

School of Information Management

INFO 231 MANAGEMENT OF IT PROJECTS

Trimester 1, 2016

COURSE OUTLINE

Prescription

A detailed examination of IT project management including scheduling, monitoring and control techniques, and the use of 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.

Course Learning Objectives

On completion of the course students will be able to:

1. Assess IT projects using appropriate techniques and tools
2. Apply risk management tools to IT projects
3. Identify and evaluate change management issues in IT projects
4. Develop a change management strategy

Trimester Dates

From Monday 29 February to Friday 3 June.

Withdrawal from Course

1. Your fees will be refunded if you withdraw from this course on or before Friday 11th March 2016.
2. The standard last date for withdrawal from this course is Friday 13th May 2016. 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](#).

Names and Contact Details

	Staff	Contact details	Room	Office Hours
Course Coordinator & Lecturer	Assoc. Prof. Val Hooper	val.hooper@vuw.ac.nz 04-463-5020	RH525	By appointment
Lecturer	Prof. Anne Goulding	anne.goulding@vuw.ac.nz 04-463-5887	RH425	By appointment
SIM Undergraduate Support Team	Anette Klaassen Duncan Inkster	simstudents@vuw.ac.nz 04-463-6998	RH 521	Mon-Fri 10am-4pm or by appointment

Class Times and Room Numbers

Lectures: Mondays: 12:40 – 14:30 Lecture theatre RHLT1

Tutorials: tba

Tutorial Signups

Students will be required to sign up for a 1-hour tutorial. There will be 10 weeks of tutorials (Weeks 2-10). Tutorial options will be made available in Week 1. Please sign up during that week – and not later than 5pm on Sunday 6 March as tutorials will begin in Week 2.

Sign up via myAllocator <https://student-sa.victoria.ac.nz/>

Course Delivery

The following schedule indicates the topic of the lecture of each week and when deliverables are due.

Class	Date	Topic	Readings	Deliverables
1	29 February	Introduction The nature of IT projects	Ch 1	
2	7 March	Project methodologies and processes The business case and measurable value	Ch 2 Ch 3	
3	14 March	Project planning: the project infrastructure	Ch 4	Tutorial assignment 1
4	21 March	Project planning: scope and work breakdown structure	Ch 5	
Break				
5	4 April	Project planning: the schedule and budget	Ch 6	Tutorial assignment 2
6	11 April	Managing project risk	Ch 7	Case study 1
7	18 April	Managing organizational change, resistance and conflict	Ch 11	Tutorial assignment 3
Break				
8	2 May	Managing project stakeholders and communication	Ch 8	Case study 2
9	9 May	Managing project quality	Ch 9	Tutorial assignment 4
10	16 May	Leading the project team	Ch 10	Tutorial assignment 5
11	23 May	Project completion	Ch 12	
12	30 May	Test	Chs 1-12	Test

Readings

The compulsory textbook for this course is

Marchewka, J.T. (2015). Information Technology Project Management. 5th ed. Wiley,

The textbook is available in hard copy from Vic Books and in soft copy via this Wiley webpage:

<http://au.wiley.com/WileyCDA/WileyTitle/productCd-EHEP003176.html>.

Wiley eText will provide you with lifetime access to the content.

Expected Workload

Students are expected to put in 150 hours of work for this course. Although times will vary amongst individuals, the following is a rough guideline as to time allocation:

Class attendance.....24 hrs (2 hrs each for 12 classes)
Tutorial attendance.....10 hrs (1 hr each for 10 tutorials)
Case preparation.....60 hrs
Reading, study and tutorial preparation.....56 hrs

Assessment

The Assessment Handbook will apply to all VUW courses: see

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

Assignment	Description	Specifications	%	Addresses CLOs	Due
Tutorial assignments	Tutorial exercises pertaining to some aspect(s) of each fortnight's tutorials*	tba	15	1-4	Weeks of: 14 March 4 April 18 April 9 May 16 May
Case study 1	The case, illustrating some aspect(s) of project planning and risk management, will be distributed at least 2 weeks before the due date.	2,000 words	25	1,2	11 April
Case study 2	The case, illustrating some aspect(s) project management, will be distributed at least 2 weeks before the due date.	2,000 words	25	3,4	2 May
Test	The test will cover the material of the whole course.	2 hrs	35	1-4	30 May

*There will be 10 weeks of tutorials (Weeks 2-11). Every second week of tutorials will require an assignment submission. Tutorial exercises will be posted on Blackboard, and students will be required to submit their completed exercises through Blackboard by 12 noon of the Sunday of the relevant tutorial week. Each exercise is allocated 3% of the total course mark.

If you cannot complete an assignment or sit a test or examination, refer to

www.victoria.ac.nz/home/study/exams-and-assessments/aegrotat

Penalties

The penalty for late submission of work without a prior extension arrangement is a reduction of 10% of the available marks each calendar day, starting from the due date and time, up to 5 days after the due date. At the course coordinator's discretion, work handed in after 5 days may be assessed and feedback provided, but no grade will be assigned.

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.

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. At the discretion of the Head of School, handwritten work may be copy-typed by the School and submitted to Turnitin. 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.

Student feedback

Last year the feedback ratings for this course was generally good. However, average scores accommodate both the more positive and the more negative comments and care has been taken to foster favourable practices while addressing the less favourable.

Student feedback on University courses may be found at www.cad.vuw.ac.nz/feedback/feedback_display.php.

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.

Communication of Additional Information

The primary means of communication will be face-to-face, via e-mail and via Blackboard.

Link to general information

For general information about course-related matters, go to <http://www.victoria.ac.nz/vbs/studenthelp/general-course-information>

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.
