

Application for a New Course v9

Course ID <i>Subject and Number</i>	ITC 460
Date APPROVED	
Date DENIED	

I. Systems and Catalog Information Complete each item.

1	Course Developer	Rob Byrd
2	Course Teacher	Rob Byrd
3	Course Title	Managing Technical Projects
4	Course Abbreviation (if title is over 30 characters)	Managing Technical Projects
5	College	COBA
6	Department	SITC
7	Number of Credit Hours	3
8	Is the course Fixed Credit or Variable Credit?	fixed
9	Is the course repeatable?	no
10	Maximum number of times course may be repeated	n/a
11	Maximum number of hours credit	3
12	Explanation for variable credit	
13a	Course contact hours - LEC	3
13b	Course contact hours - Lab	
13c	Course contact hours - Practicum	
13d	Course contact hours - Seminar	
13e	Course contact hours - Studio	
13f	Course contact hours - Online	
13g	Course contact hours - Colloquium	
13h	Course contact hours - Field Experience	
13j	Course contact hours - Internship	
13k	Course contact hours - Research	
13m	Course contact hours - Workshop	
13n	Course contact hours - Other (specify)	
14	Instructor Workload	3
15	Grade Mode (check all appropriate):	☒ Standard ☐ Credit/No Credit (undergrad only)
16	Maximum Enrollment	30
17	Catalog Description (50 words or less)	Students apply knowledge in their major area and develop project management skills through oral and written analysis of cases and applied projects.

18	List any prerequisites (course/s, test scores, class standing, major, etc.)	Last Year of Academic Program
19	List any co-requisites	none
20	If the course is cross listed, specify the Course ID(s) MUST have signature in Section V off all Department Chairs	n/a
21	Does this course have any special student costs? Yes/No <i>Attach a <u>completed</u> "Request to Add or Change Course Fees" form. Describe in section IV-F.</i>	no
22	How often will it be offered? Fall	Offered every Fall
23a	How often will it be offered? Spring	
23b	How often will it be offered? Summer	
23c	How often will it be offered? Fall	
24	Frequency?	Once per year
25	First semester this course will be offered <i>New courses may not be taught under their approved course ID until they appear in the catalog, therefore, no earlier than the coming fall.</i>	Fall 2013
26	List course/s that should be deleted, include the last semester for course/s being deleted <i>A course cannot be deleted when it is a requirement in a degree plan in any department.</i>	none
27	Is this course required for a degree/s? Yes/No <i>If "Yes," attach a revised degree plan(s) reflecting the placement of the new course.</i>	Yes
28	Has this course been offered as a Special Topics course? Yes/No <i>If "Yes," specify the Course ID and enrollment for each term it was taught.</i>	Yes, IT440 Fall 2011, Fall 2012, 20+ students
29	List any courses in which content overlaps the proposed course. (Course ID and Name) <i>Attach statement from instructor/dept chair of existing course justifying the new offering in Section IV-D.</i>	MGMT 459, See justification below.

II. Curriculum

1	Degree Plan Explanation of how this course affects degree requirements.	It is a core requirement for all majors within the School of Information Technology and Computing.
2	Justification State the justification for adding this course to the current curriculum. Represent the need	This course replaces IT440 Special Topics: Managing IT Projects. And formerly, MGMT 459 Project Management. MGMT 459 was used until the cohort of SITC majors was large enough to justify its own section to be able to specialize in the difference between technical projects and regular business projects.

III. Course Design

1. Audience and Course Goal

1	Describe the intended audience, including prerequisite skills.	The course is intended for senior SITC majors (CS, IT, DET, & IS) who have completed most of their coursework and are ready to integrate their knowledge in a capstone experience.
2	State the overarching course goal(s) in performance terms.	The overarching course goal is for students to gain realistic exposure to the theories and techniques involved in managing technical projects by planning and implementing a team project whose management effort requires about 150 hours per team member.

