Course Syllabus





IS 450 Project Management II

INSTRUCTOR: Amelia Garripoli

OFFICE: TEC-210, Bremerton Campus

OFFICE HOUR: Tuesday and Wednesday 12-1 or by arrangement

PHONE: 360-475-7588 (voicemail checked Mon-Thu)

MAIL: 1600 Chester Ave, Bremerton, WA 98337-1699

EMAIL: agarripoli@olympic.edu (mailto:agarripoli@olympic.edu) (for non-course topics)

> Note: Use the Canvas Inbox (https://olympic.instructure.com/conversations) for course topics, do not send email. I generally provide a 1-school-day turnaround on Canvas

> messages; if you don't get a reply within 1 school day, please resend your message. Do

not send assignments to my Canvas Inbox or email address, they must be

submitted through Canvas in the appropriate assignment location. Please note: I can only respond to email sent from your student.olympic.edu account - this is OC policy, and for your

privacy.

SKYPE: agarripoli.olympic (Amelia Garripoli at OC)

ONLINE: http://faculty.olympic.edu/agarripoli (http://faculty.olympic.edu/agarripoli)

This syllabus is subject to change at any time and without notice.

COURSE DETAILS:

DESCRIPTION: Learn to apply project management strategies to information systems development and implementation projects. Covers computer systems life cycle management: including requirement identification and analysis, proposal evaluation and development, project planning, management and control, cost and risk analysis, project documentation and legal and licensing requirements. Also includes discussions of current IS project management practices and trends and the role of the development team and its internal and external stakeholders and partners.

CREDITS: 5 (ratio is 4 lecture hours to 2 lab hours)

COURSE DATES: 4 January - 14 March 2015, except Mon. Jan. 17, Mon. Feb. 17

COURSE 2255/2256 MEETS: 10:00am-10:50am Monday-Thursday (recorded) and 5pm-7pm Tuesday (on ground)

COURSE 2257/2258 MEETS: 2:00pm-2:50pm Monday-Thursday (recorded) and 5pm-7pm Wednesday (on ground)

LOCATION: BUS-106

PREREQUISITE: 2.0 in IS 350 or permission of instructor.

TEXT: material provided in Canvas shell

REQUIRED

TECHNOLOGY: Active OC Canvas account

Lab access or a PC or MAC with administrator privilege for installing software

Internet access

Microsoft Word software

COURSE OUTCOMES:

- 1. Present and evaluate current trends and practices in the management of information systems development and implementation projects.
- 2. Analyze various strategies for requirement identification and analysis and discuss advantages and limitations of selected strategies based on specificcase studies.
- 3. Prepare and implement an integrated project plan to support the development, testing and implementation of an information system based on an actual industry project, including cost estimates and risk analysis.
- 4. Discuss different IS development team structures (including internal and external partners) and analyze best practices to support effective communication throughout the project.

CORE ABILITIES: IS 450 meets the Core Abilities

(http://www.olympic.edu/Students/DegreesCertificates/coreAbilities.htm) of Communication, Thinking and Lifelong Learning.

COURSE SCHEDULE:

Please visit the Canvas class site for information and announcements, communications, grades, assignments, due dates, and more.

Week	Modules	Assignments	Reading
Week 1	Module 0 - Getting Started Module 1 - Kanban & Scrum	Getting Started Discussion Syllabus Review Module 1 Assessment Module 1 Discussion Module 1 Individual Lab Module 1 Group Lab	Syllabus Canvas course Kanban and Scrum
Week 2	Module 2 - Version Control with GitHub	Module 2 Assessment Module 2 Discussion Module 2 Individual Lab Module 2 Group Lab	Git Succinctly
Week 3	Module 3 - DevOps	Module 3 Assessment Module 3 Discussion Module 3 Individual Lab Module 3 Group Lab	Material identified in Canvas module
Week 4	Module 4 - Chaos Monkey	Module 4 Assessment Module 4 Discussion Module 4 Individual Lab Module 4 Group Lab	Material identified in Canvas module
Week 5	Module 5 - Kaizen	Module 5 Assessment Module 5 Discussion Module 5 Individual Lab Module 5 Group Lab	Material identified in Canvas module
		Module 6 Assessment Module 6 Discussion	

