

## Wayland Mission Statement

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Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

## Contact Information

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**Course:** MISM 5329 VC01 – Information Systems Project Management

**Campus:** WBUonline

**Term/Session:** Fall-1, 2023

**Instructor:** Dr. Richard A. Warren

**Office Phone Number/Cell #:** 940-280-2456

**WBU Email Address:** richard.warren@wayland.wbu.edu

**Office Hours, Building, and Location:** Virtual Office Hours: M/T/W/TH 4:00 – 9:00 CST

**Class Meeting Time and Location:** There is no specified meetings - Virtual

## Textbook Information

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### Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<u>Information Technology Project Management</u>	Marchewka	5th	2015	Wiley & Sons	9781-11891-1013

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

**Optional Materials:** Publication Manual of the American Psychological Association, 7th ed,

ISBN: 978-1433832154

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## Course Information

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### **Catalog Description:**

Objectives and techniques of planning, organizing, and managing complex information systems development projects, including studies of resources and tools available for scheduling, tracking, and measuring system development productivity. Cases employed to integrate technical and managerial considerations.

### **Prerequisite:**

MISM 5306

### **Course Outcome Competencies:**

- Describe what is implied by the term project scope and describe project life cycle and systems development life cycle.
- Explain the associated concepts of Information Technology Project Management Methodology and measurable organizational value.
- Explain the concept of project risk management and demonstrate proficiency in several qualitative and quantitative approaches for assessing risks and developing risks strategies.
- Describe IT project quality management and how international and professional standards are developed and applied.

## Attendance Requirements

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### WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

## University Policies

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**Statement on Plagiarism and Academic Dishonesty:** Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

**Disability Statement:** In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call 1-866-547-9192 for 24/7 Blackboard Support.

**Student Grade Appeals:** Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

## Course Requirements and Grading Criteria

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**The course requirements include term paper, projects, tests, presentations, participation, reading assignments, etc. Below is explanation of points and percentage of the final grade each of these components or assignments is worth)**

- 7 each Chapter Tests – for a total of 21 percent
- 4 each Essays – for a total of 20 percent
- 3 each Case Studies – for a total of 15 percent
- 4 each Discussion Posts – for a total of 16 percent
- 1 Research Paper – for a total of 10 percent
- 1 Exam – for a total of 18 percent.

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

## Tentative Schedule

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Week	Assignment Activity	Due Date
1 Aug 7 – Aug 13	Complete Required First Assignment Read Chapter 1, Complete Chapter Test Post – Introduction – Due: NLT Aug 10 Essay # 1- APA formatted 4 - 6 pages	Aug 13, 2023
2 Aug 14 – Aug 20	Read Chapters 2 and 3 Complete Chapter Test Post Discussion # 1 Submit Case Study # 1 Submit Request for Term Paper Topic	Aug 20, 2023
3 Aug 21 – Aug 27	Read Chapters 4 and 5 Complete Chapter Test Essay # 2 APA formatted 4 – 6 pages	Aug 27, 2023
4 Aug 28 – Sep 3	Read Chapters 6 and 7 Complete Chapter Test Post Discussion # 2 Submit Case Study # 2	Sep 3, 2023
5 Sep 4 – Sep 10	Read Chapters 8 and 9 Complete Chapter Test Essay # 3 APA formatted 4 – 6 pages	Sep 10, 2023
6 Sep 11 – Sep 17	Read Chapters 10 and 11 Complete Chapter Test Post Discussion # 3 Submit Case Study # 3	Sep 17, 2023
7 Sep 18 – Sep 24	Read Chapter 12 Complete Chapter Test Essay # 4 APA formatted 4 – 6 page	Sep 24, 2023
8 Sep 25 – Sep 30	Submit Final Term Paper Post Discussion # 4– PROs and CONs Complete Final Exam	Sep 30, 2023

## Additional Information

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General Information:

*This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this website.*

The subject of ALL your email shall be MISM5329-VC01 FALL 1, 2023, and you must include your first and last names in the email body. Email without this Subject Line will not be responded to nor read.

Once you have read and understood everything contained in the syllabus, you are required to submit an email containing all of the following:

Your Full Name

Term: FALL 1, 2023

Course Number and Section (MISM5329-VC01)

Date

A Statement of Understanding as follows:

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (*This statement must be verbatim.*)

You may NOT submit a paper you submitted in another course for a grade.

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with the added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

## Posting of Grades:

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Final grades will be posted in IQ Web and Blackboard.

## Discussion Assignment Guidance:

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Subjects are chosen so that they will not be able to be answered adequately in not less than 300 words and will be consistent with the APA style of writing. Failure to provide References and Citations will result in a grade of "0" for the Assignment. It is the instructor's decision on the adequacy of an answer. It is not subject to debate.

Assignments are graded on a 100-point scale. Assignments and Quizzes are due by midnight (11:59 pm Central Time) the first Sunday after the assignment is made. They will be considered late, after midnight of date due, and a deduction of 20 points per week will be taken.

Discussion Assignments will be submitted through the Discussion Forum in Blackboard. Initial Post must be submitted through the Discussion Forum. The way to do this is to create the posting in a Word Document, correcting spelling and grammar prior to copying and pasting the narrative into the Discussion Forum in Blackboard. Assignments copied and pasted or created in Blackboard will be graded as such and no consideration will be made for format changes to your documents.

Assignments not submitted through Blackboard, as indicated above will not be accepted.

