Course Information: AIT690-001 – CRN: TBD - 3 credits

Class Meets: Tuesdays 4:30 – 7:10 pm in Nguyen Engineering Building Room 1103 (at this time it is expected that the class will meet in-person up until the Thanksgiving holiday and then will meet online. This is a tentative schedule and it is possible that one or more of the in-class sessions may be changed to online sessions, depending on possible various factors).

Instructor: Hadi Rezazad, PhD, PMP - Email: hrerezad@gmu.edu

Teaching Assistant: TBD

Office Hours: By Appointment

Catalogue Description
This course provides knowledge of industry standard methodologies and best practices utilized by IT professionals for managing technical projects in organizations. The course will have a focus on the project planning process including methods for creating successful project plans, efficient and accurate project scheduling, cost determination, resources evaluation and allocation, constraints definition, integration planning and risk assessment. It will provide a thorough understanding of the project development and implementation methods to include problem solving strategies, conflict resolution techniques, change management, quality management and effective team management. Throughout the course the students will learn, analyze and hold discussions on current and impending project management practices, tools and methodologies. This is a highly interactive course and active course participation will be required from all students.

Required Material:
Textbooks:

Additional Course Material: Supplementary material may be posted on Blackboard throughout the semester.

GMU BlackBoard System and Zoom: BlackBoard and its various components will be utilized throughout the course. Zoom will also be used for online sessions.

Video and Audio: Students are expected to have a fully functioning personal computer with audio and camera capabilities.
Course Outcome
Throughout the course the students will gain knowledge and understanding of a variety of project management concepts, tools and technologies including:

- Industry standard project management methodologies and best practices
- Effective project plans, including schedules, costs and resources
- Various tools in managing and controlling project teams, budgets and deadlines
- Quality assurance and quality control
- Change management techniques
- Conflict resolution and leadership strategies
- Project and professional ethics
- Effective decision making strategies
- Effective and efficient communication management
- Streamlined procurement methods

Course Structure: The course will be conducted as a mixture of lectures and discussions. Students are expected to actively participate in class discussions.

Course Requirements

1. Individual Project
   Students will be assigned an individual project to study a problem and present a solution. The assigned project will be relevant to the core material presented in the course.

2. Individual Research Paper
   Students will write a paper of at least 1,200 words (excluding citations) to presents an aspect of the leading-edge project management methodology or to introduce a new concept in the field. Through this assignment students are encouraged to use research, analysis and innovation to describe an aspect of the field of project management.

3. Team Project / Case Study
   As part of the course teams of students will be assigned a case study or a project where they must present their findings to the class as a foundation for subsequent discussion. In conjunction with an assigned case study, students may be required to create a plan in Microsoft Project, a software to which the Volgenau School subscribes.

4. Midterm Exam
   Midterm Exam will be based on lectures and discussions provided up to the date of the exam. Midterm exam may be conducted in-class or online, at the discretion of the instructor.

5. Final Exam
   Final Exam will be cumulative, based on all the lectures and discussions provided throughout the entire course. Final Exam may be conducted in-class or online, at the discretion of the instructor.

6. Course Participation
   Course participation is an important part of this course. In addition to class attendance, the students are expected to actively participate in class discussions, providing ideas and innovative thoughts, critiquing and supporting various project and research conducted by students in the class, etc.
**Grading:** Each item is graded on a scale of 100 possible points and accounts for the following percent of the final grade:

<table>
<thead>
<tr>
<th>Item</th>
<th>Percent</th>
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<tbody>
<tr>
<td>Individual Project</td>
<td>10%</td>
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<tr>
<td>Individual Research Paper</td>
<td>10%</td>
</tr>
<tr>
<td>Team Project / Case Study</td>
<td>20%</td>
</tr>
<tr>
<td>Midterm Exam</td>
<td>25%</td>
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<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Course Participation</td>
<td>10%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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The grading scale for this course is:

