

Linn-Benton Community College (LBCC)
CS244 – Systems Analysis and Project Management
Winter 2021 – Toraj Khavari

<p>Email: khavart@linnbenton.edu toraj.khavari@linnbenton.edu</p>	<p>Class Room: Virtual and Remote (Zoom and Phone)</p>				
<p>Office: Remote</p>	<p>Class Day/Time: All hours - PST</p> <table border="1" data-bbox="737 426 1386 510"> <tr> <td>Tuesday @ 1:00 pm</td> <td>Virtual* using Zoom **</td> </tr> <tr> <td>Others</td> <td>Remote</td> </tr> </table> <p>* - Attend classes in person using Zoom ** - Class Zoom Information as follows. Toraj Khavari is inviting you to a scheduled Zoom meeting.</p> <p>Topic: CS244 Zoom Winter 2021 Time: This is a recurring meeting Meet anytime</p> <p>Join Zoom Meeting https://linnbenton.zoom.us/j/99238026734</p> <p>Meeting ID: 992 3802 6734 Passcode: CS244 One tap mobile +13462487799,,99238026734# US (Houston) +16699006833,,99238026734# US (San Jose)</p> <p>Dial by your location +1 346 248 7799 US (Houston) +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 312 626 6799 US (Chicago) +1 646 876 9923 US (New York) +1 301 715 8592 US (Washington D.C)</p> <p>Meeting ID: 992 3802 6734 Find your local number: https://linnbenton.zoom.us/u/ax1wGrVc7</p> <p>Join by Skype for Business https://linnbenton.zoom.us/skype/99238026734</p>	Tuesday @ 1:00 pm	Virtual* using Zoom **	Others	Remote
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<p>Phone: 503-706-3548</p>	<p>Office Hours: T/TH @ noon</p> <table border="1" data-bbox="737 1671 1386 1822"> <tr> <td>1- Tuesday @ noon</td> <td>Virtual using Zoom and Phone !*</td> </tr> <tr> <td>2- Announced Tuesday class</td> <td>Remote – As needed</td> </tr> </table>	1- Tuesday @ noon	Virtual using Zoom and Phone !*	2- Announced Tuesday class	Remote – As needed
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	<p>!* - Office Hours Zoom Information as follows. Toraj Khavari is inviting you to a scheduled Zoom meeting.</p> <p>Topic: CS244 Zoom Office Hours Time: This is a recurring meeting Meet anytime</p> <p>Join Zoom Meeting https://linnbenton.zoom.us/j/97544312869</p> <p>Meeting ID: 975 4431 2869 Passcode: <u>CS2441on1</u> One tap mobile +16699006833,,97544312869# US (San Jose) +12532158782,,97544312869# US (Tacoma)</p> <p>Dial by your location +1 669 900 6833 US (San Jose) +1 253 215 8782 US (Tacoma) +1 346 248 7799 US (Houston) +1 646 876 9923 US (New York) +1 301 715 8592 US (Washington D.C) +1 312 626 6799 US (Chicago)</p> <p>Meeting ID: 975 4431 2869 Find your local number: https://linnbenton.zoom.us/u/aSko2yVUv</p> <p>Join by Skype for Business https://linnbenton.zoom.us/skype/97544312869</p>
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Course Objectives:

Information is traveling faster and being shared by more individuals than ever before. Although project management has been an established field for many years, managing 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. This course provides up-to-date information on how good project management and effective use of software can help you both manage projects, especially information technology projects, and be an effective project team member.

Prerequisite:

CS160 – Orientation to Computer Science or Instructor Approval.

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Text Books:

Project Management by Adrienne Watt. This is an Open Education Resource (OER) textbook – free. The PDF file is in week-0.

Learner Outcomes:

- 1) Summarize the need and benefits of structured Project Management.
- 2) Define Project, Program, and Portfolio and how they fit within an organization.
- 3) Explain the Project Management Process Groups and their interdependencies.
- 4) Explain the Project Management Knowledge Areas and their relationship to the Process Groups.
- 5) Summarize key concepts for managing people and building effective teams.
- 6) Apply learned project management principles and techniques to class project.