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Week 6	Module 6 - Lean IT	Module 6 Individual Lab Module 6 Group Lab	Material identified in Canvas module			
Week 7	Module 7 - Continuous Delivery	Module 7 Assessment Module 7 Discussion Module 7 Individual Lab Module 7 Group Lab	Material identified in Canvas module			
Week 8	Module 8 - Automation	Module 8 Individual Drop Box Module 8 Discussion Drop Box Module 8 Group Drop Box Module 8 Peer Assessment Drop Box	Material identified in Canvas module			
Week 9	Module 9 - ISO 9000	Module 9 Assessment Module 9 Discussion Module 9 Individual Lab Module 9 Group Lab	Material identified in Canvas module			
Week 10	Module 10 - Wrapping Up	Module 10 Assessment Module 10 Discussion Module 10 Group Lab	Reflection on course material			

COURSE REQUIREMENTS:

- Module assessments 22.7%
- Module discussions 22.7%
- Group labs 27.3%
- Individual labs 27.3%

Grading and Assignments:

Total points that can be earned are 1100. Refer to each module's instructions for specific details.

Each module typically contains 4 activities:

- Module Assessment, 25 points. These are typically 10 multiple choice/T-F questions, and one short question. These measure your understanding of the topic the module addresses.
- Module Discussion, 25 points. This is a substantive post involving independent research into the module's topic, and two substantive responses to your peers. Posts are 300-1000 words with at least two sources outside of course material, and will require some independent research into the topic.
- Individual Lab, 30 points. This captures an aspect of the work each individual does in the group project relative to the module. These are sometimes preparative to the group lab, and sometimes independent of it.
- Group Lab, 30 points. This captures an aspect of the group project relative to the module. It is meant to be worked on both outside of class and during the group lab night.

Percentage grading scale

Your grade for the class will be assigned by converting your total points to a percentage grade, by dividing them by 9. So if your total points was 760, your grade would be 84.4, which is a B, GPA 3.0 in our chart:

Percent		GPA	Percent		GPA
96 - 100	А	4.0	77 - 79.9	С	2.0
93 - 95.9	A-	3.7	73 - 76.9	C-	1.7

90 - 92.9	B+	3.3	70 - 72.9	D+	1.3
87 - 89.9	В	3.0	67 - 69.9	D	1.0
83 - 86.9	В-	2.7	63 - 66.9	D-	0.7
80-82.9	C+	2.3	62.9 - LESS	F	0.0

EXPECTATIONS FOR SUCCESS:

Please note the following guidelines and approaches to success in this course:

- Contribute to the class by attending regularly and engaging in discussions.
- Set up a plan and actively pursue each research milestone to ensure you complete your final items on time.
- Demonstrate a level of engagement through careful listening and attention to details and due dates.
- Apply a professional level of communications throughout the course both verbally and in writing.
- Adhere to proper spelling, grammar and punctuation as if communicating in a professional setting.
- Stay current with course materials and observe, read, experiment, and otherwise absorb course content.
- Take ownership for learning, and deliver quality products worthy of portfolio content.
- Seek help immediately when problems or challenges arise.

SUBMITTING WORK:

All work must be submitted as specified in Canvas. Ensure that all assignments are attached/deposited properly. It is your responsibility to ensure that all student submissions are in their proper place by their deadlines. Open a new browser window to check your submission, and do it early enough that you can resubmit before the due date if needed.

Submissions submitted on time will be graded within one week of their due date, unless I have heavier than normal professional obligations, in which case you will be notified of the delay. Your grade will be based on the content, quality, accuracy, and timeliness of your assignment.

LATE POLICY:

Canvas discussion posts and responses will not be accepted late. Successful discussions require timely interactions, so as a community you are required to participate, post and respond in a timely manner.

Work will only be accepted up to three weeks late, up to the last regular class meeting of the quarter. There is a 10% penalty per week for late work, prior to grading. Work over three weeks late or late and after the final class day will not be accepted for grading.

Any exceptions to this late policy must be agreed upon no later than 48 hours prior to the due date; exceptions will only be made with verifiable proof of your inability to do so (for example, an accident report or emergency hospital admission), no exceptions.

Late submissions will be graded as time permits in my normal grading flow.

