

School of Information Management

BITT301 IT PROJECT MANAGEMENT

Trimester Two 2008

COURSE OUTLINE

Name and Contact Details

Course Co-ordinator and Lecturer: Peter Metham
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Office Hours: tba

Trimester Dates

Monday 7 July to Saturday 8 November 2008.

Class Times and Room Numbers

Lectures: Tuesday and Thursday, 12:00-12:50, Venue: HMLT104
Tutorials: Weeks 2-12: Wednesdays 11:00-11:50pm, CO333

Course Objectives

1. Students gain an appreciation of the importance of good project management and its importance to improving the success of information technology projects
2. Students acquire a detailed knowledge of the nine project management knowledge areas referred to in the Project Management Body of Knowledge (PMBOK)
3. Students acquire a knowledge of project management process groups and the project life cycle
4. Students understand the tools and practices associated with those knowledge areas and process groups and can use them effectively.
5. Students become proficient in the use of Microsoft Project software

Course Content and Schedule:

Wk	Focus and Topics covered	Readings	When assignments are to be complete.
1	Course details and arrangements Introduction to Project Management	Chapter 1	
2	Project Scope Management	Chapter 5	
3	Project Time Management	Chapter 6 Appendix A	Part 1
4	Project Cost Management	Chapter 7 Appendix A	
5	Project Quality Management	Chapter 8	Part 2
6	Project Human Resource Management / Mid course test	Chapter 9	
--Mid Trimester Break--			
7	Project Communication Management	Chapter 10	Part 3 (MS Project Test)
8	Project Risk Management	Chapter 11	
9	Project Procurement Management	Chapter 12	Part 4
10	Project Integration Management	Chapter 4	
11	The Project Management and Information Technology Context	Chapters 2, 3	Part 5
12	Summing up/ Conclusion		

Notices: This schedule may change during the course; any changes will be communicated via Blackboard.

Expected Workload

Students are expected to spend about ten hours a week on this course. This should include two hours per week for lectures, one hour for tutorials, about two hours for assignment work and five hours for reading of the text, revision, preparation and other activities.

Readings

SET text: Schwalbe, Kathy. *Information Technology Project Management, Fifth edition*, Course Technology (ISBN 1-4239-0145-2). Available at Victoria University Bookshop.

Other books are recommended in Blackboard.

Assessment Requirements

Item	Weight	Description	Due
Tutorial performance	10%	Preparing for, attending and participating in tutorials. Note: It is mandatory to attend a minimum of 7 tutorials. Also note that attending the minimum number will result in a grade no better than "C" for this component, i.e. 5/10.	
Assignment: Part 1	5%	Project initiation, scope and WBS	Week 3
Part 2	5%	Time and Cost	Week 5
Part 3	5%	MS Project Test (Mandatory)	Week 7
Part 4	5%	Quality, HR, Communication & Risk	Week 9
Part 5	5%	Procurement & Integration	Week 11
Assignment Sub Total	25%	The actual assessment of the assignments may be done with a test at the start of the first lecture in the week specified as the due date. A clear marking scheme with more precise details will be provided for each assignment during the course.	
Mid term test (1hr)	25%	Covers all aspects of the course up to the mid term break.	
Final Exam (2hr)	40%	Covers the whole course. Closed book. A "D" minimum is mandatory.	
TOTAL	100%		

Students with examinations are obliged to be present at university until the end of the examination period. Examination dates for trimester two: Friday 17 October to Saturday 8 November 2008.'

Penalties

In keeping with standards of professionalism appropriate to this programme, it is expected that deadlines will be honoured. In fairness to students who complete work on time, work submitted after the due time and date will incur penalties for lateness. The penalty is up to 20% of the assignment's grade per day (or part thereof) late. Unusual or unforeseeable circumstances (e.g. serious illness, family bereavement) may lead to a waiver of this penalty but needs to be discussed with the course coordinator as soon as possible.

Mandatory Course Requirements:

You are required to attend all course sessions, read assigned materials, and contribute to discussions.

In addition to the usual requirement of achieving at least a "C" overall in order to pass this course you must also:

- Obtain at least a "D" grade in the final examination, and,

- Demonstrate proficiency (to the course co-ordinator or the tutor) in the use of MS Project by successfully completing a test while attending a lab session, and,
- Attend at least seven tutorials.

Please note that an attendance register will be kept for both lectures and tutorials.

Communication of Additional Information

Additional information will be communicated via Blackboard.

FCA Addendum to Course Outlines.

Please refer to the Addendum on Blackboard for information regarding: Faculty of Commerce and Administration Offices, General University Policies and Statutes, Student and Staff Conduct, Academic Grievances, Academic Integrity and Plagiarism, Students with Impairments, Student Support, Manaaki Pihipihinga - Maori and Pacific Mentoring Programme (Faculty of Commerce and Administration).