

School of Information Management

INFO 231 Management of IT Projects

Trimester 1 2015

COURSE OUTLINE

Names and Contact Details

		Room	Email / Telephone	Contact
Course Coordinator	David Johnstone	RH 431	david.johnstone@vuw.ac.nz Ph. (04) 463-5877	Please email for an appointment
Lecturer	Senay Saglam	RH 415	senay.saglam@vuw.ac.nz Ph. (04) 463-5266	
Lecturer	Balsam Al-Dabbagh	RH 419	balsam.aldabbagh@vuw.ac.nz Ph. (04) 463-7436	
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Course Information

Lectures: Tuesdays 12:40 – 14:30 in **RHLT2** (Rutherford House) or **GBLT1** (Government Buildings)

Trimester Dates: Monday 2 March – Tuesday 9 June 2015

Prescription

A detailed examination of IT project management including scheduling, monitoring and control techniques, and using automated tools. Students will gain an appreciation of IT risk management, change management strategies for internal and external stakeholders, and social and cultural issues arising in multi-country project team environments.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before **Friday, 13th March 2015**.
2. The standard last date for withdrawal from this course is **Friday, 15th May, 2015**. After this date, students forced to withdraw by circumstances beyond their control must apply for permission on an *'Application for Associate Dean's Permission to Withdraw Late'*, including supporting documentation. The application form is available from either of the Faculty's Student Customer Service Desks or online.

Course Delivery

Course delivery is based around lectures, class discussions, tutorials and material presented through Blackboard.

Readings

The compulsory textbook for this course is *Information Technology Project Management*, by Jack Marchewka (2012), 4th edition, Wiley. The text is available in hard copy from Vic Books (\$175.99), and in soft copy directly from Wiley (for AUS \$50, or approx. NZ \$52). Note that the soft copy can be kept for as long as the student wishes (unlike previous publisher deals where ownership only lasted for a fixed time).

Students can purchase the Soft Copy/eText via this direct link:

<http://au.wiley.com/WileyCDA/WileyTitle/productCd-EHEP002094.html#purchase>

You need to simply click on 'Purchase Options' or scroll to the bottom of the screen and click 'Buy' under the eText option.

Course Schedule (Note: it is possible the schedule may change)

Date	Topic		Reading:	Tutorials
3 Mar	Topic 1	Introduction and the nature of IT projects Conceptualising & initialising the IT project	Ch 1, 2	No tutorial
10 Mar	Topic 2	IT project infrastructure	Ch 3	Topic 1
17 Mar	Topic 3	Managing IT project & product scope	Ch 5	Topic 2
24 Mar	Topic 4	IT project environment	Ch 4	Topic 3
31 Mar	Topic 5	Work breakdown structures & project estimation	Ch 6	No tutorial
Mid-trimester break				
21 Apr	Topic 6	Managing IT project schedule & budget	Ch 7	Topic 5
28 Apr	Topic 7	IT project risk management	Ch 8	Topic 6
5 May	Topic 8	Outsourcing and procurement	Ch 12	Topic 7
12 May	Topic 9	Communication, tracking & reporting	Ch 9	Topic 8
19 May	Topic 10	Managing organisational change, resistance & conflict	Ch 11	Topic 9
26 May	Topic 11	IT project quality management	Ch 10	Topic 10
2 Jun	Topic 12	Leadership & ethics IT project implementation, closure & evaluation	Ch 13, 14	Topic 11

Mandatory Course Requirements

Students must obtain an overall course mark of 50 or better, but do not necessarily have to achieve this for each individual assessment.

If you cannot complete an assignment, please refer to www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Course Learning Objectives

Objective	On completion of this course, students will be able to:
a	Assess IT projects using appropriate techniques & tools
b	Apply risk management tools to IT projects
c	Identify and evaluate change management issues in IT projects
d	Develop a change management strategy

Tutorials

Students are required to register for one 1-hour tutorial. The opportunity to sign up for tutorials will begin after the Tuesday lecture in Week 1 (3 March). Please sign up for a tutorial session by 5pm, Sunday as tutorials will start in Week 2. The tutorial signup system is called S-cubed (see <https://signups.victoria.ac.nz/> for details). Instructions are available on Blackboard.

