ITT Technical Institute

PM4795

Project Management and Administration – Information Technology Option

Capstone Project

Onsite and Online Course

SYLLABUS

Credit hours: 4.5

Contact/Instructional hours: 60 (30 Theory Hours, 30 Lab Hours)

Prerequisite(s) and/or Corequisite(s):

Prerequisites: Completion of a minimum of 171 credits earned in the program of study including PM4540 Managing Software Development Projects or equivalent

Course Description:

This is a project course, designed to combine elements of courses in the program, in which students develop and present a formal, detailed and comprehensive project management plan. A formal written document and presentation are required.

COURSE SUMMARY

COURSE DESCRIPTION

This is a project course, designed to combine elements of courses in the program, in which students develop and present a formal, detailed and comprehensive project management plan. A formal written document and presentation are required.

MAJOR INSTRUCTIONAL AREAS

1. Integration of Initiating and Planning Process Groups
2. Activities in Project Initiation
3. Activities in Project Planning
4. Integration of Executing, Monitoring and Controlling, and Closing Process Groups
5. Activities in Project Execution
6. Activities in Project Monitoring and Controlling
7. Activities in Project Closing

COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Create an effective project charter.
2. Create a comprehensive project plan.
3. Create documentation to define stakeholder roles and responsibilities.
4. Create a project proposal for the project sponsor.
5. Create a project execution plan.
6. Create outputs for monitoring and controlling Process Groups.
7. Document the process and plan needed to close a project.

8.

COURSE OUTLINE

MODULE 1: INITIATING THE PROJECT

COURSE LEARNING OBJECTIVES COVERED

- Create an effective project charter.
- Create a comprehensive project plan.
- Create documentation to define stakeholder roles and responsibilities.
- Create a project execution plan.

TOPICS COVERED

- Identifying Project Scope
- Project Budgeting
- Identifying Project Resources
- Establishing Project Schedule
- Defining Roles and Responsibilities

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 3 (Sections 3.3–3.4) • Chapter 4 (Sections 4.1–4.3) • Chapter 5 (Sections 5.1–5.3) • Chapter 7 (Sections 7.1–7.3) • Chapter 9 (Section 9.2)	No	4.5 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Discussion: Participate in the discussion titled "Managing Project Requirements."	Yes	N/A
Project: Read and begin the project.	No	2 hr

Total Out-Of-Class Activities: 8 Hours

MODULE 2: PROJECT SCOPE AND TIME

COURSE LEARNING OBJECTIVES COVERED

- Create a comprehensive project plan.
- Create documentation to define stakeholder roles and responsibilities.
- Create a project execution plan.
- Create outputs for monitoring and controlling Process Groups.

TOPICS COVERED

- Resource Planning
- Establishing the Critical Path
- Communication Planning
- Status Monitoring
- Project Reporting

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 5 (Sections 5.1–5.6) • Chapter 6 (Sections 6.1–6.7) • Chapter 10 (Section 10.1) • Chapter 11 (Sections 11.1–11.4)	No	6.5 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled "Schedule Planning."	Yes	N/A
Analysis: Submit the analysis titled "Change Control and Requirements Management."	Yes	3 hr
Project Components 1: Submit Project Component Part 1 titled "Project Charter."	Yes	2 hr
Project Components 2: Submit Project Component Part 2 titled "Project Plan."	Yes	3 hr

Total Out-Of-Class Activities: 16.5 Hours

MODULE 3: RISK MANAGEMENT

COURSE LEARNING OBJECTIVES COVERED

- Create a comprehensive project plan.
- Create a project proposal for the project sponsor.
- Create a project execution plan.
- Create outputs for monitoring and controlling Process Groups.

TOPICS COVERED

- Identifying Risks
- Planning Risk Management
- Performing a Qualitative Risk Analysis
- Performing a Qualitative Risk Analysis: Outputs

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 4 (Sections 4.2–4.4) • Chapter 9 (Sections 9.3–9.4) • Chapter 11 (Sections 11.1–11.6)	No	4 hr
Reading: ITT Tech Virtual Library> Basic Search> • "Risk Management in Project Portfolios Is More Than Managing Project Risks: A Contingency Perspective on Risk Management" • "Impact of Project Success Factors in Managing Software Projects in India: An Empirical Analysis" • "Do We Truly Understand Project Risk?" • "The Business of Risk Management" "	No	4 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled "Directing and Managing Project Work."	Yes	N/A
Essay: Submit the essay titled "Project Status."	Yes	3 hr

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Project Components: Submit Project Component Part 3 titled "Risk Management Plan."	Yes	6 hr

Total Out-Of-Class Activities: 19 Hours

MODULE 4: PROJECT COMMUNICATION

COURSE LEARNING OBJECTIVES COVERED

- Create a comprehensive project plan.
- Create documentation to define stakeholder roles and responsibilities.
- Create a project execution plan.
- Create outputs for monitoring and controlling Process Groups.

