

## ITMG221

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### Course Summary

**Course:** ITMG221

**Title:** IT Project Management

**Length of Course:** 8

**Faculty:** TBD

**Prerequisites:** N/A

**Credit Hours:** 3

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### Description

**Course Description:**

**Course Scope:**

information Technology Project Management Course will provide you an introduction to project management and explain project management as it applies to managing information technology. It will also help you develop project management skills required to initiate, plan, execute, control, and close projects. This course combines theories, techniques, case studies, and exercises. It also emphasizes technical and communications skills needed to manage inevitable changes. This course meets the topical requirements for the CompTIA Project+ Certification.

Note to Students: The Class Resources, assignments, learning outcomes, and expectations in this upper-level undergraduate course assume that the student has completed all lower level general education and career planning coursework necessary to develop research, writing, and critical thinking skills. Students who have not fulfilled all general education requirements through courses or awarded transfer credit should strongly consider completing these requirements prior to registering for this course.

The American Council on Education has evaluated this course. Credit Recommendation at the upper level/baccalaureate degree level 3 semester hours in Management Information System.

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# Objectives

After successful completion of ITMG221 students will have:

- CO1: Describe the benefits of IT project management.
  - CO2: Describe the skills required for project management.
  - CO3: Map the tasks in the project initiation phase, to include: defining the business requirements, identifying the project stakeholders, defining project scope, establishing a project charter, and defining key roles and responsibilities on the project team.
  - CO4: Illustrate project planning to include estimating and scheduling by creating a work breakdown structure and estimate time, resource, and cost requirements. CO5: Prepare comprehensive project plans for communication, resource management, procurement, risk and quality.
  - CO6: Identify project team management performance to include budget, cost and resource utilization.
  - CO7: Describe the strategies for managing change and for assuring quality. CO8: Explain the project management lifecycle through all of its phases.
  - CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.
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## Outline

### Week 1: Project Management Overview

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#### Learning Outcomes

- CO1: Describe the benefits of IT project management.
- CO2: Describe the skills required for project management.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- Week 1 Summary Review Questions
- Week 1 Discussion

#### Recommended Optional Reading Recommended

#### Media

### Week 2: Project Initiation

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#### Learning Outcomes

- CO2: Describe the skills required for project management.

- CO3: Identify the tasks in the project initiation phase, to include defining the business requirements, identifying the project stakeholders, defining project scope, establishing a project charter, and defining key roles and responsibilities on the project team.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

### Assignments

- Week 2 Summary Review Questions
- Week 2 Discussion

### Recommended Optional

Reading Recommended Media

## **Week 3: Project Planning, Estimating and Scheduling**

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### Learning Outcomes

- CO3: Identify the tasks in the project initiation phase, to include: defining the business requirements, identifying the project stakeholders, defining project scope, establishing a project charter, and defining key roles and responsibilities on the project team.
- CO4: Illustrate project planning to include estimating and scheduling by creating a work breakdown structure and estimate time, resource, and cost requirements.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

### Assignments

- Week 3 Summary Review Questions
- Week 3 Discussion

### Recommended Optional

Reading Recommended Media

## **Week 4: Creating Project Plans**

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### Learning Outcomes

- CO5: Prepare comprehensive project plans for communication, resource management, procurement, risk and quality.

- CO6: Identify project team management performance to include budget, cost and resource utilization.

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- Week 4 Summary Review Questions
- Week 4 Discussion

#### Recommended Optional Reading

#### Recommended Media

### **Week 5: Managing People**

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#### Learning Outcomes

- CO6: Examine project team management performance to include budget, cost and resource utilization.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- Week 5 Summary Review Questions
- Week 5 Discussion

#### Recommended Optional Reading

#### Recommended Media

### **Week 6: Managing Cost and Evaluating Project Performance**

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#### Learning Outcomes

- CO6: Examine project team management performance to include budget, cost and resource utilization.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- Week 6 Summary Review Questions
- Week 6 Discussion

Recommended Optional Reading

Recommended Media

## **Week 7: Managing Project Quality and Risks**

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Learning Outcomes

- CO4: Illustrate project planning to include estimating and scheduling by creating a work breakdown structure and estimate time, resource, and cost requirements.
- CO5: Prepare comprehensive project plans for communication, resource management, procurement, risk and quality.
- CO7: Describe the strategies for managing change and for assuring quality. Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

Assignments

- Week 7 Case Study Essay Questions
- Week 7 Discussion

Recommended Optional Reading

Recommended Media

## **Week 8: Project Procurement and Closure**

Learning Outcomes

- CO8: Explain the project management lifecycle through all of its phases.
- CO9: Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding.

Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

Assignments

- Week 8 Summary Review Questions
- Week 8 Discussion

Recommended Optional Reading

Recommended Media

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## **Evaluation**

Grading will be based upon the following:

- Weekly Summary Review Questions - 65%
- Case Studies and Essay- 15%
- Discussion Participation - 20%

## Materials

Specific Course Materials related to your course are located in the Learning Material Section of the Content for each week.

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## Course Guidance

This course requires a time management plan and the self-discipline to follow it. You are responsible for managing your time, completing assignments on time, completing the readings, and making inquiries as needed to complete the course effectively. This is an 8week course, which means the material must be learned in a short period of time. This requires dedication and diligence on the part of each student.

There are weekly assessments (Assignments and Discussions). All assignments must be submitted by the end of the week (Sunday, 11:59 pm, ET) they are assigned unless otherwise noted.

## eReserve

Various resources from the APUS Library & the Open Web are used. Required resources for your course are provided in a course [eReserve opens in new window](#).

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## Interaction Guidelines

### Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate -- both inside and outside the classroom. Discussions on the Internet, however, occasionally can degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting; basic academic rules of good behavior and proper "netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or attempts to intimidate or stifle the discussion of others.

**Email Guidelines:** Students are encouraged to send any questions by email. Before asking any questions on assignments, I would expect a sincere attempt to go through the course materials to find the answer. Please do not copy the entire class. I will get back with response within 24 to 48 hours.

**Discussion Guidelines:** Students should post on the topic of each week's discussion in the Discussions section. They should not reproduce from the course materials or any online reference. It should be original and can contain references. I will grade the submission in a week.

**Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep message layouts simple.

### **Humor Note**

Despite the best of intentions, jokes and -- especially -- satire can easily get lost or become unintentionally offensive. If you feel the need for humor, you may wish to add "emojicons" to help alert your readers: ;-), : ).

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## **Citation & Reference Style**

All weekly Assignments should be submitted in APA writing styles. Students will follow APA guidelines\_ as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation style cited in the \_ American Psychological Association (APA).

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## **Assignments**

While the Weekly Summary Reviews are rather simple and straightforward, the Case Studies can be more problematical. Little information is provided meaning that you may have to extrapolate given the information you have. Using your imagination is also acceptable as long as what you propose is in the realm of the possible.

One other caveat; try as you may the Case Studies can not be completed in one page. In this course as in other things in life what is important is in the doing and not the exactness. A demonstrated lack of effort is awarded accordingly.

Assignments should have some semblance of form; normally the question followed by an answer. Disorganized work is difficult to read and grade. Stick to one font type, red font is not necessary nor do you need to bold all of your answers. Proper formatting will obviate all of these more garish use of these devices.

Do not cut and paste from documents produced in anything other than a plain text editor, no one wants to wade through three pages of formatting language to read your comments.

Don't use html tags either; while it was quite the rage and even impressive in 1995 it is rather cliché now.

## Required Software

Microsoft Office is available to you as an APUS student for free. To sign up, visit <http://products.office.com/en-us/student>. If you have questions about accessing the software, please contact Classroom Support at [classroomsupport@apus.edu](mailto:classroomsupport@apus.edu). Adobe Acrobat Reader: A free download is available from <http://www.adobe.com/support/downloads/main.html> [opens in new window](#)

## Required Technology

See the [Technology Requirements chart opens in new window](#) (opens in new window), found under the Student Experience navigation tab, on the APUS website, which outlines the minimum technical requirements for the hardware and software needed to access your course work. Also included in the chart are recommended requirements, which if followed, will make your online learning experience more fulfilling.

## Communications

### Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities. All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar. [Tips on Using the Office 365 Email Tool](#)

### Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
- Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
- The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
- Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.

# University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

## Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

## Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

## Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.