm
	<p> Teamwork survey. https://canvas.pointloma.edu/courses/82868/assignments/1219247</p> <p></p>	due by 6pm
	<p> Individual Final Exam https://canvas.pointloma.edu/courses/82868/assignments/1219211</p> <p></p>	due by 10pm
	<p> Individual Final Exam part 2 - Limited Open Sources. AI is off-limits. https://canvas.pointloma.edu/courses/82868/assignments/1219205</p> <p></p>	due by 10pm