CLASS HOURS & LOCATION:
Mondays 5:45 – 9:00PM
Lewis Center Room 1308
25 E. Jackson Blvd. Chicago

INSTRUCTOR:
Qiang Fitzgerald
Telephone: 312.925.8070 Email: qfitzger@depaul.edu
Office: DPC 6056 Office hours: By appointment

COURSE OVERVIEW:
This course introduces the fundamental knowledge of project management in an IT organization, and develops basic skills of a project manager. Upon completion of this course, a student should have obtained skills to develop, control and manage IT projects.

COURSE OBJECTIVES:

Learn the common vocabulary within the project management profession
- Project management in the context of IT organizations
- The role of an IT project manager
- Career path for project management profession

Learn the key knowledge areas that project managers must develop
- Four core knowledge areas lead to specific project objectives (scope, time, cost, and quality)
- Four facilitating knowledge areas are the means through which the project objectives are achieved (human resources, communication, risk, and procurement management)
- The one knowledge area (project integration management) that affects and is affected by all of the other knowledge areas

Learn the key tools and techniques essential to project managers
- Project charter, scope statement, and work breakdown structure.
- Business case financial, project management plan, requirement matrix
- Gantt charts, network diagrams, critical path analysis, critical chain scheduling (time)
- Cost estimates
- Risk register

COURSE MATERIALS:
Text Book: Project Management Body of Knowledge 5th Edition – available on DePaul books
Other supplemental materials and templates will be posted on D2L. Please check new materials on D2L on a regular basis.
## COURSE SCHEDULE:

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Home Work Due</th>
<th>Reading</th>
<th>Classroom Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>WK 1</td>
<td>3/30</td>
<td>Introduction to the course and Project Management</td>
<td>Installation of software</td>
<td>PMBOK Ch. 1 &amp; 2</td>
<td>Self-introductions</td>
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<tr>
<td>WK 2</td>
<td>04/06</td>
<td>Project Management Processes and Project Integration Management</td>
<td>Come up with group project ideas</td>
<td>PMBOK Ch. 3 &amp; 4; OHIO SIS Project Charter</td>
<td>Group project discussions: systems &amp; requirements</td>
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<tr>
<td>WK 3</td>
<td>04/13</td>
<td>Scope Management</td>
<td>HW #1</td>
<td>PMBOK Ch. 5</td>
<td>Create WBS for group project in MS Project</td>
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<tr>
<td>WK 4</td>
<td>04/20</td>
<td>Time Management and Scheduling</td>
<td>HW #2</td>
<td>PMBOK Ch. 6</td>
<td>Refine project requirements; Complete WBS with resource and time assignments</td>
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<tr>
<td>WK 5</td>
<td>04/27</td>
<td>Project Management Plan</td>
<td>HW #3</td>
<td>Read through the Project Management Plan on D2L</td>
<td>Create an activity list from MS Project; Start work on Project Management Plan</td>
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<tr>
<td>WK 6</td>
<td>05/04</td>
<td>Min-term Exam</td>
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<tr>
<td>WK 7</td>
<td>05/11</td>
<td>Cost Management and Estimating</td>
<td>Project #1</td>
<td>PMBOK Ch. 7</td>
<td>MS Project, Cost Management</td>
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<tr>
<td>WK 8</td>
<td>05/18</td>
<td>Quality Management</td>
<td>HW #4</td>
<td>PMBOK Ch. 8</td>
<td>MS Project</td>
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<tr>
<td>WK 9</td>
<td>05/25</td>
<td>Risk Management</td>
<td>Project #2</td>
<td>PMBOK Ch. 11</td>
<td>MS Project</td>
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<tr>
<td>WK 10</td>
<td>06/01</td>
<td>HR and Communications</td>
<td>Project #3</td>
<td>PMBOK Ch. 9 &amp; 10</td>
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<tr>
<td>WK 11</td>
<td>06/08</td>
<td>Final Exam</td>
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## COURSE GRADING:

<table>
<thead>
<tr>
<th>Components</th>
<th>Weight</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Homework (4 assignments)</td>
<td>20%</td>
<td>20 (5 each)</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
<td>10</td>
</tr>
<tr>
<td>Mid-term Exam</td>
<td>15%</td>
<td>15</td>
</tr>
<tr>
<td>Final Exam</td>
<td>30%</td>
<td>30</td>
</tr>
<tr>
<td>Group Projects (3)</td>
<td>25%</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
<td><strong>100</strong></td>
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</tbody>
</table>
**Classroom Participation and Activities:**

The course consists of many hands-on classroom exercises, including extensive use of MS Project 2013. There is a classroom PC for each student, with the software installed. You will work in small groups to compose project plans, business requirement and project budget using given templates.

Students are expected to participate in class discussions and activities to

1. Share your learning from assigned readings and classroom lectures
2. Demonstrate your interest in the topic
3. Contribute to the learning of the whole class by sharing your experiences
4. Practice communicating your ideas effectively

Reading assignments are due before the beginning of each class. Inquiries on homework assignments and projects should be communicated in a timely manner, either in class or via email. Seeking clarifications the day before an assignment is due is not accepted.

**Homework:**

Assignments will be discussed at the end of each class and posted on D2L. The assignments should be submitted in the drop box by 5:45 pm on Mondays of the following class. Late homework receives half of the graded points. Homework submitted more than 2 days late will not be graded.

**Group Projects:**

There will be three project assignments. The project deliverables will be submitted individually based on your group work. The project groups will be assigned in the second week.

- **Project 1** – Create a Project Management Plan and MS Project Plan
- **Project 2** – Create a MS Excel Cost Estimate, a Project Status Report, and update PMP
- **Project 3** – Create a Risk Register, update PMP

Templates for these projects will be posted on D2L.

**Mid-term Exam:**

The exam will consist of multiple choice questions, multi-part problems, and short answer responses. More details will be discussed in classes before the exams.

**Final Exam Project:**

The final exam will be in the form of a take home individual project that requests students to utilize all the skills and knowledge learned during the class lecture, homework, and group projects. The details of the project will be published during the class in Week 10.