Grades Table:

Quizzes/Assignments/Exams	Weight	
10 Zoom Attendances <u>and</u> Participation (6 points for each day) – must Participate to earn 6 points.	60%	
10 Assignments – required.	10%	
Midterm Team Project Proposal Presentation – No traditional written exam.	10%	
Final Team Project Presentation.	20%	
TOTAL	100%	
Grades:	A: 90-100% B: 80-89% C: 70-79% D: 60-69% F: < 60%	P: >= 70% NP: < 70%

Instructor and Student Responsibilities:

Instructor Responsibilities	Student Responsibilities
I commit to starting all classes on time.	You agree to attend all virtual zoom classes, when participating keep camera on, and to comply with college code of conduct.
I commit to showing up to class prepared.	You agree to actively participate in class discussions and exercises.

Linn-Benton Community College (LBCC)
CS244 – Systems Analysis and Project Management
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I commit to balancing class time between lecture and hands-on exercises.	You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details).
I commit to holding published and announced office hours.	You agree to complete all readings and course assignments on time (due on Sunday night).
I commit to responding to your email within 24 hours, except weekends (no voice mail please).	You agree to collaborate professionally with fellow students on the class project.
I commit to grading assignments within 3 days (after due date).	You commit to use your LBCC Email account and Moodle.
If I'm unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up-to-date.	

Linn-Benton Community College (LBCC)
CS244 – Systems Analysis and Project Management
Winter 2021 – Toraj Khavari

Academic Honesty:

Helping, or being helped by another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

Classroom Conduct:

- 1) Please silence cell phones and do not use during class.
- 2) During Zoom meeting, please
 - keep your camera on,
 - enable chat window,
 - mute microphone when not used, and
 - focus, don't use other electronic devices in class including laptops, iPods, iPads, etc.
- 3) Please respect the learning environment of others and keep distractions to a minimum.

LBCC Center for Accessibility Resources:

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

LBCC Comprehensive Statement of Nondiscrimination:

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, gender, gender identity, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws. For further information see Board Policy P1015 in our [Board Policies and Administrative Rules](#), Title II, IX, & Section 504: Scott Rolen, CC-108, 541-917-4425; Lynne Cox, T-107B, 541-917-4806, LBCC, Albany, Oregon. To report: linnbenton-advocate.symplicity.com/public-report.

LBCC Statement of Inclusion:

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

Basic Needs Statement:

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Roadrunner Resource Center for support (resources@linnbenton.edu), or visit us on the web www.linnbenton.edu/RRC under Student Support for Current Students). Our office can help students get connected to resources to help. Furthermore, please notify the professor if you are comfortable in doing so. This will enable them to direct the student to any resources that are available.

