

University of Wisconsin – Milwaukee
School of Information Studies

Senior Capstone
L&I SCI 490 - 001
Fall 2008

Tuesday/Thursday, 9:30a-10:45a
Bolton 289

Instructor:

Michael Zimmer, PhD
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Office Hours:

Tuesday 2:00 pm – 4:00 pm
(or by appointment)

Course Description:

Analysis, creation, development and presentation of an information retrieval system project for an information organization.

Objectives:

This course will provide students the opportunity to integrate their knowledge acquired throughout the Information Resources program in order to design, develop, implement, and assess an information system.

The goals of this course are:

1. To learn the concepts of project management
2. To apply project management concepts by working on a group project as project manager or active team member
3. To apply existing knowledge and skills in a real IT project

Competencies:

Upon successful completion of the course, students will:

1. Understand the genesis of project management and its importance to improving the success of information technology projects
2. Demonstrate knowledge of project management terms and techniques such as
 - a. Six keys to project success
 - b. Project life cycles
 - c. Planning and estimation
 - d. Managing risk, human factors, and external constraints
 - e. Project quality management
3. Demonstrate the ability to build an actual IT system (or prototype) from scratch within a dynamic, team environment.

Required Text:

- Kemp, Sid (2004). *Project Management Demystified*. New York: McGraw-Hill Professional. ISBN: 0-07-144014-3
- Additional readings to be distributed in class and/or made available via D2L.

Course Schedule: (subject to change)

<i>Date</i>	<i>Topics</i>	<i>Reading</i>	<i>Assignment</i>
Week 1	9/2: Course Introduction 9/4: What is Project Management?	Ch. 1	
Week 2	9/9: Your Project Management Arsenal 9/11: Group project: discussion & formation	Chs. 2-3	Individual Assignment #1 due (9/11)
Week 3	9/16: Team Management & Project Quality 9/18: Group project: selection of project	Chs. 12-13	Individual Assignment #2 due (9/18)
Week 4	9/23: Project Life Cycle 9/25: Conceptualization	Ch. 4 Ch. 5	
Week 5	9/30: Group project: work on Assignment #1 10/2: Group project: work on Assignment #1		
Week 6	10/7: Analysis 10/9: Group project: work on Assignment #2	Ch. 6	Group Assignment #1 due (10/7)
Week 7	10/14: Group project: work on Assignment #2 10/16: Design	Ch. 7	Group Assignment #2 due (10/16)
Week 8	10/21: Group project: work on Assignment #3 10/23: Group project: work on Assignment #3		
Week 9	10/28: Development 10/30: Production	Ch. 8 Ch. 9	Group Assignment #3 due (10/28)
Week 10	11/4: Managing Risk and Change 11/6: Group project: work on Assignment #4	Ch. 11	
Week 11	11/11: Group project: discussion 11/13: Group project: development		Group Assignment #4 due (11/11)
Week 12	11/18: Group project: discussion 11/20: Group project: development		Status report due (11/18)
Week 13	11/25: Group project: discussion 11/27: No class (Thanksgiving)		Status report due (11/25)
Week 14	12/2: Group project: development 12/4: Group project: development		Status report due (12/4)
Week 15	12/9: Group project: development 12/11: Project presentations		Final group project report due (12/18)

Credit Breakdown:

(see details provided in relevant sections)

Attendance and participation	15 points
Individual assignments	20 points
Group project	<u>65 points</u>
	100 points

Grading System:

A	94-100
A-	91-93
B+	88-90
B	84-87
B-	81-83
C+	78-80
C	74-77
C-	71-73
D	60-70
F	0-59

Group Project:

The purpose of the team project (2-3 people per team) is to provide students the opportunity to integrate their knowledge acquired throughout the Information Resources program in order to design, develop, implement, and assess an information system. As a class, you will select projects, teams, divide the work amongst team members, selecting a team leader if you desire. Each team will hand in a final report at the end of the term and give a presentation detailing their project management processes, and demonstrating the system itself. Grades may vary based on individual performance.