2. Competencies and Measurements

	Competency	Measurement
1	Know and apply the fundamental theories and PMI body of knowledge	Written/Online Exams
2	As a member of a PM team, plan and execute a large project that demonstrates expertise in project management skills	Project deliverables
3	Acquire confidence to plan and execute large real-world projects by developing organizational skills, ability to manage deadlines, and work effectively as part of a technical team.	Peer feedback, Client Feedback, and Personal reflection
4	Demonstrate effective written communication skills	Writing Intensive Paper

3. Text and Resources

Required

Heagney, J. (2012). *Fundamentals of project management*, 4th Ed., New York: American Management Association.

Recommended

Project Management Institute (2008). *Project Management Body of Knowledge (PMI-BOK Guide)* /4e, PMI

IV. Supporting Documentation

Supporting documents must accompany proposal prior to preliminary approval by chair and dean.

1	Library — Submit new course application and syllabus to the Director of the Library. Consult with the director and establish a deadline for completion of the library report. Attach the signed copy of the library director's report.
2	Instructional Design — The application and syllabus must be reviewed by the Adams Center. Attach a copy of the Adams Center Review Letter.
3	Degree Plan — The impact of the course must be reviewed by the Director of Curriculum. Attach degree plan signed by the Director of Curriculum.
4	Content Overlap — Include one document for each course you listed in Section I-I. Attach statement from instructor/dept chair of existing course justifying the new offering.
5	Departmental Resources — List the resources that support the course and are available only through the department, if applicable. Attach the list of the holdings and the location/s.
6	Resources — List resources (other than library or departmental resources) that are needed to support this course (computers, lab equipment, other technology, etc.). Attach a complete list of all items and indicate possible sources or estimated cost of each. List the sources of any needed funds.
7	Expenses — List additional expenses needed to implement this course (full-time or part-time faculty, graduate or lab assistants, student employees, travel, special student costs, room renovation, storage facility, etc.). Attach a complete list of all items, the estimated cost of each and the source of the funds.
8	Justification — Attach all documents referred to in Section II-2
9	Syllabus — Attach the syllabus for the course based upon the anticipated first-semester offering.
10	Provide documentation for all additional attachments here

1. Library Assessment

Review and approval by Director of Library is attached.

2. Instructional Design

Review and approval by Director of Instructional Design is attached.

3. Degree Plan

See separate proposals to add this course to CS, DET, IS and IT majors.

4. Content Overlap

See attached email from Dr. Don Pope, chair of Management Science, which owns MGMT 459.

5. Departmental Resources

There are no resources unique to the department required for this course.

6. Resources

No resources beyond existing computer labs and software are required. Projects require a client contact and organization, which can be filled by departments at ACU (e.g., Information Services) or other organizations (e.g., City Square).

7. Expenses

No additional expenses are required to implement this course. Faculty able to teach this course include Rob Byrd, Brad Crisp and Brent Reeves. Projects sometimes require minimal incentives to encourage participants to come to focus group meetings or to complete surveys. These minimal expenses are sometimes provided by the client organization and sometimes provided through departmental funds.

8. Justification

Nothing additional.

9. Syllabus

See attached.

10. Additional Documentation

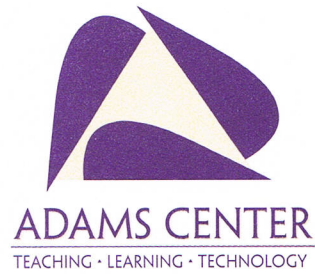
See writing-intensive requirement memo from Laura Carroll.

ABILENE CHRISTIAN UNIVERSITY
LIBRARY

M E M O R A N D U M

DATE: August 21, 2012
TO: Dr. Rob Byrd
FROM: Mark McCallon, Associate Dean for Library Services
RE: Course Application for ITC 460 – Managing Technical Projects

After reviewing the course proposal, the library is able to support the proposed course. Thank you for allowing us to review the course proposal.