GETTING HELP:

First, if you need help, get help early and often - if you wait until it is a crisis, it will be too late.

Here are some resources to get help in this class:

• Contact me through Canvas (https://olympic.instructure.com/conversations) or email for help - please give sufficient detail, including which assignment you are asking about and your issue.

- Call, skype, or stop by during my <u>office hours</u> (http://faculty.olympic.edu/agarripoli) hours and number stated above. I am available outside of the listed hours by arrangement as well, online or phone. Teamviewer can be used if screenviews are needed.
- Haselwood Library (http://libquides.olympic.edu/index) has LibGuides
 (http://libquides.olympic.edu/c.php?g=232024&p=1540493), an assortment of online books about IT; and they can be of assistance in pursuing research.
- The <u>Writing Center</u> (http://www.olympic.edu/services/tutoring-services/writing-center) offers assistance with writing, online and by appointment.
- BUS-106 will be available with a lab tech during class time and also at other times. A schedule will be posted on the course Canvas site once it is available.
- The <u>programming tutors</u> (http://faculty.olympic.edu/agarripoli/programmingtutors.html) may be able to provide you with some assistance, but as they are not BASIS students, they may be unable to assist with course material. Your instructors and cohort are your best available resource for technical content.

If you need help outside of class material, there are a wide variety of resources available to you. See **Student Resources**(http://www.olympic.edu/student-life/multicultural-and-student-programs/resources) for assistance.

GENERAL POLICIES:

- 1. **Assignments**: By taking this class, you are stating that you will be making appropriate time in your schedule to ensure success and have access to the resources required for this class. Expect to spend 1-2 hours outside of class per week for every class credit to ensure success. That means this 5 credit class equals 9 hours outside of class per week to allow time for your success. Start assignments early and be proactive.
 - 1. <u>Due dates:</u> Assignments are due on time / date as noted in the Canvas classroom. Online postings are due by midnight of the due date. You can post assignments any time during the current module. Please do not wait until the last minute to post. All assignments are due by 11:59pm of the due date listed for a given item using the appropriate drop box. No assignment will be accepted for grading after the last scheduled day of classes. See the late policy for grading on late work.
 - 2. <u>Monitor Your Progress:</u> You can monitor your progress by going to the Grades area in the Canvas classroom. Contact your instructor right away if you notice any discrepancies between an expected assignment grade and what is reported in the gradebook.
 - 3. <u>Deliverables:</u> You must do your own work; consultation with others is fine, but the end-products must be your work; don't copy the work of others, get others to do your work, or take solutions from the web.
- 2. **Attendance**: Regular progress is strongly recommended for success in this class. The topics build on each other; you will not be able to succeed in this class by cramming in each topic in an hour a week. Check in with the Canvas shell on a regular basis each week, watch all provided recordings, and participate in all lab meetings. Material will be provided in recordings that is not available in Canvas, and vice-versa. You are responsible for accessing and using all required resources provided, and doing so will be important to your success in this course.
- 3. **Connectivity**: Everyone experiences technical difficulties including the Canvas website, the K-20 network, or your Internet service provider. Have an alternate plan in the event of technical difficulties, and do not wait until the last minute to submit your work. Know where your local WiFi hotspots and computing resources are and be prepared to get to them to submit your work on time. There are labs on each Olympic College Campus.
- 4. Recordings: All recordings provided for this class through Canvas or Panopto are copyrighted by Olympic College. If you have copied or downloaded any of the recordings provided through Canvas, you must delete them once the term completes. Olympic College does not grant permission to retain recordings of class material. See the OC Copyright Policy (https://www.olympic.edu/sites/default/files/files/20025CopyrightPolicy.pdf).
- 5. **Etiquette/Netiquette:** This is a college level class. It is expected that the instructor and the students will be tolerant of others' views, be respectful in dealing with others, and use standard professional English in their communications, both written and verbal. Swearing is not respectful. Remember that capitalization and exclamation points are considered yelling, and texting lingo is not professional. Any violations of this policy may result in lowering of an assignment grade or your overall course grade, reporting the violation to student services, or administrative withdrawal from the course. Ask first if you are not sure if your note is offensive, and respect the opinions of others. See <u>WAC 132C-120 for Olympic College's Student Conduct Code</u> (http://apps.leg.wa.gov/wac/default.aspx? cite=132C).
- 6. Email: Netiquette applies to email text as well. Please follow these guidelines:
 - 1. Send course email through Canvas, not to my OC email. You will get faster turn-around, as Canvas takes priority during the term.