You have a choice of whether to use a real-life situation for the project or make one up. If possible I would encourage you to find a real-life organization that needs some kind of simple system created. That way you will have a richer experience dealing with real people (and a real-world information system to show potential employers!). However, you also have the option of simply making up a case study (but, of course, the system you design must be real).

Example projects include:

- Student/alumni information database for a department, campus organization, student club
- Web-based information retrieval system for an online archive (documents, images, files, etc)
- Inventory tracking system for a department's information technology

Real systems take a long time to develop and require extensive testing, training, data conversion, etc. You probably will not have the opportunity to complete all these tasks. So we will call the system you produce a prototype. In your project management plans you should include the whole system development effort, running through initiation, planning, execution of the prototype, execution of the main system, testing, training, evaluation, etc. However, you will only be required to execute those plans as far as the end of the prototype stage. The package you submit to me at the end of the course would be the results of the prototype stage and outline the steps necessary to continue with the full project.

- **Breakdown of Credit:** The project is worth 65 points. Within the project, credit will be assigned as follows:

Project Management Items:

- Group Assignment 1: 5 points
- Group Assignment 2: 5 points
- Group Assignment 3: 5 points
- Group Assignment 4: 10 points

- Final Project Report: 15 points

System Prototype:

- Project demonstration: 10 points
- Project scope & quality: 15 points

- Distribution of Credit: All students within the group will ordinarily receive the same mark, reflecting the performance of the group as a whole on project and its components. However, along with the instructor's evaluations, each group member will have an opportunity to (anonymously, when possible) assess the contribution made by each of their colleagues to the final results. Individual grades may be adjusted based on both instructor and peer evaluation of an individual's contributions.
- Work Time: Significant class time will be provided to work on the group projects, but work outside the classroom *will also be necessary*. Part of your project management tasks are to coordinate group sessions outside of the organized course meetings, manage communication, etc.

Class Policies:

- Attendance:
 - Students are expected to attend each class, arriving prepared to participate in discussions of the class material, and, when appropriate, engage in constructive and collaborative group project work.
 - Attendance will be taken at the beginning and end of all class meetings. One class may be missed without penalty. Missing two classes will result in a penalty on the "Attendance and participation" grade element. Missing three or more classes will result in immediate and automatic failure for the entire course.
 - Exceptions require the instructor's approval in advance, and may require written documentation of medical or family emergencies.
- Participation:
 - Each student is expected to actively and constructively participate in class. I will note contributions by each student in each class meeting to guide the assessment of the "Attendance and participation" grade element. If you make two well informed and relevant contributions to at least half the meetings then you should score very well. There is no need to hog the discussion, and a few quiet meetings will not hurt your score.
 - In order to accomplish this objective, it is imperative that you prepare for class – *do the readings beforehand*.
 - For class meetings dedicated to group project work, your participation will be assessed based on the constructive and collaborative use of this in-class time to work on your group projects.
 - If you feel uncomfortable talking in a group, credit may be awarded for meetings during office hours, or for answers submitted in writing before the section meets (this consideration requires advance notice and approval by the instructor).
- Atmosphere for Learning:

- Students are encouraged to participate in open and frank discussions of the course material, but are also expected to respect the opinions of other students and to engage in discussion and debates in a sensitive and respectful manner.
- Before class begins, please turn off all cell phones, pagers, global positioning devices, and any other items that might ring, buzz, play Beethoven's Fifth, or otherwise call attention to themselves and disrupt class.
- Fair warning of things I will take note of, but may not call you on: Coming to class late, leaving class early, sleeping in class, excessive eating in class, playing on your laptop or texting during class, doing work for other courses in class, etc. These, or similar, activities will negatively affect your participation grade.
- Assignments:
 - All written assignments must be turned in on time, either via D2L (before class time of the due date), or at the beginning of class. Any submission during/after class time will be penalized. Late submissions will not be allowed except for a confirmed emergency with instructor's approval.
 - Assignments are to be typed, double-spaced, with one inch margins. Use a 12-point kerned font such as Times New Roman. Multi-page documents should have page numbers and be stapled. *Don't forget your name, the course number, an assignment description, and the date.* Assignments turned in via D2L should be in .doc or .rtf format.
 - Rules of academic conduct require that you not use the work of others without clearly indicating it as such (using proper and consistent citation formats). Academic misconduct may result in a lowered grade, no credit for a given assignment, or removal from the course.
- Contacting Me:
 - I will be available for *short* discussions immediately before and after class.
 - *In person:* I will be in my office and available to talk to you during my scheduled office hours (see above). Other times may be available via prior arrangement.
 - *By telephone:* During my office hours I will also be answering my office telephone. The number is 414-229-3627. So if you are unable to make it to campus or are an online student you can still call up to ask questions or seek advice.
 - *By email:* I will respond to class-related emails during normal work hours, and will generally reply the same day as received (an e-mail sent after working hours, however, may not be replied to until the next morning). Please be sure to use your UWM e-mail account, identify yourself and the course, and *always* use proper and professional e-mail etiquette. (There's a good guide to student email etiquette here: <http://www.ust.udel.edu/action/Current%20Students/Academics/email.aspx>)

