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Information Technology (IT) and Project Management

RUTGERS UNIVERSITY
School of Business

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1. COURSE DESCRIPTION:

Information technology (IT) is an important driver and enabler of the dramatic transformation of the business landscape. This course is designed to provide future managers with a fundamental understanding of the key IT issues for effective decision making on IT initiatives and investments, and manage the IT assets of an organization. Both managerial and technical aspects of IT management are discussed. Case studies and hands-on assignments reinforce the concepts and current business practices.

2. COURSE OBJECTIVES:

Upon completion of prescribed work for this course, the student should be able:

General objectives:

- To define a project and differentiate projects from routine operations.
- To apply an objective priority system to project selection and portfolio management.
- To understand estimating project times and costs are the foundation for project planning and control.
- To illustrate approaches for risk identification, analysis, and assessment in project management.
- To contrast the differences between time and resource constrained projects.
- To demonstrate an understanding of heuristic methods for scheduling resource constrained projects.
- To introduce multi-project resource scheduling.
- To understand how to use the critical path to reduce project duration.
- To explain alternative methods for crashing activities.
- To understand how organizations track project performance.
- To be able to develop a project reporting system that will ensure project control and progress.
- To identify the major elements of a project review.

Technological fluency objectives:

- To be able to use common business software (e.g., Excel) to analyze and solve business problems.
- To be able to effectively use communication technology (e.g., PowerPoint) to communicate with the stakeholders.
- To be able to effectively use a project management software (e.g., Microsoft Project) for planning, designing, executing, monitoring, and controlling IT projects.
- To have a basic understanding about IT projects and can demonstrate this understanding by creating Gantt charts and network diagrams.
- To be able to create technically correct schedules, conceptualizes IT on an abstract level and understands the role of IT as a strategic tool.

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IT Literacy Evaluation Matrix

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Trait	**Technological fluency objectives**	Assessment Vehicle
Technological Fluency in IT Skills	⊕ To be able to use common business software (e.g., Excel) to analyze and solve business problems. ⊕ To be able to effectively use communication technology (e.g., PowerPoint) to communicate with the stakeholders. ⊕ To be able to effectively use a project management software (e.g., Microsoft Project) for planning, designing, executing, monitoring, and controlling IT projects.	Five sets of individual problems/assignments with Microsoft Excel, Microsoft PowerPoint, and a Project Management software (e.g., Microsoft Project) to assess **technological fluency in IT skills**
Technological Fluency in IT Concepts	⊕ To have a basic understanding about IT projects and can demonstrate this understanding by creating Gantt charts and network diagrams. ⊕ To be able to create technically correct schedules, conceptualizes IT on an abstract level and understands the role of IT as a strategic tool.	Five individual comprehensive case studies with Microsoft Excel, Microsoft PowerPoint, and a Project Management software (e.g., Microsoft Project) to assess **technological fluency in IT concepts**

3. RESOURCES:

Primary Textbook: **Project Management in Practice (**John Wiley and Sons)
                      Authors: Mantel, Meridith, Shafer, and Sutton
SecondaryTextbook: **Project Management: The Managerial Process (**McGraw Hill)
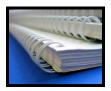   Authors: Erik Larson and Clifford Gray

Additional Resources are available at:

