

**52:623:302 Information Technology (IT) and Project Management**

Fall 2017

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Office: Mays Landing, NJ  
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**GENERAL**

**Course Description**

Information technology (IT) has become a vital and integral part of every business plan. From multi-national corporations to small business, IT plays an important role. With this in mind Project Management plays an important role in implementing IT projects along with any other business projects. In so many areas of our lives, we use project management without even realizing we are. Whether it's brushing your teeth or building a skyscraper, we all use project management every day in our lives. Initiating, planning, executing, monitoring/controlling and closing out every project requires some knowledge and expertise of what you are doing and will be more likely to get completed with a trained project manager. Project managers get things done from start to finish. This course is designed to provide future managers with a fundamental understanding of the key IT issues and successful project management strategies for effective decision making on IT or any other business initiatives and investments. Both managerial and technical aspects of IT and project management fundamentals are discussed. Case Study projects and hands-on assignments reinforce the concepts and current business practices.

**Course Materials**

Vaidyanathan, Ganesh. (2013) *Project Management: Process, Technology and Practice*. Pearson. ISBN-13: 978-0-13-280718-0

**Learning Goals/Objectives**

Upon completion of the course student should have understanding of these objectives:

1. To understand what Information Systems is and how it differs from Information Technology

2. To identify the role of Information Systems and its competitive advantage to business globally (social & mobile computing, ecommerce, cloud technology, Robotics, etc.)
3. To understand data and knowledge management systems
4. To understand ethical and privacy issues related to Information Management
5. To understand Information Security and what organizations are doing to protect against threats
6. To understand project and project management (leadership) skills
7. To learn to identify and select important project
8. To learn the importance of initiation phase: customer/partner relationship, project proposal, charter, scope, statement of work, etc.
9. To apply stages of the project management life cycle to real life project/case study
10. To identify stages of project plan: work breakdown structure, task, scheduling, resource utilization, reporting, etc.
11. To understand and resolve scheduling and resource utilization constraints in project plan
12. To understand Critical Path & Resource Leveling and what it means to the project plan
13. To learn reporting tools in Microsoft Project to track and control project progress through the life cycle
14. To understand the process involved in closing the project

Technical objectives:

1. To be able to use Microsoft Access to create simple database solution to understand the concept of relational database
2. To be able to effectively use communication technology (e.g., PowerPoint) to communicate with the stakeholders

**How to succeed in this course**

The material presented in class provides the essential backbone of the course. You are expected to:

- Read all text material assigned for each class
- Use PowerPoints as a guide for key concepts
- Follow instructions in all assignments
- Start assignments early and get feedback from the instructor
- Consult/meet with the professor immediately when you need help.

### Grading Breakdown

Test 1	100 points
Test 2	100 points
Test 3	100 points
Test 4	100 points
Discussions & Assignments (10) x 10 points each	100 points
<b>Total points</b>	<b>500 points</b>

### Grade Point Value Definition

- 450-500 points = A Highest grade (90% and above)
- 425-449 points = B+ Work of distinction (84.5% to 89.4%)
- 400-424 points = B Work of distinction (79.5% to 84.4%)
- 375-379 points = C+ Average work (74.5% to 79.4%)
- 350-374 points = C Average work (69.5% to 74.4%)
- 300-349 points = D Passing, but unsatisfactory (60% to 69.4%)
- 299 or less points = F Failure without credit (Below 60%)

### Course schedule

<b>Week-Date</b>	<b>Topic and Readings</b>	<b>Assignment</b>
1 – 9/4/17	Chapter 1 – Project Management	Discussion 1
2 – 9/11/17	Chapter 2 – Process and Methods	Assignment 1
3 – 9/18/17	Chapter 3 – Project Management Tools	Discussion 2
4 – 9/25/17	Test I on Chapters 1-3 Chapter 4 – Project Initiation	Assignment 2
5 – 10/2/17	Chapter 5 – Planning	Discussion 3
6 – 10/9/17	Chapter 6 – Risk Management	Assignment 3
7 – 10/16/17	Test II on Chapters 4-6	None
8 – 10/23/17	Chapter 7 – Quality and Performance	Discussion 4
9 – 10/30/17	Chapter 8 – Scheduling	Assignment 4
10 – 11/6/17	Test III on Chapters 7-9 Chapter 9 – Resourcing, Costing and Control	Discussion 5
11 – 11/13/17	Chapter 10 – Project Closure	Assignment 5
12 - 11/20/17	Chapter 11 – Project Organizational Structures	None
13 – 11/27/17	Chapter 12 – Project Success	None
14 – 12/4/17	Test IV on Chapters 10-12	None
15 – 12/11/17	Last day of semester is 12/13/17	None

