Course Syllabus

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Point Loma Nazarene University

CIT 3034 Project Management

Summer 2024- Hybrid (4 Credit Hours)

Time and Place: Thursday evenings 6:00 pm – 10:00 pm

                             Grossmont Community Collage, Building 34 Room 170

Instructor: Jason Sausser

                             jsausser@pointloma.edu   office: Online

Final Exam: Thursday, June 27, 2024

Office Hours: By Appointment

Students are welcome to contact me via e-mail 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.

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. Exams in the course must be taken using the host operating system. Taking the exam using on a Virtual Machine is prohibited unless instructed by the by the course instructor.**

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 <u>must</u> activate their PLNU e-mail account a week prior to the first class session if you are not currently using it.

Grading:

Activity	Points	Percent
Weekly Discussion Questions and Online Discussion	40	4%
Reading Quizzes	130	13%
In Class / Homework Assignments [Individual]	150	15%
Personal Health App Team Project Case	240	27%
Course Project Report	135	15%
Final Exam	225	25%
Total	**920**	**100%**

Grading Scale:

The grading scale for the course, in percentages of the maximum 1044 points, is:

A	92 - 100%	C	72 - 76.9%
A-	90 - 91.9%	C-	70 - 71.9%
B+	87 - 89.9%	D+	67 - 69.9%
B	82 - 86.9%	D	62 - 66.9%
B-	80 - 81.9%	D-	60 - 61.9%
C+	77 - 79.9%	F	0 - 59.9%

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:

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 for additional detail.

Synchronous Attendance/Participation Definition

For synchronous courses that have specific scheduled meeting times (including in-person, hybrid, and synchronous online courses), absences are counted from the first official meeting of the class regardless of the date of the student's enrollment. For courses with specific attendance requirements, those requirements are outlined in the course syllabus. Note: For synchronous courses with an online asynchronous week, refer to the Online Asynchronous Class Attendance policy listed below.

Online Asynchronous Attendance/Participation Definition

Students taking online courses with no specific scheduled meeting times are expected to actively engage throughout each week of the course. Attendance is defined as participating in an academic activity within the online classroom which includes, but is not limited to: ● Engaging in an online discussion ● Submitting an assignment ● Taking an exam ● Participating in online labs ● Initiating contact with faculty member within the learning management system to discuss course content Note: Logging into the course does not qualify as participation and will not be counted as meeting the attendance requirement.

For example: In a four-unit 8-week hybrid course, a student may be de-enrolled after missing five hours of in-person class time.

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.

Class Enrollment:

It is the student's responsibility to maintain his/her class schedule. Should the need arise to drop this course (personal emergencies, poor performance, etc.), the student has the responsibility to follow

through (provided the drop date meets the stated calendar deadline established by the university), not the instructor. Simply ceasing to attend this course or failing to follow through to arrange for a change of registration (drop/add) may easily result in a grade of F on the official transcript.

Academic Accommodations:

PLNU is committed to providing equal opportunity for participation in all its programs, services, and activities. 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 619-849-2486). Once a student's eligibility for an accommodation has been determined, the EAC will issue an academic accommodation plan ("AP") to all faculty who teach courses in which the student is enrolled each semester.

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 and/or if they do not wish to utilize some or all of the elements of their AP in that course.

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 assure appropriate accommodations can be provided. It is the student's responsibility to make the first contact with the EAC.

Academic Honesty:

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See Academic Policies in the Graduate and Professional Studies Catalog for definitions of kinds of academic dishonesty and for further policy information.

Artificial Intelligence (AI) Policy:

You are allowed to use Artificial Intelligence (AI) tools (e.g, ChatGPT, iA Writer, Marmot, Botowski) 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.

SEXUAL MISCONDUCT AND DISCRIMINATION:

Point Loma Nazarene University faculty are committed to helping create a safe learning environment for all students. If you (or someone you know) have experienced any form of sexual discrimination or misconduct, including sexual assault, dating or domestic violence, or stalking, know that help and support are available through the **Title IX Office (https://www.pointloma.edu/title-ix)** . Please be aware

that under Title IX of the Education Amendments of 1972, it is required to disclose information about such misconduct to the Title IX Office.

If you wish to speak to a confidential employee who does not have this reporting responsibility, you can contact Counseling Services at **counselingservices@pointloma.edu (mailto:counselingservices@pointloma.edu)** or find a list of campus pastors at the **Title IX Office | Get Help Now (https://www.pointloma.edu/title-ix/get-help-now)**

Etiquette and Behavior:

Students are expected to actively and positively engage in the adult learning environment. Behaviors that disrupt the classroom environment and interfere with the learning of others are prohibited. Examples of disruptive behavior include talking with other students during a presentation or when others are speaking, texting, gaming, internet browsing, or reading non-course related materials. All cell phones and other electronic communication devices will be turned off at the beginning of class. Tablets and computers are allowed in class for note-taking purposes only, unless otherwise directed by the instructor. Should a student's behavior become disruptive to the productivity of the course they will be asked to leave the classroom and not receive credit for attendance.