http://tavana.us/rutgers/   and   http://tavana.us/downloads/downloads.shtml

4. COURSE TOPICS and HYBRID SCHEDULE:

Date	Format	Topics and Requirements
Tuesday Sep 2, 2014	Face-to-Face	Course Overview
Tuesday Sep 9, 2014	Face-to-Face	Project Selection and Portfolio Management
Tuesday Sep 16, 2014	Face-to-Face	The Manager, the Organization, and the Team
Tuesday Sep 23, 2014	Online	Case Report 1
Tuesday Sep 30, 2014	Face-to-Face	Planning the Project
Tuesday Oct 7, 2014	Online	Case Report 2
Tuesday Oct 14, 2014	Face-to-Face	Budgeting the Project
Tuesday Oct 21, 2014	Online	Case Report 3
Tuesday Oct 28, 2014	Face-to-Face	Scheduling the Project
Tuesday Nov 4, 2014	Face-to-Face	Allocating Resources to the Project
Tuesday Nov 11, 2014	Online	Case Report 4
Tuesday Nov 18, 2014	Face-to-Face	Monitoring and Controlling the Project
Tuesday Nov 25, 2014	Holiday	Observe Thursday Schedule for Thanksgiving Holiday
Tuesday Dec 2, 2014	Face-to-Face	Evaluating and terminating the Project
Tuesday Dec 9, 2014	Online	Case Report 5
Tuesday Dec 16, 2014	Face-to-Face	Final Exam

5. COURSE REQUIREMENTS:

Case Reports (60% or 90%):

Five case reports each contributing to 12% of your final grade (with exam) or 18% of your final grade (without exam). All case reports should be prepared in PowerPoint.

Final Exam (30% of the Final Grade):

An optional final exam focusing on the course topics covered throughout the course.

Professionalism: (10% of the Final Grade):

To encourage development of professional habits 10% of your total grade is dedicated to professionalism.
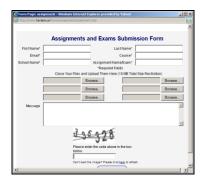
Professionalism: The majority of this class is engaged in full time employment or is seeking to enhance their employment opportunities. I would like to help you enhance your career by asking you to behave as you would in a professional setting. To do this, I suggest that you think of me as your manager, and our class sessions as regularly scheduled meetings. Following are some of the things that professionals would never do:

- *Miss a regularly scheduled meeting.* People can't always attend all meetings, but professional courtesy dictates informing the manager ahead of time when a conflict has arisen. If you do need to miss class due to a conflict, please send me an email or call me before class and leave a message on my voice mail system.
- *Arrive late for a meeting without explaining the circumstances ahead of time.* I expect you to be on time for class, not saunter in five or ten minutes late.
- *Leave early from a meeting, without explaining the circumstances ahead of time.* If you need to leave early, let me know beforehand.
- *Sleeping or being inattentive during a meeting.* Can you imagine someone sleeping during a meeting with his/her manager? In my professional experience, such behavior is never tolerated.
- *Being unprepared or being unwilling to participate in class and group discussions.* I expect you to come prepared for class and participate actively in class discussions and your group project.

To encourage development of professional habits I have based 10% of your total grade on professionalism. You will receive a maximum of 5 professionalism points per class - if you meet your manager's expectations. If you have an unexcused absence, you will not receive any professionalism points for that class. Similarly, point reductions will be taken if you *arrive late, leave early, sleep, or are unprepared/unwilling to participate.*

6. GRADING POLICY/PROCEDURE:

All assignments/cases/exams should be submitted through the following online submission system:

Grades are sent to the students through email using the following evaluation form:

Grading Criteria	0	1	2	3	4	5	6	7	8	9	10
Originality/Creativity											
Presentation											
Problem Description											
Complexity											
Solution											
Overall score											

The student earns points which will be calculated on a 100 point scale. There is no extra credit. The following are the cutoff points for each grade:

A	Indicates the demonstration of an outstanding level of competency	90.0-100
B+	Indicates the demonstration of a very good level of competency	86.0-89.9
B	Indicates the demonstration of a good level of competency	80.0-85.9
C+	Indicates the demonstration of an average level of competency	76.0-79.9
C	Indicates a below average and satisfactry level of competency	70.0-75.9
D	Indicates a marginally passable level of competency (undergraduate courses only)	60.0-69.9
F	Indicates failure to demonstrate a satisfactory level of competency	00.0-59.9

Please note that Rutgers-Camden does not give out "minus" grades and the grade of D is not a passing grade for graduate level courses. Students may only receive a C or better in graduate-level courses to complete the course with a passable garde.

Click Here to open and fill out your data sheet. Please return or email your completed data sheet to your instructor during the first week of classes.