Project Management  GEOG 6162  
Fall, 2014

General Course Information

Instructor: George F. Hepner, Professor  
Office: OSH 270G  
Office Hours: Tues. 10 -11am; Wed. 3-4pm  
Phone: 801-581-6021  
E-Mail: george.hepner@geog.utah.edu  
Put “Proj Mang. 6162 – Your last name” in SUBJECT line

Classroom: OSH 215  
Class Times: Wednesday 4:35- 7:35pm

Prerequisites: Advanced knowledge of geographic information systems

Textbook: Kathy Schwalbe, Information Technology Project Management, Seventh Edition.(revised)  

Author has supplementals  IT PM book  http://www.kathyschalbe.com/

PM Software  
MS Project 2013 is provided for your use in the labs. You can get a 60 day trial version  
Appendix A (Cengage Brain site) is a starter guide. Many videos and guides are on line.  
MS Project Long overview -  http://www.youtube.com/watch?v=ZIrshh-0s3I

Ms Project 16 minute getting started  http://www.youtube.com/watch?v=sPwURRG9_Gs

MS Project Master schedule  http://www.youtube.com/watch?v=DvJIZ7ICEDw

You may use other PM software if it has similar capabilities (Basecamp has no Gantt charts).

Course Objectives

Although project management has been an established field for many years, managing geospatial and information technology requires ideas and information that go beyond standard project management. By weaving together theory and practice, this course presents an understandable, integrated view of the many concepts skills, tools, and techniques involved in project management. Because the project management field and the technology industry change rapidly, you cannot assume that what worked even five years ago is still the best approach today.

1) The learning objectives for this course are to have a working knowledge of each of the concepts and processes below.
2) The student will be able to take an idea of a project and develop the structural framework to implement a management plan for the project.
3) The student will have a proficiency with operational tactics and software to use the framework to carry out a project:

- Project Management Approaches, Concepts and Terminology
- The Project Management and Information Technology Context
- Project Integration Management
- Project Scope Management
- Project Time Management
- Project Cost Management
- Project Quality Management
- Project Human Resource Management
- Project Communications Management
- Project Risk Management
- Project Procurement Management
- Project Stakeholder Management

CANVAS Web Site
Supplementary information for the course is available at the course CANVAS site. The Web site contains class notes, PowerPoint slides, class announcements, the course syllabus, test dates, and other information for the course. Communication via email should be directly with my U of U email address.  

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Grading and Evaluation Criteria
Sixty (60%) of the grade is based on a midterm and a final examinations. Both examinations are cumulative and given in a varied format. An in-class review will be held prior to each examination.

40% of the grade is based on the term project.

**Term Project**
The term project will be the creation of a management plan for a realistic project in the GIS/IT arena. You can use a possible (yet not initiated) project idea of your own interest, from your internship or employment or the Capstone class.

The deliverables for the term project include 1) a detailed record (paper or electronic notebook) of information, research bibliography, dates, contacts, meetings and notes to supplement your project report. If in doubt, include it in your notebook record. 2) a 5-6 page written report describing the origination of the project, the research and scoping of the project needs, the components ( resource allocation, task definition, deliverables, etc.), the successful parts of your project management and the unresolved or failed components of your project. 3) submission of all written and digital materials that support your project plan and implementation, Gantt charts, task and budget charts, testing and evaluation results, etc.

**Term Project Proposal** - Project charter and scoping document. Print on paper and hand in due October 1 or before.

**Term Project** – Hand in a final paper copy of report to me AND submit a pdf copy of all of the components of the project to the Assignments link of the class CANVAS page for review on or before the December 12. Those students taking the Capstone course can use their project for this course. However, this must be completely transparent with full disclosure to both instructors. Project Management requires much more comprehensive approach to the planning, tasking, delivery and evaluation of the project. No course deliverables can be the identical for both courses. Details will be worked out during student class sessions.

Late proposals and projects are reduced two (2) points per day unless a verifiable excuse is presented.
Your final grade is calculated as a percentage of the total points possible based on the grading scale (91-100 = A, 81-88 = B, etc.) Plus and minus grades are given for the margins of each letter grade (i.e. 90-A-, 89-B+).

Attendance
This class meets only one time per week. Attendance is critical to do well. Attendance will be monitored. Most classes will have a presentation and discussion of the readings for that week, a guest speaker and one on one meetings to discuss term projects.

Several classes will feature project managers from private sector and governmental agencies to share their experience and wisdom on project management. In some cases, class will be held during class time at their place of employment. Students will be expected to attend these field visits, but are not required, if a sufficient reason is provided to the instructor. This is a great opportunity for you to build your network of job contacts.

Course Schedule

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Fall Break – Sun-Sun, October 12-19th
Thanksgiving Break – Thursday-Friday, November 27-28th  Class will be held on November 26.
University and Departmental Policies:

- 1) Individual extra credit will not be assigned.
- 2) An "incomplete" will be given only in extreme cases when conditions beyond the student's control require an extended period of absence. Even in this case, at least 80% of the course requirements must be completed.
- 3) Examinations must be taken during scheduled times announced in class. If you have a legitimate excuse (such as medical, family illness or unavoidable work conflicts), you must contact the instructor before the examination. If you do not contact the instructor before the examination you will not be able to make up the examination unless the circumstances were extreme and contacting the instructor was difficult.
- 4) The University of Utah seeks to provide equal access to its programs, services and activities for people with disabilities. If you will need accommodations in the class, reasonable prior notice needs to be given to the Center for Disability Services, 162 Olpin Union Building, 581-5020 (V/TDD). http://disability.utah.edu/. CDS will work with you and the instructor to make arrangements for accommodations.
- 5) Those with schedules that will conflict with class need to make the instructor aware of these conflicts within the first two weeks of class.
- 5) Academic misconduct will not be tolerated. Penalties may include failure of an assignment, the entire course, and/or the filing of formal charges with appropriate university authorities. Academic misconduct includes, but is not limited to, cheating, misrepresenting one’s work, and plagiarism:
  - Cheating involves the unauthorized possession or use of information in an academic exercise, including unauthorized communication with another person during an exercise such as an examination.
  - Misrepresenting one’s work includes, but is not limited to, representing material prepared by another as one’s own work or submitting the same work in more than one course without prior permission of all instructors.
  - Plagiarism means the intentional unacknowledged use or incorporation of any other person’s work in one’s own work offered for academic consideration or public presentation. This includes copying from websites as well as books and journals.