In the online environment, students are expected to also be actively and positively engaged in an adult learning environment and consider the complexities of engaging in discussions in an online environment. Disagreeing with each other and engaging in debates about ideas is encouraged to better understand each other's ideas and perspectives. Such discussions should never involve personal comments, offensive or inappropriate language, or either aggressive or passive aggressive verbiage.
Students who wish to share feedback about the course, program, PLNU, or any administration, faculty, or staff should not do so within course discussions, assignments, or projects and should meet one-on-one with the professor or program director. A classroom or an online learning environment is not the proper place to discuss feedback about the university or any university representatives.

Persons not enrolled in the course are not permitted to be present in class. This policy includes family/friends of students and potential students.
When working with PLNU staff, faculty and administrators, and other students, students are expected to communicate and act respectfully. Any aggression or disrespect to any party may result in up to and including suspension from PLNU. See Academic Behavior Policy in the Graduate and Professional Studies Catalog for definitions of behaviors and further policy information.

Copyright Protected Materials:

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

Course Summary:

Date	Details	Due
Thu May 9, 2024	📝 **Install and Test Course Software** [(https://canvas.pointloma.edu/courses/75463/assignments/1030920)](https://canvas.pointloma.edu/courses/75463/assignments/1030920)	due by 11:59pm
Fri May 10, 2024	💬 **Project Management Course Welcome Discussion** [(https://canvas.pointloma.edu/courses/75463/assignments/1030906)](https://canvas.pointloma.edu/courses/75463/assignments/1030906)	due by 11:59pm
	📄 **Signup for Personal Health App Project Groups**	to do: 11:59pm
Sun May 12, 2024	📄 **Response Post Reminder**	to do: 11:59pm
Wed May 15, 2024	💬 **Week 02 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030905)](https://canvas.pointloma.edu/courses/75463/assignments/1030905)	due by 6pm
Thu May 16, 2024	🚀 **Chapter 01 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030894)](https://canvas.pointloma.edu/courses/75463/assignments/1030894)	due by 6pm
	🚀 **Chapter 02 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030891)](https://canvas.pointloma.edu/courses/75463/assignments/1030891)	due by 6pm
Wed May 22, 2024	💬 **Week 03 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030904)](https://canvas.pointloma.edu/courses/75463/assignments/1030904)	due by 6pm
Thu May 23, 2024	🚀 **Chapter 03 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030896)](https://canvas.pointloma.edu/courses/75463/assignments/1030896)	due by 6pm
	🚀 **Chapter 04 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030893)](https://canvas.pointloma.edu/courses/75463/assignments/1030893)	due by 6pm
	🚀 **Chapter 13 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030890)](https://canvas.pointloma.edu/courses/75463/assignments/1030890)	due by 6pm
	📝 **Ethics - System Reliability**	due by 6pm

Date	Details	Due
	[(https://canvas.pointloma.edu/courses/75463/assignments/1030908)](https://canvas.pointloma.edu/courses/75463/assignments/1030908)	
	📝 **In Class / Homework Assignment Week 2 [Individual]** [(https://canvas.pointloma.edu/courses/75463/assignments/1030909)](https://canvas.pointloma.edu/courses/75463/assignments/1030909)	due by 6pm
	📝 **Individual Project Report Draft** [(https://canvas.pointloma.edu/courses/75463/assignments/1030918)](https://canvas.pointloma.edu/courses/75463/assignments/1030918)	due by 6pm
Wed May 29, 2024	💬 **Week 04 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030903)](https://canvas.pointloma.edu/courses/75463/assignments/1030903)	due by 6pm
	🚀 **Chapter 05 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030887)](https://canvas.pointloma.edu/courses/75463/assignments/1030887)	due by 6pm
	🚀 **Chapter 06 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030886)](https://canvas.pointloma.edu/courses/75463/assignments/1030886)	due by 6pm
Thu May 30, 2024	📝 **Individual Project Report - Draft 1** [(https://canvas.pointloma.edu/courses/75463/assignments/1030915)](https://canvas.pointloma.edu/courses/75463/assignments/1030915)	due by 6pm
	📝 **Personal Health App Team Project Case - Part 1.** [(https://canvas.pointloma.edu/courses/75463/assignments/1030922)](https://canvas.pointloma.edu/courses/75463/assignments/1030922)	due by 6pm
	📝 **In Class / Homework Assignment Week 3 [Individual]** [(https://canvas.pointloma.edu/courses/75463/assignments/1030910)](https://canvas.pointloma.edu/courses/75463/assignments/1030910)	due by 11:59pm
Wed Jun 5, 2024	💬 **Week 05 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030902)](https://canvas.pointloma.edu/courses/75463/assignments/1030902)	due by 6pm
Thu Jun 6, 2024	🚀 **Chapter 07 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030898)](https://canvas.pointloma.edu/courses/75463/assignments/1030898)	due by 6pm
	🚀 **Chapter 08 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030885)](https://canvas.pointloma.edu/courses/75463/assignments/1030885)	due by 6pm
	📝 **In Class / Homework Assignment Week 4 [Individual]**	due by 6pm