Abilene Christian University • ACU Box 29201
Abilene, Texas 79699-9201

August 28, 2012

Dr. Rob Byrd
Associate Professor of Information Technology
School of Information Technology and Computing
230 Mabee Business Building
Abilene Christian University
ACU Box 29315
Abilene, TX 79699

Dear Rob –

Thank you for our conversation earlier today to discuss the two new courses you are proposing for approval:

ITC 110 Introduction to Computing and Information Technology
ITC 460 Managing Information Technology and Computing Projects

I am pleased to report that these two course proposals, the application material, and syllabi meet current Adams Center guidelines for course development. It was my pleasure to work with you. Thank you for your help in telling me more about the overall curriculum in the School of IT and Computing and how these two classes “bookend” the four degree programs currently offered.

Please don’t hesitate to contact the Adams Center if there is anything else we can do to help as you teach these courses.

Blessings,

A handwritten signature in purple ink, which appears to read "Melinda", is positioned above the typed name of the sender.

Melinda (Mindi) Thompson
Director of Instructional Design
Adams Center for Teaching Excellence



Brad Crisp <cbc06d@acu.edu>

ITC 460 Managing Technical Projects

1 message

Don Pope <dnf00a@acu.edu>

Tue, Dec 11, 2012 at 1:44 PM

To: Brad Crisp <cbc06d@acu.edu>

Brad-

I recognize that there is some overlap between ITC 460 Managing Technical Projects and the MGMT 459 Project Management course. But due to decline in faculty resources, we have had to stop offering MGMT 459. The Information Systems (IS) majors will be directed to take ITC 460 which will serve as a project management course more suitable for technical students.

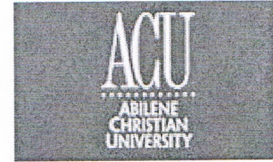
I fully support the ITC 460 Managing Technical Projects course.

Thanks

Don Pope

Chair, Management Sciences

ACU COLLEGE OF BUSINESS ADMINISTRATION
SCHOOL OF INFORMATION TECHNOLOGY & COMPUTING
COURSE SYLLABUS, FALL 2013
ITC 460 MANAGING TECHNICAL PROJECTS
FALL 2012, 3 CREDIT HOURS



Professor:	Dr. Rob Byrd, Associate Professor	Office:	Mabee Business Building Rm #252
Phone (office):	325-674-4914	Office Hrs:	MWF 10a –chapel, TR 9a –chapel
Cell (and text):	325-320-7076	ACU Box#:	28036
Email:	rob.byrd@acu.edu	Venue/Time:	MBB (COBA) 318 at 1:00 p.m.

The mission of Abilene Christian University is to educate students for Christian service and leadership throughout the world.

The mission of ACU's School of Information Technology and Computing is to provide students with the highest quality education possible in the ever-changing high-tech arena, and to establish within them a foundation of faith from which they can lead and serve in world-changing ways.

Course Description: ITC 460 Managing Technical Projects (3-0-3), fall. Students apply knowledge in their major area and develop project management skills through oral and written analysis of cases and applied projects. Prerequisite: Last Year of Academic Program.

Contribution of Course to Overall Business Perspective: Project management skills are essential for every business professional even if it is not his/her primary duty. As students gain expertise in project management they will be able to apply it to daily processes, and not only assigned projects. It will improve their organization ability, attention to details of processes, understanding of how to communicate technical aspects of processes, and how to manage deadlines.

Contribution of Course to the Development of Communication Skills: This course will provide opportunities to develop communication skills through working on projects and making presentations as individuals and in teams.

Contribution of Course to Christian Service and Leadership: Many of the concepts and details of this course are difficult and require time and dedication to master. Yet without competency in them the computer professional will not be able to present an image of a qualified professional. Colossians 3:23,24 (NIV) *Whatever you do, work at it with all your heart, as working for the Lord, not for men, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.* Generally, it is difficult to make the Good News about Jesus Christ seem desirable to unbelievers, unless those carrying that news are respected as authorities in other areas first. It doesn't always have to be in a professional area, but it does help when trying to show colleagues Christ.

