



Degree Applicable
Effective Quarter: Fall 2010

I. Catalog Information

CIS 79 **Managing Technology Projects** **4 1/2 Unit(s)**

Advisory: English Writing 211 and Reading 211 (or Language Arts 211), or English as a Second Language 272 and 273.

Four hours lecture, one and half hour laboratory.

(Also listed as Business 88. Student may enroll in either department, but not both, for credit.)

Introduction to the theory and practice of the design and management of technology projects, including planning, performing, and monitoring of projects. Subjects explored are estimating costs and schedules, analyzing client expectations, guiding diverse groups of people toward a common goal, while earning a profit. Use of common software packages for project management.

II. Course Objectives

- A. Plan projects with performance in mind
- B. Determine and fulfill the expectations of the client
- C. Complete the steps of a technology project
- D. Internalize the project lifecycle
- E. Master the systematic approach to project design and management
- F. Identify risks in a project
- G. Role-play management functions, project staffing, and project organizations
- H. Integrate concepts into practical examples
- I. Laboratory: Use Systems and Applications Software

III. Essential Student Materials

None

IV. Essential College Facilities

Access to a microcomputer with suitable software (operating system, word processor, project management software and Internet connection)

V. Expanded Description: Content and Form

- A. Plan projects with performance in mind**
 - 1. What is a project?
 - 2. How to organize a project
 - a. Administratively
 - b. Technically
 - 3. Estimate costs and schedules accurately at the beginning of a project
 - 4. How to evaluate a project
 - 5. Earning profit so other projects can be pursued
- B. Determine and fulfill the expectations of the client**
 - 1. Impart theoretical and practical knowledge to new team members
 - 2. Guide different function groups toward a common goal
- C. Complete the steps of a technology project**
 - 1. Idea
 - 2. Applied Research
 - 3. Design
 - 4. Development
 - 5. Marketing
 - 6. Production
 - 7. Sales and Distribution
- D. Internalize the project lifecycle**
 - 1. Phases of a Project
 - 2. Project Activities
- E. Master the systematic approach to project design and management**
 - 1. Describe the four phases of a systematic approach to project design
 - 2. Identify the phases in Case Studies
- F. Identifying risks in a project**
 - 1. Schedule and money available
 - 2. Complexity of the project
 - 3. Skills of the team
 - 4. Type of technical and administrative assistance required
- G. Role-play management functions, project staffing, and project organizations**
 - 1. Understand the work breakdown structure and establish project responsibilities

2. Describe and use various reports for specifications
 3. Know modeling and system design methodology
- H. Integrate concepts into practical examples
1. Exploring case studies
 2. Applying concepts learned to project scenarios
- I. Laboratory: Use Systems and Applications Software
1. Use a project management product, such as Project
 2. Use an Internet browser, such as Internet Explorer or Netscape
 3. Use a word processing product, such as Word
 4. Use a presentation product, such as Power Point
 5. Integrated use of these products

VI. Assignments

- A. Required Reading from the text
- B. Application software
1. Initiate a project
 2. Map out various stages of a project
 3. Work in teams sharing project information
- C. Term project of several pages, based on various aspect of project management.

VII. Methods of Instruction

Lecture and visual aids
Discussion of assigned reading
Discussion and problem solving performed in class
Collaborative projects
Laboratory experience which involve students in formal exercises of data collection and analysis
Laboratory discussion sessions and quizzes that evaluate the proceedings weekly laboratory exercises

VIII. Methods of Evaluating Objectives

- A. Successful completion of application software assignments
- B. Participation in classroom role-play activities
- C. Team work on case studies
- D. One or more midterms
- E. Final examination
- F. Completion of term project

IX. Texts and Supporting References

A. Examples of Primary Texts and References

1. Phillips, Joseph. "IT Project Management". Columbus, OH: Pearson Education, 2003.

B. Examples of Supporting Texts and References

1. Thomke, Stefan H. "Managing Product and Service Development". Boston, MA: McGraw-Hill/Osborne, 2007.
2. Billows, Richard. "Essential of Project Management". Hampton Group, Inc, 2003.
3. Billows, Richard. "Manging Information Technology Projects". Hampton Group, Inc, 2003.
4. Hall, Earl, and Johnson, Juliane. "Integrated Project Management". Columbus, Ohio: Prentice Hall, 2003.
5. Laboratory Manual: "The Microsoft Manual for Project".

X. Lab Topics

Requirement Analysis and Product Design
Project lifecycle
Project Design and Management
Usage of Application Software