TOPICS COVERED

- Developing a Communication Plan
- Integration Planning
- Establishing Monitoring and Controlling Processes

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 10 (Sections 10.1–10.3) • Chapter 13 (Section 13.2)	No	5 hr
Reading: ITT Tech Virtual Library> Basic Search> • "Relationships Between Project Complexity and Communication" • "The Development of Thai Learners' Key Competencies by Project-Based Learning Using ICT" • "Managing Knowledge on Communication and Information Flow in Global Software Projects" • "Interweaving Trust and Communication with Project Performance"	No	4 hr
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled "Sponsor Interaction."	Yes	N/A
Essay: Submit the essay titled "Communication Channels."	Yes	3 hr
Project Components: Submit Project Component Part 4 titled "Communication Plan."	Yes	6 hr

Total Out-Of-Class Activities: 20 Hours

MODULE 5: PROJECT QUALITY MANAGEMENT

COURSE LEARNING OBJECTIVES COVERED

- Create a comprehensive project plan.
- Create documentation to define stakeholder roles and responsibilities.
- Create a project execution plan.
- Create outputs for monitoring and controlling Process Groups.

TOPICS COVERED

- Managing Scope Change
- Quality Planning and Management
- Tracking and Reporting Progress

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 3 (Sections 3.5–3.6) • Chapter 4 (Sections 4.1–4.5) • Chapter 5 (Section 5.6) • Chapter 6 (Section 6.7) • Chapter 7 (Section 7.4) • Chapter 8 (Sections 8.1–8.3) • Chapter 12 (Sections 12.3) • Chapter 13 (Sections 13.3)	No	8 hr
Reading: ITT Tech Virtual Library> Basic Search> • "Quality Management and Performance: An Annotated Review" • "Quality Control Based on Risk Management—A Concept Whose Time Has Arrived" • "The Influence of Total Quality Management on Risk Identification and Non-Financial Performance Measures: An Italian-Based Empirical Analysis" • "A Knowledge Management Based Approach to Quality	No	4 hr

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Management for Large Manufacturing Organizations"		
Lesson: Study the lesson for this module.	No	2 hr
Discussion: Participate in the discussion titled "Quality Risk."	Yes	N/A
Analysis: Submit the analysis titled "Efficient Marketing Plan."	Yes	3 hr
Project Components: Submit Project Component Part 5 titled "Quality Plan."	Yes	6 hr

Total Out-Of-Class Activities: 23 Hours

MODULE 6: PROJECT CLOSURE

COURSE LEARNING OBJECTIVES COVERED

- Document the process and plan needed to close a project.

TOPICS COVERED

- Capturing Lessons Learned
- Final Project Reporting
- Project Documentation

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
Reading: ITT Tech Virtual Library> Basic Search> *A Guide To The Project Management Body Of Knowledge (PMBOK® Guide)>* • Chapter 3 (Section 3.7) • Chapter 4 (Section 4.6) • Chapter 12 (Section 12.4)	No	1.5 hr
Lesson: Study the lesson for this module.	No	1.5 hr
Discussion: Participate in the discussion titled "Checklists and Project Closure."	Yes	N/A
Final Project Plan: Submit the final project plan titled "Project Closure Report."	Yes	7 hr

Total Out-Of-Class Activities: 10 Hours

EVALUATION AND GRADING

EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Project Components	20%
Final Project Plan	30%
Analysis	20%
Essay	20%
Discussion	10%
TOTAL	100%

GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE		PERCENTAGE
A	(4.0)	90–100%
B+	(3.5)	85–89%
B	(3.0)	80–84%
C+	(2.5)	75–79%
C	(2.0)	70–74%
D+	(1.5)	65–69%
D	(1.0)	60–64%
F	(0.0)	<60%

LEARNING MATERIALS AND REFERENCES

REQUIRED RESOURCES

COMPLETE TEXTBOOK PACKAGE

None issued.