Course Format/Activities (Synopsis): The course is primarily application-based with one large team project to be completed by each student. During the first couple weeks basic PM concepts will be discussed and teambuilding exercises will prepare students for selecting teams and choosing a semester project. The remainder of the course will be used to plan and execute the semester project.

During the first few weeks, students are expected to read the chapters assigned before coming to class. The PMI-BOK Guide will be used as a reference manual for the semester project. Planning, scheduling, executing, controlling and all deliverables will be based upon the PMI-BOK Guide.

Prerequisite: last year of academic program

Overall Outcome and Competencies:

Course Goal

The course will provide realistic exposure to the theories and techniques involved in managing technical projects by planning and implementing a team project whose management effort requires about 150 hours per team member.

	Competency	Measurement
1	Know and apply the fundamental theories and PMI body of knowledge	Written/Online Exams
2	As a member of a PM team, plan and execute a large project that demonstrates expertise in project management skills	Project deliverables
3	Acquire confidence to plan and execute large real-world projects by developing organizational skills, ability to manage deadlines, and work effectively as part of a technical team.	Peer feedback, Client Feedback, and Personal reflection
4	Demonstrate effective written communication skills	Writing Intensive [Project Deliverables]

Grading System: Final grades will be determined using the 1000 point system detailed below. Grades will be distributed as 900-1000 pts. = A, 800-899 pts. = B, 700-799 pts. = C, 600-699 pts. = D, 000-599 pts. = F.

Semester Exams (3)	150	Participation, peer-reviews, contract fulfillment	150
Project Deliverables	700	Total	1000

Course Policies:

Teaching Philosophy

My teaching philosophy is really a learning philosophy: my purpose is not to teach but to facilitate your learning and offer opportunities to do so. This course is designed to provide opportunities for students to practice management, written and oral communication, teambuilding, and independent learning.

Writing Intensive Course

This course is designated as a Writing Intensive Course. As such, one of the project deliverables – all of which are written documents, will be assessed specifically for appropriate grammar, style, and overall communication effectiveness. Specifically, the project Executive Summary will be assigned individually and be worth five percent of the course grade.

Course Materials, Communication, and course site

The primary means of communication will be classroom discourse and discussion followed closely by email and the learning management system found at: <http://classes.itc.acu.edu/itc/>
As far as possible all handouts, assignments, assignment submissions, grades and feedback will be accomplished via this site. Student email will be channeled through this site unless a message is student-initiated and sent directly to the professor's email account.

Homework, Projects, and Quizzes

Credit for homework and quizzes is given only when they are submitted on time whether the student has an excused absence or not. You may still submit late assignments for feedback even though the grade will be a zero. This will ensure you have the correct understanding for the exams and follow-on courses. Some of the assignments will not be graded but will be used as learning tools to prepare for the assessments.

Attendance and Tardiness

Students are expected to be present and on time for class. In the case of a school approved absences, exams or projects may be taken/submitted **only before** leaving on the school approved function. This means advance notification of the absence must be given to the professor at least one week before the day of absence. The above-stated Homework and Quizzes policy applies to

school approved absences only.

For those who like details: Tardy is defined as entering or not being prepared for class (finding a seat, pulling out books from backpacks, etc.) after the professor has started the formal class, or making the professor have to wait to start class because a student is not ready. A student more than 15 minutes tardy is considered absent. Three tardies amount to an absence, and after three weeks worth of absences a student will be dropped with a grade of WF. It will not take this many absences, however, to miss so much valuable learning that passing will be difficult anyway.

Disruptive and Disrespectful Behavior

Behavior that is disruptive or disrespectful behavior will not be tolerated. This includes sleeping, habitual leaving and re-entering the classroom once the session has started, playing games, writing email, messaging, use of cell phones (including texting) or pagers, inappropriate talking that is off-topic, or other similar activities. Those disrupting the class, will be asked to leave and will be counted absent. The only exception to this policy is when the professor explicitly initiates an electronic device activity.