## Essay Assignment Guidance & Format:

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The Essay homework assignments will consist of not less than **4** pages of narrative text (standard double line spacing with no additional spacing, Times New Roman, Font size 12, with 1-inch margins all around). Title Pages, Tables of Content, figures, pictures, graphs, direct quotes, and references will not be counted as

text. A title Page **is** required. A “Table of Contents” is **not** required; an Abstract **is not** required for the Essays.) At this point, let me remind you that if you use Microsoft Word to produce your paper, its default margin settings are not APA format. You must change the settings per APA requirements. Use only 12-point Times New Roman font on your papers. Since a word processor is likely to be used in the preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that ‘Spell Check’ will not catch words spelled correctly but not in the correct context. Accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and will be cited within the paper as well as in a References page. There will be at least **two (2)** outside peer-reviewed references used (the textbook does not count as one). Articles must have an Author and published date. Magazines, Blogs, Newspapers, and Wikipedia documents are **not** acceptable.

Therefore, you will have to do some research to back up your conclusions.

**Note:** The APA style of writing includes a References page. It does not have a Works Cited page or Bibliography.

Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.)

On Blackboard in the Main Menu section, Information/Syllabus you will find the Rubrics and examples that will be used to grade Research Paper, Essays, and Discussions. There is also a link to the Wayland Library (LRC) and one to the Wayland Writing Center if you need help. I am also available via email.

## Topics:

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As listed in Assignments in Blackboard.

## Attribution:

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All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work, that constitutes plagiarism and will be penalized with a zero for the project. References and citations must support all statements of fact.

**NOTE:** An author must be a **person**, and the date is the **year** of publication.

Citations should be in the format: (Author(s), date) or if for a quote [Author(s), date, page]. If the Referenced article is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct, a minimum of 10% will be deducted.

## References:

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This is the source material you used to support your research project. Sources without an author and/or date should not be used. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct, a minimum of 10% will be deducted.

If neither references nor citations are given for your research for Homework Assignments, your score will be Zero.

**NOTE 1:** References without an author (person) and a date (year of publication) will not be accepted (This means references must have both).

**NOTE 2:** ALL weeks end on Sunday. All assignments and quizzes for each week are due by 11:59 pm, midnight on the Sunday ending the week. The Final Exam is due on the date scheduled.

## Exams:

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Exams are presented on Blackboard. The Final Exam is comprehensive, non-proctored, and covers the material listed on the schedule. Immediate feedback is provided on the objective portion of the Exam. The essay type questions are graded by the instructor on an individual basis. Therefore, you will receive the total exam score after manual grading of the essay questions.

**Keep a copy of your work until the end of the course; recording errors may occur.**

## Case Study Guidance:

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- a. Review the individual case assignment for understanding and analysis.
- b. Prepare a paper for each assigned case.
- c. Your Case Study should have the following 5 sections: Summary, Problem Identification, Recommendations, Response to Questions, Reflections, and References.
- d. The paper will be prepared in APA format, including a title page, the body of the case sections, and a references page.
- e. References are to be peer-reviewed. At least two peer-reviewed articles. The book may also be included as a reference but does not count toward the two required articles

## Research Paper Format and Guidance:

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The Research Paper will consist of not less than 8 pages of narrative (standard double-spaced with **no extra line spacing**, also margins set to 1 inch all around). (Title Page, Abstract, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents **is not required**; an Abstract is optional). As stated for the Essay assignment, APA formatting is mandatory. Margins, line spacing, first line indent for paragraphs, and font size along with type must be adjusted. Since a word processor is likely to be used in the preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. This is not an English class.

However, accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence.

Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

Proper credit for references used will be included and cited within the paper and References page. At least four (4) outside **Peer Reviewed** references are required, and textbooks count as references). In other words, you will have to do some research to back up your conclusions.

Direct quotes should not be used. Synthesize and paraphrase, then cite the Author. Do not over-cite in your essay or term paper. Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.). See example in Blackboard.

In the Course Info/Syllabus section of Blackboard is a rubric that will be used to grade the Research Paper.

There is also a link to the **Wayland Library (LRC)** and one to the **Wayland Writing Center** if you need help. I am also available via email.

## Topics:

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Any topic relevant to the course textbook course outcome competencies may be requested. Final approval of the topic is the instructor's decision. Follow the format required for this assignment.

## Drafts:

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Drafts of your Final Research Paper may be submitted in the Safe Assign (Draft) in the Course Content of Blackboard for your benefit. It is required that you maintain a match no greater than 23%. Upon submission of your Draft, I will comment on the paper and return it to you for corrections.

### **Attribution:**

All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism and will be penalized by a zero for the project. This includes any paper that you may have written and submitted in any other class for a grade. ALL statements of fact MUST be supported by references and citations.

**NOTE:** An author must be a person, and the date is the year of publication.

Citations should be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Reference article is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 3% will be deducted for each occurrence.

**References** – This is the source material you used to support your research project. Sources without an author and/or date should not be used and will not be counted as part of the required number of peer reviewed references. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct, a minimum of 10% will be deducted.

If neither references nor citations are given for your research assignment your score will be a Zero (0) for the Assignment

**Goals** - Success in your career will depend greatly on your written and oral communication skills. Our school recognizes the need for students to develop proficiency in these skills and requires all students to submit a research paper and/or provide an oral presentation in each class in this department

## Additional Information:

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**If you have not done so already, I suggest you make sure your Wayland email account is working correctly. If I send you an email it will be to your email account. If you send me an email from your private email account, I will respond to your private email account. Be advised that your Wayland email account is the preferred email account to use for this course.**