Course Description

Capstone project course resulting in the completion and delivery of the first phases of a faculty approved project. Includes readings in project management and practice with project management software.

Prerequisites

Completion of all required courses except ITC 4780, Information Technology Evaluation and Implementation II

Course Textbook


Course Learning Objectives

Upon completion of this course, students should be able to:

1. Justify the use of tools and techniques used in project management including Gantt charts and project network diagrams.
2. Identify the components of the project management life cycle and the information systems development life cycle, and the reasons for project failure and project success.
3. Examine the characteristics of a project team and the factors that influence team performance, including theories of motivation, leadership, and power.
4. Assess how communication planning, information distribution, performance reporting, and administrative closure are used to enhance project success.
5. Explain the project initiation process and scope planning and their importance to project success.
6. Create an overview of project scheduling and project scheduling techniques, including its importance and the challenges associated with it.
7. Summarize the importance of managing project resources, and explain their effect on project duration.
8. Apply project resource management tools and techniques for managing project time.
9. Analyze the budgeting process and its effect on IT strategy and value.
10. Explain the processes of project procurement management, contract administration, project execution, project control and project closure.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Unit Learning Objectives**: Each unit contains Unit Learning Objectives that specify the measurable skills and knowledge students should gain upon completion of the unit.
2. **Written Lectures**: Each unit contains a Written Lecture, which discusses lesson material.
3. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook. Supplemental Readings are provided in Units I-VII to aid students in their course of study.
4. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided in Unit VIII to aid students in their course of study.
5. **Key Terms:** Key Terms are intended to guide students in their course of study. Students should pay particular attention to Key Terms as they represent important concepts within the unit material and reading.

6. **Unit Assessments:** This course contains six Unit Assessments, one to be completed at the end of Units I, II, IV, VI, VII, and VIII. Assessments are composed of written response and/or multiple choice questions.

7. **Unit Assignments:** Students are required to submit for grading Unit Assignments in Units I-VII. Specific information and instructions regarding these assignments are provided below.

8. **Course Project:** Students are required to submit for grading a Course Project in Unit VIII. Specific information and specifications regarding this assignment is provided below.

9. **Ask the Professor:** This communication forum provides you with an opportunity to ask your professor general or course content related questions.

10. **Student Break Room:** This communication forum allows for casual conversation with your classmates.

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**Unit Assignments**

**IT Project Plan Overview**

A key part of this ITC 4760 course is an Information Technology (IT) Project. A completed project document will describe:

- An information system (chosen by the student),
- What the system will include (determined by the student), and
- Details of the work required to build the system (specified by the student).

Development of the project material will be incremental. Unit assignments will build upon each other for the development of one final project. Consolidation of the unit increments will be during the final unit of the course. The result will be a Word document to be submitted in Unit VIII, which is the first phase of the IT project.

The completed ITC 4760 project document will be input to the continuation of project assignments in the ITC 4780 course. Unit assignments in the ITC 4780 course will expand and modify the project document of this course and will be the second phase of the personal project. Consolidation of the ITC 4760 project material, and the ITC 4780 material, will comprise the completed IT personal project.

Since time, size, complexity, and resources are limited for the personal IT Project, you should choose a system with the following characteristics:

- familiar
- simple
- small
- has information available

The idea of the project is to gain experience in project management. The best way to do this is to choose a familiar system. Then, project management receives all the available time rather than learning a new system.

*Click [here](#) to refer to the IT Project Plan as a guide.

**Unit I Assignment**

**IT Project Title Page, Part 1 (25 points):** Create a Word document of a Title Page for the IT Project in APA format. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) Be sure to cite the textbook and any outside sources used. The Title Page should include the following information:

- Project name
- Information Technology Project (Part 1)
- Course number and name
- Student name
- Instructor name

**IT Project Selection/Description, Part 2 (75 points):** Submit a Word document of the description of an IT system project for instructor approval. Use APA formatting. (Remember: choose a familiar system rather than learning a new system.)
Referring to the information presented in Chapter 1, provide the project description and justification for choice of the project including a general statement of:

- Unique purpose
- Beginning and ending points
- General outline of work to be done in the project
- Hardware, software, and other resources to be used
- Description of customer
- The reason why the project was chosen

Summarize the key elements of the IT project plan and the critical duties of the project manager for that project.

Unit I Assignment Parts 1 and 2 should be submitted as one assignment in a Word document.

Unit II Assignment

IT Project Table of Contents, Part 1 (25 points): Create a Word document of a Table of Contents for the IT Project in APA format. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) The Table of Contents should include the following sections with page numbers:

- Introduction
- Project Organization
- Management and Technical Approach
- Description of Work and Scope
- Project Schedule
- Budget Section

(Note: the page numbers may change as content is added.)