Linn-Benton Community College (LBCC)
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Week	Activity	Due
Week-1 Jan 4	<ul style="list-style-type: none"> ➤ Welcome, course scope, set clear expectations, and introductions. ➤ Week-1 scope = Chapter-1 (Project Management: Past and Present) and Chapter-2 (Project Management Overview). ➤ Week-1 assignment 	Jan 5 @ 1:00 pm
Week-2 Jan 11	<p style="text-align: center; color: blue;">*** Last day to add/drop (January 11) ***</p> <ul style="list-style-type: none"> ➤ Week-2 scope = Chapter-3 (The Project Life Cycle) and Chapter-4 (Framework for Project Management). ➤ Week-2 class Discussion (What is the difference between a project and product life cycles? Give at least one well known example of each.) ➤ Week-2 assignment 	Jan 12 @ 1:00 pm
Week-3 Jan 18	<p style="text-align: center; color: blue;">*** Monday, Jan 18 is MLK Day = Holiday ***</p> <ul style="list-style-type: none"> ➤ Week-3 scope = Chapter-5 (Stakeholder Management) and Chapter-6 (Culture and Project Management). ➤ Week-3 class Discussion (I- In at least one example, discuss who are the project Stakeholders and how to manage them. II- In at least one example, describe Culture and Project Management.) ➤ Week-3 Team Project objectives, goals and outcome. ➤ Week-3 assignment <p style="color: green;">NOTE: Project Teams formed.</p>	Jan 19 @ 1:00 pm
Week-4 Jan 25	<ul style="list-style-type: none"> ➤ Week-4 scope = Chapter-7 (Project Initiation) and Chapter-8 (Overview of Project Planning). ➤ Week-4 class discussion (Should financial analysis be performed during project selection process? If so, why? How accurate are these financial analyses?) ➤ Week-4 Assignment 	Jan 26 @ 1:00 pm
Week-5 Feb 1	<ul style="list-style-type: none"> ➤ Week-5 scope = Chapter-9 (Scope Planning) and Chapter-10 (Project Schedule Planning). ➤ Week-5 class Discussion (In at least one example, discuss reasonable, appropriate for this class, project proposal's Scope and Schedule Planning.) ➤ Week-5 assignment 	Feb 2 @ 1:00 pm

Linn-Benton Community College (LBCC)
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<p>Week-6 Feb 8</p>	<ul style="list-style-type: none"> ➤ Midterm Team Project Proposal Presentation <ul style="list-style-type: none"> ● Presentation’s artifacts must be published in Google Drive and URL shared prior to Sunday before midnight. ● Team members must be in Zoom class ● 5 to 7 minutes duration ➤ Week-6 scope = Chapter-11 (Resource Planning). ➤ Week-6 class discussion (Why is project planning so important and what are the Knowledge Areas PMs plan for?) – If time allows. ➤ Week-6 assignment 	<p>Feb 9 @ 1:00 pm</p>
<p>Week-7 Feb 15</p>	<p style="text-align: center;">*** Monday, Feb 15 is Presidents Day = Holiday ***</p> <ul style="list-style-type: none"> ➤ Week-7 scope = Chapter-12 (Budget Planning). ➤ Week-7 class discussion (Continue week 6 discussion. In at least one example discuss Budget Planning and its roles.) ➤ Week-7 assignment 	<p>Feb 16 @ 1:00 pm</p>
<p>Week-8 Feb 22</p>	<ul style="list-style-type: none"> ➤ Week-8 scope = Chapter-14 (Quality Planning). ➤ Week-8 class discussion (Explain what is the Tiple Constraint and where does Quality fit into that triangle?) ➤ Week-8 assignment 	<p>Feb 23 @ 1:00 pm</p>
<p>Week-9 Mar 1</p>	<ul style="list-style-type: none"> ➤ Week-9 scope = Chapter-15 (Communication Planning) and Chapter-16 (Risk Management Planning). ➤ Week-9 assignment 	<p>Mar 2 @ 1:00 pm</p>
<p>Week-10 Mar 8</p>	<ul style="list-style-type: none"> ➤ Week-10 scope = Chapter-17 (Project Implementation Overview), Chapter-18 (Project Completion), and Chapter-19 (Celebrate!). ➤ Week-10 assignment ➤ Project teams’ artifacts <ul style="list-style-type: none"> ➤ Only one team member to submit ➤ Presentation’s artifacts must be published in Google Drive and URL shared before Sunday March 14, midnight 	<p>Mar 9 @ 1:00 pm</p>
<p>Week-11 Mar 15</p>	<ul style="list-style-type: none"> ➤ Team Presentations <ul style="list-style-type: none"> ● All teams available during every presentation. ● Team members must be in Zoom class ● 15-17 minutes – Presentation period ● 3-5 minutes - Class discussion – Other team members inputs about the given presentations. ➤ NOTE: Presentation is the Final Exam. 	<p>Mar 16 @ 1:00 pm</p>