Course Description

Capstone project course resulting in the completion and delivery of the final phases of a faculty approved project continued from ITC 4760. Includes additional readings in project management and practice with project management software.

Prerequisites

ITC 4760 Information Technology Evaluation and Implementation I

Course Textbook


Course Learning Objectives

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

1. Summarize the processes and critical success factors used by organizations to align business and IT strategy.
2. Identify new ways of measuring IT’s effectiveness.
3. Discuss the impact of the ever-more-stringent regulatory environment on the IT function.
4. Summarize the challenges faced by IT managers in implementing new infrastructure and technologies.
5. Identify and describe tools and techniques for managing quality.
6. Discuss the relevance of the new focus on information and knowledge as opposed to applications and data.
7. Identify the processes and practices organizations are using to investigate new ways of using IT.
8. Summarize how technology is forcing organizations to become more customer-centric.
9. Discuss the privacy and accountability concerns facing IT in managing the exponential growth of data and digital assets.
10. Utilize Microsoft Project to create documentation for a course project.

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, IV, and VII to aid students in their course of study.
4. **Learning Activities (Non-Graded):** These non-graded Learning Activities are provided 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 eight Unit Assessments, one to be completed at the end of each unit.
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. **Final Project:** Students are required to submit for grading a Final Project in Unit VIII. Specific information and instructions regarding this assignment are 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**

**Unit I Reflection Paper**

Write a Reflective Paper based on your experience and the feedback you received on your Information Technology Project Plan that you created in ITC 4760. The essay should be at least 500 words in length. All sources used, including the textbook, must be referenced; paraphrased and quoted material must have accompanying citations. Follow APA guidelines.

**Unit II Mini Project**

Analyze the Running Case on page 331 of the textbook, The Recreation and Wellness Intranet Project.

- Complete Tasks 1-3 of the case, and use Excel and/or screenshots as necessary to display your data.
- Summarize your findings in a 700 word minimum, APA formatted, Word document.
- Any Excel documents and/or screenshots created to display your tasks need to be copied and pasted into the Word document at the end of the summary, and the assignment should be submitted as one document.

**Unit III Mini Project**

Analyze the Running Case on pages 376-377 of the textbook, The Recreation and Wellness Intranet Project.

- Complete Tasks 1-3 of the case, and use Excel and/or screenshots as necessary to display your data.
- Summarize your findings in a 700 word minimum, APA formatted, Word document.
- Any Excel documents and/or screenshots created to display your tasks need to be copied and pasted into the Word document at the end of the summary, and the assignment should be submitted as one document.

**Unit IV Mini Project**

Analyze the Running Case on page 418 of the textbook, The Recreation and Wellness Intranet Project.

- Complete Tasks 1-4 of the case, and use Excel and/or screenshots as necessary to display your data.
- Summarize your findings in a 700 word minimum, APA formatted, Word document.
- Use the MS Project report function to create the progress report in Task 3, and include a screenshot of the report.
- Any Excel documents and/or screenshots created to display your tasks need to be copied and pasted into the Word document at the end of the summary, and the assignment should be submitted as one document.

*If you do not have Microsoft Project 2010, there is a 60-day free trial available online that you may use to complete the requirements for ITC 4780.*

**Unit V Mini Project**

Analyze the Running Case on pages 456-457 of the textbook, The Recreation and Wellness Intranet Project.

- Complete Tasks 1-3 of the case, and use Excel and/or screenshots as necessary to display your data.
- Summarize your findings in a 700 word minimum, APA formatted, Word document.
- Any Excel documents and/or screenshots created to display your tasks need to be copied and pasted into the Word document at the end of the summary, and the assignment should be submitted as one document.
Unit VI Mini Project

Analyze the Running Case on page 488 of the textbook, The Recreation and Wellness Intranet Project.

- Complete Tasks 1-3 of the case, and use Excel and/or screenshots as necessary to display your data.
- Summarize your findings in a 700 word minimum, APA formatted, Word document.
- Any Excel documents and/or screenshots created to display your tasks need to be copied and pasted into the Word document at the end of the summary, and the assignment should be submitted as one document.

Unit VII Assignment

MS Project 2010 Exercise

Complete Exercise A-3: Software Training Program, 1-3 on pages A.74- A.76 of the textbook. Use the suggested task list as a guide, and use your own judgment for entering task durations. Submit one or more screen shots of your MS Project 2010 file including tasks, durations, predecessor tasks, and completed resource sheet with costs for grading as one Word document.

Final Project

Microsoft Project 2010

Final Project scenario: You have been assigned to install workstation, software, and networking equipment for a 250-person call center. This call center is an addition of capabilities for an existing company of 500+ people. You are an IT Project Management consultant that has been brought in to implement this project and have three months to complete the project. Complete a project plan for this scenario as follows:

1. Develop a WBS, Network Diagram, and Gantt Chart for the project (Must include at least 30 activities and 10 resources minimum).
2. Include all necessary project dependencies.
3. List all project resources, and assign costs to each resource.
4. Baseline the project plan.
5. Input at least three project updates.
6. Create an Earned Value Report and at least one other report from MS Project 2010 reports.
7. Create a one-page Word document summarizing an overview of the project.
8. Put all files together in a zip file, and submit them for grading.

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

Units Assessments (8 @ 4%) = 32%
Reflection Paper = 8%
Mini Projects (5 @ 8%) = 40%
Assignment = 8%
Final Project = 12%
Total = 100%

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.
By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I: Information Technology Evaluation and Implementation I Review

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<th>Review:</th>
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<tr>
<td></td>
<td>□ <strong>Learning Activities (Non-Graded):</strong> See Study Guide</td>
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<tr>
<td>Read:</td>
<td>□ Review Chapters 1-7 from ITC 4760</td>
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<td>□ Review Appendix B</td>
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<td>□ <strong>Supplemental Reading:</strong> See Study Guide</td>
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<td>Submit:</td>
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**Notes/Goals:**

### Unit II: Project Quality Management

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<tr>
<td>Read:</td>
<td>□ <strong>Chapter 8:</strong> Project Quality Management</td>
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<td>Submit:</td>
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**Notes/Goals:**

### Unit III: Project Human Resource Management

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<td>Read:</td>
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| Read:   | □ Chapter 10: Project Communications Management  
|         | □ Supplemental Reading: See Study Guide |
| Submit: | □ Assessment  
|         | □ Mini Project |

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<tr>
<td>Read:</td>
<td>□ Chapter 12: Project Procurement Management</td>
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| Submit: | □ Assessment  
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Notes/Goals:
# Unit VII

**Guide to using Microsoft Project 2010**

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<tr>
<th>Review:</th>
<th>Unit Study Guide</th>
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</table>
| Read:   | **Appendix A**: Guide to Using Microsoft Project 2010  
         | **Supplemental Reading**: See Study Guide |
| Submit: | Assessment  
         | Assignment |

Notes/Goals:

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# Unit VIII

**Guide to using Microsoft Project 2010 (part 2)**

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<tr>
<td>Read:</td>
<td><strong>Appendix A</strong>: Guide to Using Microsoft Project 2010</td>
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</table>
| Submit: | Assessment  
         | Final Project |

Notes/Goals: