

Managing Technology Projects CIS 79–64Z

Instructor Spera Georgiou
Phone 408-864-8803
Office F51g
Office Hour Tuesday & Thursday- 10:00am-11:30am
Wednesday - 11:00am-11:30am
E-Mail georgiouspera@fhda.edu

LEARNING MATERIALS:

- 1. TEXTBOOK** Successful Project Management (with Microsoft® Project 2010), 5th Edition, Jack Gido; James P. Clements

Textbook ISBN-10: 0-538-47897-7

Textbook ISBN-13: 978-0-538-47897-7

Required

OBJECTIVES In this course, students will learn to:

- Plan projects with performance in mind.
- Determine and fulfill the expectations of the client.
- Complete the steps of a technology project.
- Internalize the project lifecycle.
- Master the systematic approach to project design and management.
- Identify risks in a project.
- Role-play management functions, project staffing, and project organizations.
- Integrate concepts into practical examples.

ATTENDANCE This is a 4.5 unit course with a 4 unit lecture component and a 0.5 unit lab component. Follow the calendar in order to complete reading, quizzes and lab work on time.

Once enrolled, if you wish to drop the class, it is *your responsibility to drop the class before the deadline in the Schedule of Classes*. Otherwise, an appropriate grade will be assigned at the end of the quarter.

Scholarly Conduct Discussion and exchange of ideas on lab assignments are strongly encouraged. However, each person is expected to complete his/her own computer work. Identical solutions will be given a zero grade.

Copying or cheating during an exam will result in a zero being assigned to all the parties involved.

LAB ASSIGNMENTS The lab assignments measure your ability to apply course concepts to hands-on skills in using commonly used software. If you need help to do any of the lab assignments send a message in Catalyst indicating the section and step where you are. For each lab you need to start with the files on the CD from your book or download these from the Georgiou webpage at De Anza.

INCOMPLETE No Incomplete for Lab Work - Keep up with Lab Assignments and turn in whatever you have at the end of the quarter.

Incompletes will only be granted for justifiable reasons for projects not finished and 10% will be deducted from the project score

ALL EXAMS ARE MANDATORY. Failure to take an exam means failure in this class!!!

MIDTERM EXAM One midterm, will be given during the quarter covering course terms and concepts during the first half of the course. There are usually 40 - 50 questions, mostly multiple choice but perhaps with some fill-in the blanks. We will review for the exam, as well as review exam results.

FINAL EXAM The final exam, will be administered at the end of the quarter. It will cover material after the midterm exam. You must take the final exam in order to pass the course.

POINTS The following points can be obtained for various activities:

ACTIVITY	Information	Weight
Quizzes	Weekly On Catalyst	20%
Midterm Exam	40 Scantron questions	20%
Lab Assignments	Turned in every week	20%
Term Project	Project	20%
Final Exam	40 Scantron questions	20%

SCORING Multiply your percentage on each item times the weight of the item. Add the four weighted scores to get your numeric score for the course.

GRADES **B+** = 87-89% **C+** = 77-79% **D+** = 60-69% **F** = 0-59%
A = 97-100% **B** = 83-86% **C** = 70-76% **D** = 63-66%
A- = 90 – 92% **B-** = 80-82% **D-** = 60-62%

Posting Grades I will not post grades at the end of the quarter. Contact the Records Office.