Academic Dishonesty and Ethics

1. The teacher and students will adhere to the college and university policies in regards to cheating, copying, and misuse of computer resources. Students caught collaborating on individual work, may receive an F for the course. It is not the professor's burden to prove malicious cheating or copying. Student work may be checked using plagiarism detection software. Collaboration will be assumed when, in the perception of the professor, assignments look too similar or when visual or forensic evidence suggests unacceptable collaboration. Within-team collaboration is expected on team projects with the provision that all team members are equally contributing. Refer to these sites for copies of the formal policies:

www.acu.edu/campusoffices/campuslife/acad_integrity.html

www.acu.edu/academics/coba/cobahonorcode.html.

2. All are encouraged to follow the Golden Rule, "treat others as you would want to be treated."

3. It is to the student's benefit to put forth his/her best effort. The tasks that seem hard or impossible initially become the very milestones that give confidence and competence later. Full effort is always rewarded with better accomplishments in the end.

Special Accommodations

Abilene Christian University is committed to providing a learning atmosphere which reasonably accommodates qualified persons with disabilities. If you feel you have a disability which may impair your capacity to successfully complete this course, please contact the Director of Disability Services (674-2667) in Alpha Academic Services within the first two weeks of the course. Student Disability Services assists students with disabilities in obtaining appropriate academic accommodations.

Request For Feedback

This course is under continuous revision. The professor welcomes suggestions for improvement. The sooner in the semester suggestions are made, the sooner improvements can be implemented. Please don't wait until the last day of class or the end-of-course critiques to make comments.

Text and Supplements:

Required

Heagney, J. (2012). *Fundamentals of project management*, 4th Ed., New York: American Management Association.

Recommended

Project Management Institute (2008). *Project Management Body of Knowledge (PMI-BOK Guide)* /4e, PMI

Administrative Comments:

- 1) To drop a course, you must complete the required paperwork with your advisor. See the ACU calendar for important dates: www.acu.edu/campusoffices/registrar/calendar.html
- 2) You must earn a grade of C or better in this course in order for it to satisfy the prerequisite requirement for any course for which this course is a prerequisite.
- 3) To login to the course site point to: <http://classes.itc.acu.edu/itc/> with your browser (FireFox is recommended) use your ACU user name (usually of the format: fml08a) and your password. Your password is also your username. You will be required to change your password to something more secure when your first login. Once logged in you can go to your course. A course enrollment key *may* be required. If so, try typing : itc460byrd

Summary of Daily Assignments: A tentative course schedule is presented below, with the final course schedule to be posted and updated on the course site. Any significant changes to this schedule (such as exam dates and substantial content) will be communicated at least one week before the new event date.

ITC 460 Tentative Course Schedule

#	Date	Activity	#	Date	Activity
1	08-27	Course Orientation	25	10-22	Chapter 11, Earned Value Analysis
2	08-29	Chapter 1, PrjMgt	26	10-24	Project progress presentations
3	08-31	Chapter 2, Role of PrjMgr	--	10-26	Fall Break-- no Class
4	09-03	Project/Team options	27	10-29	Chapter 12, Managing the Project Team
5	09-05	Chapter 3, Project Planning	28	10-31	Chapter 13, Project Manager as Leader
6	09-07	Chapter 4, Mission, vision, goals, objs	29	11-02	Chapter 14, Applying PM in your org.
7	09-10	Planning exercise	30	11-05	Test 3, Chapter 9 – 14 and discussion
8	09-12	Final team and project decisions Due	31	11-07	Team meetings
9	09-14	Test 1, chapter 1 – 4 and discussions	32	11-09	Project progress presentations
10	09-17	Chapter 5, Risk Planning	33	11-12	Project documentation
11	09-19	Chapter 6, WBS	34	11-14	Team meetings
12	09-21	Chapter 7, Scheduling & Tools for PM	35	11-16	Team Type Indicator assessment
13	09-24	Project details	36	11-19	Project progress presentations
14	09-26	Guest Speaker from Industry	--	11-21	Thanksgiving Break-- no Class
15	09-28	Team Meetings	--	11-23	Thanksgiving Break-- no Class
16	10-01	Chapter 8, Scheduling deliverables	37	11-26	Team meetings, Exec. Summary Due (5%)
17	10-03	Schedule Drafts Due	38	11-28	Project mgt career opportunities
18	10-05	Test 2, Chapters 5 - 8	39	11-30	Project discussion
19	10-18	Project Execution	40	12-03	Team meetings
20	10-10	Chapter 9, Prj control & eval., PMBOK	41	12-05	How to improve from "Lessons Learned"
21	10-12	Chapter 10, Change Control	42	12-07	Final Presentation Preparation
22	10-15	Chapter 10, Managing the Project Team	43	12-??	Final Presentations
23	10-17	Team Meetings			
24	10-19	Data/Information Management			