OTHER ITEMS

- Project Management Institute. (2013). *A guide to the project management body of knowledge (PMBOK® Guide) (5th ed.). Newtown Square, PA: Project Management Institute.*

  To access the *PMBOK® Guide, log on to the ITT Tech Virtual Library and search with the keywords "PMBOK fifth edition."*
- Virtual machine to support Android Studio, Microsoft Visual Studio, Windows SDK, and Windows Phone SDK
- Students will be required to have the external USB hard drive to host the virtual machines specifically required for this program.
- Microsoft Office
- Microsoft Visio*

* This software title is available for download from ITT Technical Institute's DreamSpark software download site. For more information, please review the DreamSpark Implementation Guide, available at the ITT Technical Institute Student Portal> Resources> Download Center.

RECOMMENDED RESOURCES

- Books and Professional Journals
  - Kliem, R. L. (2004). *Leading high performance projects, Baca Raton, FL: J. Ross Publishing, Inc.*
  - Verma, V. K. (1997). *The human aspects of project management: Managing the project team (vol. 3). Newtown Square, PA: Project Management Institute.*

- Professional Associations
  - American Society for the Advancement of Project Management: http://www.asapm.org/
  - International Association of Project & Program Managers: http://www.iappm.org/
  - International Project Management Association: http://ipma.ch/
  - International Research Network on Organizing by Projects: http://www.irnop.org/
  - National Management Association: http://nma1.org/
  - PM Network: http://www.pmi.org/
  - Project Management Journal: http://www.pmi.org/Knowledge-Center/Publications-Project-Management-Journal.aspx
  - ProjectsAtWork: http://www.projectsatwork.com/
- ITT Tech Virtual Library (accessed via Student Portal | https://studentportal.itt-tech.edu)
  - Basic Search>
    - Anderson, M. (2014). Quality control based on risk management - A concept whose time has arrived. *Clinical Leadership & Management Review, 28(2), 18-21 4p.*
    - Bhoola, V. (2015). Impact of Project success factors in managing software projects in India: An empirical analysis. *Business Perspectives & Research, 3(2), 109-125.*
    - Cabano, S. L. (2004). Do we truly understand project risk?. *AACE International Transactions, 1.*
    - Cheung, S. O., Yiu, T. W., & Lam, M. C. (2013). Interweaving trust and communication with project performance. *Journal of Construction Engineering & Management, 139(8), 941-950.*
    - Costantini, A., & Zanin, F. (2015). The influence of total quality management on risk identification and non-financial performance measures: an Italian-based empirical analysis. *International Journal Of Management Cases, 17(4), 73-87.*
    - Ebrahimi, M., & Sadeghi, M. (2013). Quality management and performance: An annotated review. *International Journal of Production Research, 51(18).*
    - Garstenauer, A., Blackburn, T., & Olson, B. (2014). A knowledge management based approach to quality management for large manufacturing organizations. *Engineering Management Journal, 26(4), 47-58.*

- Lindberg, A. (2006). *Ethics in business: Ethics are increasingly important for corporations. American Management Association/Human Resources Institute.*
- Phillips, J. (2004). *CAPM certified associate in project management all-in-one exam guide. Emeryville, CA: McGraw-Hill/Osborne.*
- Rawls Fine, A. (2015). The Business of Risk Management. (cover story). *District Administration, 51(8), 39.*
- Senescu, R. R., Aranda-Mena, G., & Haymaker, J. R. (2013). Relationships between project complexity and communication. *Journal of Management in Engineering, 29(2), 183-197.*
- Soparat, S., Arnold, S. R., & Klaysom, S. (2015). The development of Thai learners' key competencies by project-based learning using ICT. *Online Submission.*
- Stapel, K., & Schneider, K. (2014). Managing knowledge on communication and information flow in global software projects. *Expert Systems, 31(3), 234-252.*
- Teller, J., Kock, A., & Gemünden, H. G. (2014). Risk management in project portfolios is more than managing project risks: A contingency perspective on risk management. *Project Management Journal, 45(4), 67-80.*

INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as critical thinking, team discussions, comprehensive skills assessment, and teamwork. Your progress will be regularly assessed through a variety of assessment tools including discussion, essay, analysis, project components, and final project plan.

OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

(End of Syllabus)