Date	Details	Due
	[(https://canvas.pointloma.edu/courses/75463/assignments/1030911)](https://canvas.pointloma.edu/courses/75463/assignments/1030911)	
	🚀 **Mid-Course Survey** [(https://canvas.pointloma.edu/courses/75463/assignments/1030889)](https://canvas.pointloma.edu/courses/75463/assignments/1030889)	due by 6pm
	📝 **Personal Health App Team Project Case - Part 2.** [(https://canvas.pointloma.edu/courses/75463/assignments/1030923)](https://canvas.pointloma.edu/courses/75463/assignments/1030923)	due by 6pm
Wed Jun 12, 2024	💬 **Week 06 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030901)](https://canvas.pointloma.edu/courses/75463/assignments/1030901)	due by 6pm
	🚀 **Chapter 09 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030892)](https://canvas.pointloma.edu/courses/75463/assignments/1030892)	due by 6pm
	🚀 **Chapter 10 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030895)](https://canvas.pointloma.edu/courses/75463/assignments/1030895)	due by 6pm
Thu Jun 13, 2024	📝 **Ethics - Ethical Professionalism** [(https://canvas.pointloma.edu/courses/75463/assignments/1030907)](https://canvas.pointloma.edu/courses/75463/assignments/1030907)	due by 6pm
	📝 **In Class / Homework Assignment Week 5 [Individual]** [(https://canvas.pointloma.edu/courses/75463/assignments/1030912)](https://canvas.pointloma.edu/courses/75463/assignments/1030912)	due by 6pm
	📝 **Personal Health App Team Project Case - Part 3.** [(https://canvas.pointloma.edu/courses/75463/assignments/1030924)](https://canvas.pointloma.edu/courses/75463/assignments/1030924)	due by 6pm
Wed Jun 19, 2024	💬 **Week 07 Question - Due 24 hours before class** [(https://canvas.pointloma.edu/courses/75463/assignments/1030900)](https://canvas.pointloma.edu/courses/75463/assignments/1030900)	due by 6pm
Thu Jun 20, 2024	🚀 **Chapter 11 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030899)](https://canvas.pointloma.edu/courses/75463/assignments/1030899)	due by 6pm
	🚀 **Chapter 12 Quiz** [(https://canvas.pointloma.edu/courses/75463/assignments/1030897)](https://canvas.pointloma.edu/courses/75463/assignments/1030897)	due by 6pm
	📝 **In Class / Homework Assignment Week 6 [Individual]**	due by 6pm

Date	Details	Due
	(https://canvas.pointloma.edu/courses/75463/assignments/1030913)	
	📝 **Individual Project Report - Draft 2** (https://canvas.pointloma.edu/courses/75463/assignments/1030916)	due by 6pm
	📝 **Personal Health App Team Project Case - Part 4.** (https://canvas.pointloma.edu/courses/75463/assignments/1030925)	due by 6pm
Wed Jun 26, 2024	📝 **Individual Project Report Presentation - Due 24 hours before class** (https://canvas.pointloma.edu/courses/75463/assignments/1030919)	due by 6pm
	📝 **In Class / Homework Assignment Week 7 [Individual]** (https://canvas.pointloma.edu/courses/75463/assignments/1030914)	due by 6pm
	📝 **Individual Project Report - Final** (https://canvas.pointloma.edu/courses/75463/assignments/1030917)	due by 6pm
	📝 **Official Course Evaluation** (https://canvas.pointloma.edu/courses/75463/assignments/1030921)	due by 6pm
Thu Jun 27, 2024	📝 **Personal Health App Team Project Case - Part 5.** (https://canvas.pointloma.edu/courses/75463/assignments/1030926)	due by 6pm
	📝 **Teamwork survey** (https://canvas.pointloma.edu/courses/75463/assignments/1030927)	due by 6pm
	🚀 **Final Exam** (https://canvas.pointloma.edu/courses/75463/assignments/1030888)	due by 10pm