MEMORANDUM

TO: University Undergraduate Academic Counsel

FROM: Laura Carroll, Director of Writing Across the Curriculum

DATE: September 24, 2012

RE: Writing Intensive Requirement Change

I have reviewed the requirements for ITC 460, and they meet the Writing Across the Curriculum guidelines. Therefore, I recommend this course be designated a Writing Intensive Course.

V. Preliminary Approvals

All supporting documentation has been assembled and attached to this application. I believe this course is ready to be presented to appropriate councils. We have a plan to fund this new course.

Primary Department

Brook Crisp

Department Chair

12/11/12

Date

Monty L. Lynn

Dean of the College

12/11/12

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

Cross-listing Department *Add more lines if multiple departments are cross-listing*

Department Chair

Date

Dean of the College

Date

VI. Approvals *Place all approvals on one page.*

A. Course ID: ITC 460

Course Title: Managing Technical Projects

1. College Academic Council Action: (for all courses)

Note: Insert additional lines for College Academic Council action for each college involved in cross-listed courses.

Approved ☒ Denied ☐ Monty L. Lyn 12/11/12
College Dean or Director Date

Approved ☒ Denied ☐ David Perkins 1-15-13
College Dean or Director Date

2. Graduate Council Action: (for graduate level courses)

Approved ☐ Denied ☐ _____
Dean of Graduate School Date

3. University Undergraduate Academic Council Action:

For undergraduate level courses only

Approved ☐ Denied ☐ _____
Associate Provost Date

4. University General Education Council Action: (when applicable)

Approved ☐ Denied ☐ _____
Provost or designee Date

5. University Budget Committee Action: (when applicable)

When applicable – see New Course Application Instructions

Approved ☐ Denied ☐ _____
Chair, University Budget Committee Date

6. Academic Provost Action: (for all courses)

Approved ☐ Denied ☐ _____
Provost Date

7. President of the University Action: (for all courses)

Approved ☐ Denied ☐ _____
President Date

Attach notes, comments, or conditions from appropriate councils:

Summary of Main Changes

1. New courses -- We are submitting course applications for ITC 110 and 460 that are intended to be common introductory and capstone courses for all SITC majors. This creates unique issues as it is implemented in each major, so there are a couple exceptions and other issues that are included in the changes to each major.
2. Computer Science (CS) -- Adjusts major requirements to create more flexibility for students in their major electives. Increases science requirements (and maintains current math requirements) for the computing theory track in preparation for ABET accreditation. Creates a game development concentration based on existing courses (in partnership with the DET major) for students interested in a more programming-based approach than DET.
3. Computer Science-Math Teacher Education -- Adopts changes proposed by Teacher Ed for all Teacher Cert majors.
4. Digital Entertainment Technology -- Small changes to major requirements, major selections and existing concentrations. Adds a film and media production concentration based on courses offered by others.
5. Information Systems (IS) -- Minor changes to electives. These have been approved by Don Pope, as chair of Management Sciences, since the IS degree is offered cooperatively but owned by them.
6. Information Technology (IT) -- Adjusts major selections to enable 2 new concentrations for career paths that students have already been pursuing: Application Development and Networking & Administration.