UWM and SOIS Academic Policies:

The following links contain university policies affecting all SOIS students. Many of the links below may be accessed through a PDF-document maintained by the Secretary of the University:

<http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>.

Undergraduates may also find the *Panther Planner and Undergraduate Student Handbook* useful (<http://www.uwm.edu/Dept/OSL/DOS/Handbook2005-06.pdf>). For graduate students, there are additional guidelines from the Graduate School (http://www.uwm.edu/Dept/Grad_Sch/StudentInfo/), including those found in the *Graduate Student and Faculty Handbook*: http://www.uwm.edu/Dept/Grad_Sch/Publications/Handbook/.

- Students with disabilities. If you will need accommodations in order to meet any of the requirements of a course, please contact the instructor as soon as possible. Students with disabilities are responsible to communicate directly with the instructor to ensure special accommodation in a timely manner. There is comprehensive coverage of issues related to disabilities at the Student Accessibility Center (<http://www.uwm.edu/Dept/DSAD/SAC/MainOffice.html>), important components of which are expressed here: <http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf>.
- Religious observances. Students' sincerely held religious beliefs must be reasonably accommodated with respect to all examinations and other academic requirements, according to the following policy: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm. Please notify your instructor within the first three weeks of the Fall or Spring Term (first week of shorter-term or Summer courses) of any specific days or dates on which you request relief from an examination or academic requirement for religious observances.
- Students called to active military duty. UWM has several policies that accommodate students who must temporarily lay aside their educational pursuits when called to active duty in the military (see <http://www3.uwm.edu/des/web/registration/militarycallup.cfm>), including provisions for refunds, readmission, grading, and other situations.
- Incompletes. A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual and substantial cause beyond the student's control, has been unable to take or complete the final examination or some limited amount of other term work. An incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf).
- Discriminatory conduct (such as sexual harassment). UWM and SOIS are committed to building and maintaining a campus environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding, and mutual respect, and encourages the members of its community to strive to reach their full potential. The UWM policy statement (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S47.pdf) summarizes and defines situations that constitute discriminatory conduct. If you have questions, please contact an appropriate SOIS administrator.
- Academic misconduct. Cheating on exams and plagiarism are violations of the academic honor code and carry severe sanctions, ranging from a failing grade for a course or assignment to expulsion from the University. See the following document (<http://www.uwm.edu/Dept/OSL/DOS/conduct.html>) or contact the SOIS Investigating Officer (currently the Associate Dean) for more information.
- Complaints. Students may direct complaints to the SOIS Dean or Associate Dean. If the complaint allegedly violates a specific university policy, it may be directed to the appropriate university office responsible for enforcing the policy.
- Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow SOIS appeals

procedures or, in the case of a graduate student, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S28.htm).

- Examinations, Finals. The Secretary of the University is authorized to prepare the final examination schedule. The time of the final examination for an individual or a class may be changed only with the prior approval of the dean or director of the respective college/school. The change will involve a postponement to a later date. For individuals with exam conflicts, a separate week at the very end of the exam week will be reserved to take one of the conflicting exams (http://www.uwm.edu/Dept/SecU/acad+admin_policies/S22.htm).