

**BADM 429/529 Project Management
Fall 2004 (3 Credits)
(Please read this syllabus carefully and completely)**

Course Description:

Project Management covers such topics as project scope, project requirements, estimation of time requirements, identification and evaluation of resources, budgets, risks, task lists, interdependencies, and critical milestones. In addition, the course covers project implementation issues such as conducting phase reviews, securing needed resources, managing the control process, and reporting project status.

Class Time and Room: Section U015, Thursday 6:00 – 9:00 PM, Patterson129

Instructor: Bijay Naik, Ph.D.
Office: Patterson 115
Phone: (605) 677-5290 Dean's Office: (605) 677-5455
E-Mail: bnai@usd.edu (please write BADM 429/529 as the first entry in the subject line when you send me an e-mail)

Office Hours: 5:00 - 6:00 PM Thursday
By appointment at other times

Text Book: Information Technology Project Management, 3rd Edition, 2004
Authors: Kathy Schwalbe
Publisher: Course Technology
ISBN: 0-619-15984-7

Grading Policy:

Final letter grades will be assigned based on total points accumulated by students. Students should obtain at least 90% for an A, 80% for a B, 70% for a C, and 60% for a D. Term papers of the Graduate students (BADM 529) will be graded more rigorously and will be held to a higher standard. The exams for graduate students will have a slightly different format. The instructor will explain the difference prior to the exams.

Exam-1	100 (125 for BADM 529)
Exam-2	100 (125 for BADM 529)
Exam-3	100 (125 for BADM 529)
Paper & Presentation	75 (100 for BADM 529)
Project	<u>75</u>
Total Points	450 (550 for BADM 529)

Learning Objectives:

1. Learn how to apply nine project management knowledge areas, viz., project integration, scope, time, cost, quality, human resource, communications, risk, and procurement management to IT projects.
2. Learn how to apply five process groups, viz., initiating, planning, executing, controlling, and closing to IT projects.
3. Learn to use the leading project management software Microsoft Project.
4. Gain hands-on experience in project management by doing a group project.
5. Reinforce research skills and written communication skills through a research paper.
6. Reinforce presentation skills through a class presentation.

Attendance Policy:

Attendance will be taken during each scheduled class meeting. Excessive unexcused absences in the class will be penalized according to the attendance policy of the School of Business (reproduced next).

School of Business Attendance Policy

1. Individual instructors may modify this policy, but must inform the students at the beginning of semester of all modifications (the modifications are placed within parentheses).
2. Class attendance will be taken each class period.
3. There is no penalty for cuts up to one more than the number of credit hours for the course (For a BADM 429/529 class meeting once a week on Thursdays, the number of allowed absences without penalty is 1).
4. The course grade is reduced two percentage points (six percentage points for BADM 429/529 since it meets once a week) for each cut in excess of the limit set in #3 above, but not more than double that limit (i.e. 2 class meetings for BADM 425/529).
5. Any student with more than double the number of cuts indicated in #3 above (i.e. 2 class meetings) will be dropped from the course (at the discretion of the instructor). Students will be notified in writing before being dropped.

(The following part of the policy is added by the instructor:

Absences due to extraordinary situations and emergencies may be excused at the discretion of the instructor if discussed with him in advance and/or supported by appropriate documents.)

Plagiarism Policy:

Plagiarism is defined as using the words and/or ideas of another representing them to be your own, without proper credit to the author or source. Whether intentional or unintentional, plagiarism will result, at a minimum, in a grade of zero for that assignment. Since it is impossible to evaluate a plagiarized paper, no credit can be given. However, at the discretion of the instructor, a student may be allowed to rewrite and resubmit the assignment for credit.

Disability Services:

Students must be registered with Disability Services (Please call 677-6389) to request accommodations. Students who are registered with Disability Services are encouraged to contact the instructor personally to make alternative arrangements as needed.

Course Schedule:

Chapters 1 through 12 of the text book will be covered in this course.

Date	Chapter/Activity	Topic
09/02/04	1	Introduction to project management
	2	The project management and information technology context
09/09/04	3	The project management process groups: A Case Study
	4	Project integration management
09/16/04	5	Project scope management
09/23/04	6	Project time management
09/30/04	7	Project cost management
10/07/04	8	Project quality management
10/14/04	9	Project human resource management
10/21/04	10	Project communications management
10/28/04	11	Project risk management
11/04/04	12	Project procurement management
11/11/04	No Class (Veterans Day)	
11/18/04	Paper due, paper presentation	
11/25/04	No Class (Thanksgiving)	
12/02/04	Project due, project presentation	
12/09/04	Course wrap-up and evaluation	

Other Items:

Detailed instructions for the paper & presentation, and the group project will be given through separate handouts.

Waiver Program (For BADM 429 Students only):

This course is available to students who have been accepted into the School of Business. If you have not yet been accepted or are taking this course for other reasons, you must complete a waiver form and submit it to the Student Services Center by **Wednesday, September 8**. If there are problems relating to your enrollment in the course, you will be notified by **Thursday, September 9**. If you have not submitted a waiver form by **Wednesday, September 8**, you may be dropped from the course at your own expense. Waiver forms are available in the Student Services Center (Patterson 104). (Accepted graduate students taking courses as prerequisites or electives are excluded from the waiver program.)

Mission Statement of the School of Buiness:

“We are a community of scholars and practitioners committed to superior undergraduate and graduate business programs accredited by AACSB International. We emphasize excellence in teaching, promote intellectual exchange and development, and advocate continuous learning reflecting a dynamic global environment. Our services deliver value to our students, the university, business disciplines, and society.”

Please Note Carefully: Any aspect of the course not covered in this syllabus and any subsequent changes made to the syllabus will be announced in the class.