There are 10 weeks of tutorials (there will be no tutorials in Weeks 1 and 5). For each of these weeks, tutorial exercises will be posted on Blackboard, and students will be required to submit their answers to the tutorial exercises through Blackboard by the Monday (by 23:59) of that tutorial week. Each submission is worth 1% of your final grade.

IMPORTANT: Students will not be awarded their mark for a tutorial submission unless they also attend and participate in that tutorial for that week.

Assessment

The Assessment Handbook will apply to all VUW courses. See:

<http://www.victoria.ac.nz/documents/policy/staff-policy/assessment-handbook.pdf>.

1. Weekly Tutorials (10%) Learning Objectives: a, b, c, d

Due: Mondays before the tutorial by 23:59 (i.e. before midnight)

[NOTE: This only applies to those weeks when tutorials are being run]

2. Case Study 1 (20%) Learning Objectives: a

Due: 8/4/2015 by 23:59 (i.e. before midnight)

You will be provided a case study to analyse the content covered in Chapters 1-4.

3. Case Study 2 (35%) Learning Objectives: a, b

Due: 15/5/2015 by 23:59 (i.e. before midnight)

You will be provided a case study to analyse the content covered in Chapters 6-8 and 12.

4. Case Study 3 (35%) Learning Objectives: a, b, c, d

Due: 9/6/2015 by 23:59 (i.e. before midnight)

You will be provided a case study to analyse the content covered in Chapters 9-11.

Use of Turnitin:

Student work provided for assessment in this course may be checked for academic integrity by the electronic search engine <http://www.turnitin.com>. Turnitin is an on-line plagiarism prevention tool which compares submitted work with a very large database of existing material. A copy of submitted materials will be retained on behalf of the University for detection of future plagiarism, but access to the full text of submissions will not be made available to any other party.

Extensions and Penalties

Extensions

Personal extensions are granted only in special circumstances and supporting evidence such as a medical certificate may be requested by the course coordinator or SIM undergraduate support team.

Non-extendable assessments. For some work, such as: lab projects, case discussion preparation, and tutorial preparation there is no possibility of late submission as the opportunity for the work to be completed has already passed.

Penalties

The penalty for late submission of work without a prior extension arrangement is a reduction of 10% of the available marks per calendar day late up to 5 days after the due date. A calendar day begins at midnight.

At the course coordinator's discretion, work handed in after 5 days may be assessed and feedback provided, but no grade will be assigned.

Quality Assurance Note to Students

Your assessed work may also be used for quality assurance purposes, such as to assess the level of achievement of learning objectives as required for accreditation and academic audit. The findings may be used to inform changes aimed at improving the quality of VBS programmes. All material used for such processes will be treated as confidential, and the outcome will not affect your grade for the course.

Class Representative

A class representative will be elected in the first class, and that person's name and contact details made available to VUWSA, the course coordinator and the class. The class representative provides a communication channel to liaise with the course coordinator on behalf of students.

Expected Workload

Students are expected to work 150 hours for this course. Times will vary for individuals, but the following breakdown presents one estimate of how that time may be broken down:

Attending classes: 24 hours (2 hours each for 12 classes)

Attending tutorials:..... 10 hours (1 hour each for 10 tutorials)

Preparing assignments: 56 hours

Readings, study and tutorial preparation: 60 hours (5 hours each week)

Communication of Additional Information

Face-to-face, email and blackboard are the primary communication devices for this course.

Student Feedback

Student feedback on University courses may be found at:

www.cad.vuw.ac.nz/feedback/feedback_display.php

Note that this is a new course, and so no feedback for past offerings is available.

Link to General Information

For general information about course-related matters, go to:

<http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>