IT Project Introduction, Part 2 (75 points): Create a Word document of an Introduction for the IT Project in APA format. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) Be sure to cite the textbook in addition to any outside sources used. The Introduction should include an overview of the following information:

- Brief description of the project and need
- Sponsor’s name, names of the project manager, and key team members
- Deliverables (Software packages, hardware, technical reports, and training materials, etc.)
- List of important reference materials
- List of definitions and acronyms, if appropriate (helps avoid confusion)

Unit II Assignment Parts 1 and 2 should be submitted as one assignment in a Word document.

Unit III Assignment

IT Project Organization: Submit a Word document of the IT Project Organization. Use APA formatting. (Refer to the IT Project Plan, found in the Project Overview section and Chapter 3 in the textbook, as a guide.) You may also use information from previous chapters in the textbook, as well as outside sources. The Project Organization should include the following information:

- Organizational charts: organizational chart and a project organizational chart to show lines of authority, responsibilities, and communication for the project.
- Project responsibilities: describe major project functions and activities, and identify individuals responsible.
- Other organizational or process-related information (Example: diagram or timeline of major steps involved in the process.)
Unit IV Assignment

IT Management and Technical Approaches: Submit a Word document of the IT Management and Technical Approaches. Use APA formatting. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) You will also use information from this and previous chapters in the textbook, as well as outside sources. The Management and Technical Approaches should include the following information:

- Management objectives: top management’s view, priorities, and assumptions or constraints.
- Project controls: how to monitor project progress and handle changes.
- Risk management: how to identify, manage, and control risks.
- Project staffing: number and types of people required.
- Technical processes: methodologies of project and how to document information.

Unit V Assignment

IT Work and Scope: Submit a Word document of the IT Work and Scope. Use APA formatting. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) You will also use information from this and previous chapters in the textbook, as well as outside sources. The Work and Scope should include the following information:

- Major work packages: summarize main work packages, and create a WBS that defines the total scope of your IT project.
- Key deliverables: key products produced and quality expectations.
- Other work-related information: related to the work performed. For example, specific hardware or software to use, or certain specifications and major assumptions in defining the work.

Unit VI Assignment

IT Project Schedule: Submit a Word document of the IT Project Schedule. Use APA formatting. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) You will also use information from this and previous chapters in the textbook, as well as outside sources. The Project Schedule should include the following information:

- Summary schedule: key deliverables and their planned completion dates; Gantt chart.
- Detailed schedule: schedule management plan and dependencies that could affect the project schedule. For example, network diagram.
- Other schedule-related information like hardware and software schedule.

Unit VII Assignment

IT Budget Section: Submit a Word document of the IT Budget Section. Use APA formatting. (Refer to the IT Project Plan, found in the Project Overview section, as a guide.) You will also use information from this and previous chapters in the textbook, as well as outside sources. The Budget Section should include the following information:

- Cost estimates of resources for all project activities including people, hardware, software, and facilities.
- Charts showing project costs over time, cash flow, earned value, and break-even analysis.
- How project costs will be monitored and managed.

Course Project

It is now time to compile your individual projects from Units I-VII into one comprehensive document. Consolidation of the unit increments, with any suggested changes from professor feedback, will take place during this final unit of the course. The result will be a Word document, which is the first phase of the IT Project. Take the time to present your material professionally. Use headings to clarify sections, and properly cite all references using APA format at the end of the paper.

APA Guidelines

CSU requires that students use the APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. A document titled “APA Guidelines Summary” is available for you to download from the APA Guide Link, found in the Learning Resources area of the myCSU Student Portal. It may
also be accessed from the Student Resources link on the Course Menu. This document provides links to several internet sites that provide comprehensive information on APA formatting, including examples and sample papers.

**CSU Grading Rubric for Papers/Projects**

The course papers will be graded based on the CSU Grading Rubric for all types of papers. In addition, all papers will be submitted for electronic evaluation to rule out plagiarism. Course projects will contain project specific grading criteria defined in the project directions. To view the rubric, click the Academic Policies link on the Course Menu, or by accessing the CSU Grading Rubric link, found in the Learning Resources area of the myCSU Student Portal.

**Communication Forums**

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

*Once you have completed Unit VIII, you MUST unsubscribe from the forum; otherwise, you will continue to receive e-mail updates from the forum. You will not be able to unsubscribe after your course end date.*

[Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.](#)

**Ask the Professor**

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

**Student Break Room**

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

**Grading**

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<tr>
<th>Component</th>
<th>Percentage</th>
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<tr>
<td>Unit Assessments (6 @ 7%)</td>
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<tr>
<td>Unit Assignments (7 @ 7.25%)</td>
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<td>Course Project</td>
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<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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**Course Schedule/Checklist (PLEASE PRINT)**

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
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<tr>
<th>Unit I</th>
<th>Project Management Introduction</th>
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<td>☐ Unit Study Guide</td>
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<tr>
<td><strong>Read:</strong></td>
<td>☐ Chapter 1: Introduction to Project Management</td>
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<td>☐ Supplemental Reading: See Study Guide</td>
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<td><strong>Submit:</strong></td>
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**Notes/Goals:**

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