- 2. Use an appropriate Subject line, change it if you are starting a new topic in a reply. If you send multiple replies before I respond, note that I may not see the earlier replies due to the way Canvas presents messages.
- 3. I will respond to all Canvas messages within one school day during the term; on weekends, holidays, and breaks I am generally not checking messages and may not respond until the next school/contract day. If I have not answered your message within this timeframe, please re-send it and let me know as it may not have been received.
- 4. Never assume email is private; others may be able to read or access your email, or it may be forwarded.
- 5. If you do send email about the course to me at agarripoli@olympic.edu, I generally aim to respond within 2 school days to emails from olympic.edu addresses during the term; on weekends, holidays, and breaks I am generally not checking email.
- 6. I cannot respond to student inquiries from non-olympic.edu email addresses. This is per OC policy. I can respond to all Canvas messages, and you can set Canvas up so it forwards messages to, and accepts replies from, your non-OC email.

ACADEMIC HONESTY:

Plagiarism and cheating are serious offenses and may lead to a failing assignment grade; failure in the course; and/or expulsion from the College. For more information refer to the <u>Student Code of Conduct</u>

(http://www.olympic.edu/current-students/policies-processes/student-conduct-code). Academic dishonesty includes cheating, plagiarism, fabrication, and facilitating academic dishonesty. Facilitating academic dishonesty includes providing your own work to someone else for their solution; do not put others in this situation, they cannot provide you with solutions, only guidance. Fabrication includes making up sources that do not exist; you must be able to produce all of your sources if requested.

You are encouraged to work with one another to understand and discuss general concepts and approaches, but your work must be your own, and your writing must be in your own words. Except for group work, the assignments are to be completed individually, and as such you are expected to work on your own. I reserve the right to refuse to accept any assignment if you cannot demonstrate the ability to perform similar work when asked, if you cannot explain your answer or the approach that you have used, or if you cannot produce a source when requested. You need to develop and internalize the work yourself.

This is particularly important with research -- whenever you use material from a source, that source must be immediately, properly cited and then a full reference supplied at the end of your paper/presentation. Please note: cut and paste of another's words is plagiarism. Quoting in a limited amount with a citation noted on the quote is permissible. Your words must be your own. Images must be appropriately sourced and cited as well.

EQUAL OPPORTUNITY:

It is the policy of Washington's community and technical colleges to provide equal opportunity in education regardless of race, ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, gender identity, veteran status or the presence of any sensory, mental, or physical disability. For more information visit

Nondiscrimination and Title IX (http://www.olympic.edu/nondiscrimination-title-ix).

DISABILITIES:

Olympic College is committed to providing equal access to students with disabilities. Any student who feels he or she may need an accommodation based on the impact of a disability should contact Access Services in Room 205 of the Humanities & Student Services Building, (360) 475-7540 or by email at AccessServices@olympic.edu (mailto:AccessServices@olympic.edu. For more information visit AccessServices@olympic.edu (http://www.olympic.edu/services/access-services-students-disabilities).

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Assignments Summary:

Date	Details	
	Module 0 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990549)	due by 11:59pm
Sat Jan 9, 2016	Syllabus Review (https://olympic.instructure.com/courses/1408063/assignments/8990536)	due by 11:59pm
	Getting Started Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990537)	due by 11:59pm
Sun Jan 10, 2016	Module 1 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990553)	due by 11:59pm
Tue Jan 12, 2016	Responses to Getting Started Discussion due (11:59 pm) (https://olympic.instructure.com/calendar? event_id=2007821&include_contexts=course_1408063)	12am
Wed Jan 13, 2016	Module 1 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990538)	due by 11:59pm
Sat Jan 16, 2016	Module 1 Discussion Responses Due (11:59pm) (https://olympic.instructure.com/calendar? event_id=2007822&include_contexts=course_1408063)	12am
Sun Jan 17, 2016	Module 2 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990527)	due by 11:59pm
Mon Jan 18, 2016	No Class, Jabs closed (Campus Holiday) (https://olympic.instructure.com/cevent_id=2007825&include_contexts=course_1408063)	alendar? 12am
Wed Jan 20, 2016	Module 2 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990539)	due by 11:59pm
Sat Jan 23, 2016	Module 3 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990557)	due by 11:59pm
Sun Jan 24, 2016	Module 3 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990528)	due by 11:59pm
Wed Jan 27, 2016	Module 3 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990540)	due by 11:59pm
Sat lan 20, 2016	Module 3 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990556)	due by 11:59pm
Sat Jan 30, 2016	Module 4 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990559)	due by 11:59pm
Sun Jan 31, 2016	Module 4 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990532)	due by 11:59pm

