

Senior Capstone

L&I Sci 490-201 (Online)
Spring 2009

Instructor:

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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 concepts and techniques
3. Demonstrate the ability to build an actual IT system (or prototype) from scratch within a dynamic, team environment.

Required Text:

- Schwalbe, Kahty (2007). Information Technology Project Management (5th edition). Boston: Course Technology. ISBN: 0-324-66521-0

Course Schedule: (subject to change)

<i>Week</i>	<i>Dates</i>	<i>Topics</i>	<i>Reading</i>	<i>Assignment</i>
1	1/26-1/30	Introduction to Project Management	Ch. 1	Individual assignment and discussion
2	2/2-2/6	Project Management in the IT Perspective Group formation & project discussion	Ch. 2	Individual assignment and discussion
3	2/9-2/13	Project Management “Process Groups”	Ch. 3	Individual assignment and discussion
4	2/16-2/20	Project Integration Management	Ch. 4	Individual assignment and discussion
5	2/23-2/27	Project Scope Management	Ch. 5	Individual assignment and discussion
6	3/2-3/6	Time Management Quality Management	Ch. 6 Ch. 8	Individual assignment and discussion
7	3/9-3/13	Communications Management Risk Management	Ch.10 Ch. 11	Individual assignment and discussion
8	3/16-3/20	SPRING BREAK		
9	3/23-3/27	Group Project	*	Group discussion and report
10	3/30-4/3	Group Project	*	Group discussion and report
11	4/6-4/10	Group Project	*	Group discussion and report
12	4/13-4/17	Group Project	*	Group discussion and report
13	4/20-4/24	Group Project	*	Group discussion and report
14	4/27-5/1	Group Project	*	Group discussion and report
15	5/4-5/7	Group Project	*	Group discussion and report
16	5/11-5/15	Final Report & Video Presentation Due at 11:59 PM on May 13 <i>(subject to minor change)</i>		

Grading Components:

- Individual weekly assignment and discussion (20%)
- Group weekly assignment and discussion (20%)
- Final group project (60%)
 - a. Functional aspect (15%)
 - b. Design aspect (15%)
 - c. Written final report (20%)
 - d. Video presentation (10%)

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 (3 - 4 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. You will be assigned to a team and a project will be assigned to your group. Among your members, you should choose a project manager and assign roles to each member. 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 via a video presentation with at least 15 minutes long. Grades may vary based on individual performance.

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 step necessary to continue with the full project. Make sure that your prototype should work as a prototype with appropriate user interfaces and that it should include a web-based database system as one of main components. Necessary resources will be provided by the instructor such as a web hosting account, etc.

The project grade received by members of each group will be determined by the quality of the deliverables submitted for grading. However, this credit will not necessarily be shared equally among group members. Along with the instructor's evaluations, each group member will have an opportunity to (anonymously) assess the contribution made by each of their colleagues to the final results. Individual grades may be adjusted based on this evaluation.

Communication cannot be overemphasized in project management. Communications among group members and with the instructor is extremely important and frequent and timely communications are highly encouraged for a better outcome.

Class Policies:

- Participation:
 - Each student is expected to actively and constructively participate in weekly discussion topics on D2L. Discussion topics & questions will be posted by the instructor, and can also be created by students themselves.
- Assignments:
 - Weekly assignments will be posted on D2L and, unless otherwise noted. All written assignments must be submitted via the appropriate D2L Dropbox by 6pm CST on the Friday of the week assigned. Late submissions will be penalized.
 - 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.*
 - 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:

- *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.
- *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.
- *Chat:* During my office hours I will also be available via chat at michael.zimmer@gmail.com (Google Gmail/Talk or Jabber client). I am frequently online at other times, but cannot guarantee availability.
- *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>)
- *Discussion boards:* While I will periodically review and respond on the course discussion boards, that is *not* the best way to communicate with me about course matters. Use one of the methods above instead.

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).