

ITS 3950 – Spring Quarter 2015

ITS Integrated Seminar

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As of March 3, 2015

Course Description

This is a “service learning” course focused on completing the project management foundation, based on the Project Management Institute Body of Knowledge (PMBOK Guide) begun in ITS 3980 (Managing IT Projects). Students will continue to plan and execute a project for a client. This class will meet weekly, for 3 hours, either in person or via Adobe Connect, for 10 weeks.

Course Objectives

At the completion of this course, the student will be able to:

- Demonstrate all the project management practices as defined by the Project Management Institute (PMI/PMBOK)
- Manage, or help manage, a project to a schedule, and demonstrate the ability to adapt the project to the realities of technical, schedule and organizational unknowns and risks
- Appreciate the significance of collaboration with a diverse set of individuals, including the client team, to deliver a project
- Deliver effective and persuasive oral, written and visual communications of the work completed to a diverse audience

Course Texts and Materials

1. The Deadline by Tom DeMarco
2. ITS Portfolio - site containing the documents from the last 4 years of senior projects. <https://portfolio.du.edu/pc/communityport?uid=20233>. There is a link on BB to the portfolio site. You will need to log in with your DU ID to get to this section of the portfolio site.

Canvas for Project Teams – Groups

Continue using the Groups set up in the ITS 3890 - Project Management Winter quarter class. Continue to post your documents on Canvas’s File Exchange: weekly status reports, issues logs, meeting agendas and draft deliverables.

Assignments

1. Read The Deadline by Tom DeMarco and write a book report of 1000 words ***about what you learned and how you can apply it going forward.***
2. **Assignment: Lessons Learned “Journal”**
Based on your experience in class, planning the senior project and reading The Deadline, produce a document describing the lessons you learned that you can apply to projects going forward. I am looking for “aha” realizations, perceptions of projects and your role on them,

and thoughts about your own self-discovery. I am not looking for a repeat of what is in the books or the lecture material. Please do not simply list bullet points, but instead write a paragraph explaining the lesson learned. This is due in week 4 and 8. It will also be part of the presentation of the capstone project.

Grading Criteria for Assignments

- A: this element is fully present and addressed or developed in an excellent manner
- B: this element is clearly present and addressed or developed in an acceptable way, but could be improved in some important ways
- C: this element is minimally present, but not sufficiently addressed or developed
- D: this element is not present or, if present, is not addressed or developed in an acceptable manner

Content and focus – Does the content accurately reflect the assignment? Is it on topic? Has the author included supporting evidence that supports what was learned and experienced? Is the content relevant and insightful?

Organization – Are the relevant observations / conclusions clear? Can the reader clearly understand why an observation or conclusion was made?

Originality – Has the author presented original thought that represents insights on what they can conclude? Has the author gone beyond merely repeating back what has been said in class or in the textbooks and drawn insightful conclusions?

Integrity – grammar, style, paragraphs, references etc.

Grading

Activity	Grade %
The Deadline	15%
Lessons learned (week 4 and 8)	15%
Group Effort of Managing the Project: Your team will be evaluated on the following: meeting the project milestones, producing the deliverables, managing and resolving issues, and managing risks. The project status reports will be used to evaluate the project management aspect.	30%
Group Effort on the Quality of the Project: An evaluation of the overall quality of the project deliverables.	20%
Oral Presentation	20%

Percentage	Grade
95-100	A
90-94	A-
87-89	B+
84-86	B
80-83	B-
77-79	C+
74-76	C
70-73	C-
67-60	D+
64-66	D
60-64	D-
0-59	F

EMAIL POLICY

Student e-mails will be answered within 48 hours. This means that an email received the day before an assignment is due will likely not be answered in time to complete that assignment. Please plan accordingly.

ACADEMIC INTEGRITY

The Women's College fully endorses the University of Denver's Honor Code and the procedures put forth by the Office of Citizenship and Community Standards. Academic dishonesty – including plagiarism, cheating, and falsification of data and research – is in violation of the code and will result in a failing grade for the assignment or for the course. As student members of a community committed to academic integrity and honesty, it is your responsibility to become familiar with the DU Honor Code and its procedures (www.du.edu/honorcode).

TECHNOLOGY USE IN THE CLASSROOM

In order to create and maintain an optimal learning environment in the classroom, students should use technology appropriately as directed by the instructor for the purposes of the course. Work done on laptops, cell phones, and other devices that is not relevant to the class can hinder the process of communication and shared discussion of ideas that require full engagement by all participants.

ADA ACCOMMODATIONS

Students who require accommodations under the Americans with Disabilities Act must contact the instructor to discuss their needs. Failure to notify the instructor immediately may hinder the college's ability to accommodate accordingly. Students with learning disabilities should also contact the University Disability Services Program at <http://www.du.edu/studentlife/disability/> <http://www.du.edu/disability>. University Disability Services houses the Learning Effectiveness Program (LEP) and the Disability Services Program (DSP).

OBSERVATION OF RELIGIOUS HOLIDAYS

Students wishing to observe a religious holiday not celebrated on the academic calendar may do so provided advanced written notice is given the instructor during the first two weeks of the quarter. With advanced written notice, the absence will be considered an excused absence. For additional information, contact DU's Center for Religious Services (<http://www.du.edu/crs/>).

Proposed Schedule
Status reports / updates to project plan and
other project documents as required

Date	Topic	Reading Assignments
Class 1 – Monday, March 23	Microsoft Project	
Class 2 – Monday, April 1	Project cost management	Review budget for landscaping project
Class 3 – Monday, April 8		
Class 4 – Monday, April 15		Lessons learned due
Class 5 – Monday, April 22	Guest lecture – Trinna Tressler, former partner at Deloitte Touche	
Class 6 – Monday, April 29	Guest lecture – Carolyn Smith, Director of Project Management and CWC Alum	
Class 7 – Monday, May 6		
Class 8 – Monday, May 13	Rehearsal – Project presentations to Carol Zak-Dance	Lessons learned due
Class 9 – Monday, May 20	Capstone presentation	The Deadline book report due