Date	Details	
Wed Feb 3, 2016	Module 4 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990541)	due by 11:59pm
	Module 4 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990558)	due by 11:59pm
Sat Feb 6, 2016	Module 5 Individual/Paired Lab (https://olympic.instructure.com/courses/1408063/assignments/8990561)	due by 11:59pm
Sun Feb 7, 2016	Module 5 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990534)	due by 11:59pm
Wed Feb 10, 2016	Module 5 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990542)	due by 11:59pm
Sat Feb 13, 2016	Module 5 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990560)	due by 11:59pm
Satt eb 15, 2010	Module 6 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990563)	due by 11:59pm
Sun Feb 14, 2016	Module 6 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990530)	due by 11:59pm
Mon Feb 15, 2016	No Class, no lab hours (Campus Holiday) (https://olympic.instructure.com/cevent_id=2007824&include_contexts=course_1408063)	alendar? 12am
Wed Feb 17, 2016	Module 6 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990544)	due by 11:59pm
Sat Feb 20, 2016	Module 6 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990562)	due by 11:59pm
Gat1 65 20, 2010	Module 7 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990565)	due by 11:59pm
Sun Feb 21, 2016	Module 7 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990529)	due by 11:59pm
Wed Feb 24, 2016	Module 7 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990543)	due by 11:59pm
0.15.1.05.0010	Module 7 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990564)	due by 11:59pm
Sat Feb 27, 2016	Module 8 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990567)	due by 11:59pm
Sun Feb 28, 2016	Module 8 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990526)	due by 11:59pm

Date	Details	
Wed Mar 2, 2016	Module 8 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990545)	due by 11:59pm
0.414	Module 8 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990566)	due by 11:59pm
Sat Mar 5, 2016	Module 9 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990569)	due by 11:59pm
Sun Mar 6, 2016	Module 9 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990535)	due by 11:59pm
Wed Mar 9, 2016	Module 9 Discussion (https://olympic.instructure.com/courses/1408063/assignments/8990546)	due by 11:59pm
Sat Mar 12, 2016	Module 9 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990568)	due by 11:59pm
Sun Mar 13, 2016	Module 10 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990531)	due by 11:59pm
Mon Mar 14, 2016	LAST DAY late work is accepted for grading (https://olympic.instructure.com/calendar? event_id=2007823&include_contexts=course_1408063)	12am
	Instructor Take-Away (https://olympic.instructure.com/courses/1408063/assignments/8990548)	due by 11:59pm
Tue Mar 15, 2016	Portfolio Website Release (at evening lab) (https://olympic.instructure.comevent_id=2007826&include_contexts=course_1408063)	<u>/calendar?</u> 12am
Fri Mar 18, 2016	Module 10 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990550)	due by 11:59pm
Sun Jan 8, 2017	Module 1 Assessment (https://olympic.instructure.com/courses/1408063/assignments/8990533)	due by 11:59pm
Set len 14 2017	Module 1 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990552)	due by 11:59pm
Sat Jan 14, 2017	Module 2 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990555)	due by 11:59pm
Sat Jan 21, 2017	Module 2 Group Lab (https://olympic.instructure.com/courses/1408063/assignments/8990554)	due by 11:59pm
	Module 10 Individual Lab (https://olympic.instructure.com/courses/1408063/assignments/8990551)	
Peer Assessment (https://olympic.instructure.com/courses/1408063/assignments/89		ments/8990570)