## **Class Policies**

1. Students are expected to participate in every online discussion.
2. Duties related to your employment, travel, family, do not provide an acceptable excuse for missed assignments or examinations.
3. All tests are allotted an 11-day window to take. **Makeup tests will not be granted for any reason.**
4. Late submissions of both assignments and discussions will be penalized by 10% per day
5. All discussion posts are to be entered into the dialogue box provided. They will NOT be graded if posted as an attachment.
6. Homework assignments will be uploaded as .doc or .docx files exclusively. Any other file type submissions will not be graded.

## **Email Communications**

Use the **intranet mail feature in Canvas for ALL course communications**. Emails to my .edu account will not receive immediate attention.

## **Discussion assignment procedures**

1. Posts will be entered into the dialog box provided for the discussion. DO NOT upload your post as an attachment as it will not receive credit value.
2. Discussion postings will be evaluated for both form (grammar, spelling, sentence structure) and content (accuracy, completeness, appropriateness). Think of your posts as “mini essays.”
3. Posts should be approximately 250 words. This is a guideline only. I will not count the words.
4. Primary discussion postings (your post) will be due on or before the Friday following the assignment week. For example, Discussion 1 is open on 9/4 and will be due on 9/7.
5. Secondary discussion postings (your responses to two other students’ posts) will be due no later than the Monday of the week following the primary post.
6. All references must be cited in your posts using APA standards. A full reference list will be required at the end of your post.

## **128GENERAL RUTGERS UNIVERSITY POLICES**

### **Academic Integrity**

Policy found at <http://academicintegrity.rutgers.edu/academic-integrity-at-rutgers>.

***Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University.*** Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you must:

- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

**If there are questions on how to comply, please contact Mary Flaherty in the Rutgers-Camden Dean of Students office: [marykreb@camden.rutgers.edu](mailto:marykreb@camden.rutgers.edu) or contact the appropriate Associate Dean or Area Head at the School of Business.**

**Student Code of Conduct** <http://studentconduct.rutgers.edu/university-code-of-student-conduct>

Violations of the Student Code of Conduct are considered serious infractions of student behavior and subject to penalties relative to the level of the matter. Students may not disturb normal classroom procedures by distracting or disruptive behavior. Examples of disruptive behavior include, but are not limited to, the following:

- Repeatedly leaving and entering the classroom without authorization
- Answering cellular phone or allowing pager to beep
- Making loud or distracting noises
- Repeatedly speaking without being recognized, interrupting the instructor or other students, or otherwise acting in disregard of the instructor's requests

Violations of the code should be reported to the Dean of Students office [deanofstudents@camden.rutgers.edu](mailto:deanofstudents@camden.rutgers.edu) or 856-225-6050.

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

### **Disability Services**

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation:

<https://ods.rutgers.edu/students/documentation-guidelines>.

If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the Office of Disability Services web site at:

<https://ods.rutgers.edu/students/registration-form>.

**Ajeenah Nuriddin-Little**

(856) 225-2722

Rutgers-Camden Disability Services:

Rutgers-Camden Learning Center

Armitage Hall, Room 240

311 North Fifth Street, Camden, NJ 08102-1405

Web page: <https://learn.camden.rutgers.edu/disability-services>

E-mail: [Ajeenah.nuriddin-little@camden.rutgers.edu](mailto:Ajeenah.nuriddin-little@camden.rutgers.edu)

## Important Administrative Dates

**Tuesday, September 5, 2017** – First day of Fall 2017 semester

**Tuesday, September 12, 2017**– Last day to drop a class **without a “W”** (this can be done through WebReg)

**Tuesday, November 14, 2017** – Last day to withdraw from one or all classes with a “W”. (This can be done through WebReg) For more information, see the registrar’s website <http://registrar.camden.rutgers.edu/>

**Thursday, November 23 – Sunday, November 26, 2017** – Thanksgiving recess

**Wednesday, December 13, 2017** – Last day of classes

**Friday, December 15 – Friday, December 22, 2017** - Final Exam Period

**NOTE: Change in designation of class days for Fall 2017:**

**Tuesday, November 21, 2017 OBSERVE THURSDAY SCHEDULE**

**Wednesday, November 22, 2017 OBSERVE FRIDAY SCHEDULE**