- 97 – 100%  A+  Passing
- 93 – 96%   A  Passing
- 90 – 92%   A- Passing
- 87 – 89%   B+ Passing
- 83 – 86%   B  Passing
- 80 – 82%   B- Passing
- 70 – 79%   C  Passing
- 0 – 69%    F  Failing

**Course Content / Schedule**

<table>
<thead>
<tr>
<th>Week</th>
<th>Course Content</th>
</tr>
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</table>
| 1    | Course Introduction and Information  
|      | Introduction to Project Management  
|      | Project Management Lifecycle Methodology                                      |
| 2    | Requirements Analysis  
|      | Problem Solving and Realizing Opportunities  
|      | Project Scope                                                                  |
| 3    | Project Justification / SWOT Analysis  
|      | Business Case Analysis  
|      | Feasibility Study                                                              |
| 4    | Project Initiation and Charter  
|      | SOW  
|      | Project Procurement                                                            |
| 5    | Project Plan – Resources, Timeline, Cost                                      |
| 6    | Project Communications  
|      | Stakeholder Management                                                         |
| 7    | **Mid-Term Exam**                                                              |
| 8    | Managing and Controlling Costs and Budget – Methods and Tools                  |
| 9    | **Individual Presentations**                                                    |
| 10   | Quality Assurance and Quality Control                                          |
| 11   | Change Management  
<p>|      | Risk Management                                                                |</p>
<table>
<thead>
<tr>
<th>Week 12</th>
<th>Project Integration and Closure</th>
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</thead>
<tbody>
<tr>
<td>Week 13</td>
<td><em>Team Presentations</em></td>
</tr>
<tr>
<td>Week 14</td>
<td>Project Management Special Topics</td>
</tr>
<tr>
<td>Week 15</td>
<td><em>Final Exam</em></td>
</tr>
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**Course Policies:** All work must be submitted when they are due; late work will not be accepted. All students are expected to abide by the George Mason University Honor System and Code (http://oai.gmu.edu/mason-honor-code/). All assignments are to be individual efforts, unless assigned as a team project. Throughout your assignments, make sure that it is clear as to which words are yours and which are someone else’s and do not paraphrase. If you have questions or need help with writing, ask or contact the George Mason Writing Center. Note that the instructors reserve the right to submit student work for automated testing against other submitted work to confirm a submission’s originality.

**Attendance:** Class attendance is an important element of this course. Your participation in class is critical to the exchange of ideas and the exposure to other perspectives. Students must come to class fully prepared to discuss the assigned material. During in-class sessions laptop and cell phone usage other than in presentations is not allowed.

**Email:** Correspondence regarding the course, the grades or advising will be through the GMU email accounts only.

**Campus Services:** A number of services are available to students:

**Writing Center:** A114 Robinson Hall; (703) 993-1200; http://writingcenter.gmu.edu

**Office of Disability Services:** If you are a student with a disability and you need academic accommodations, please see me and contact the Office of Disability Services (ODS) at 993-2474. All academic accommodations must be arranged through the ODS http://ods.gmu.edu and be arranged before any accommodation is needed.

**Counseling and Psychological Services (CAPS):** (703) 993-2380; http://caps.gmu.edu.

**University Policy:** The University Catalog, http://catalog.gmu.edu, is the central resource for university policies affecting student, faculty, and staff conduct in university academic affairs. Other policies are available at http://universitypolicy.gmu.edu. All members of the university community are responsible for knowing and following the established policies.

**Respect for Diversity** – See the University Diversity Statement at: http://stearnscenter.gmu.edu/professional-development/mason-diversity-statement.

**Safety Matters during the Pandemic:**
Everyone is expected to observe safety matters during the semester, including wearing effective *safe coverings* (mask) in class and maintaining *social distance*. See the Safe Return to Campus Statement released by GMU:

“All students taking courses with a face-to-face component are required to take Safe Return to Campus Training prior to visiting campus. Training is available in Blackboard (https://mymason.gmu.edu). Students are required to follow the university’s public health and safety precautions and procedures outlined on the university Safe Return to Campus webpage (www2.gmu.edu/safe-return-plan). Similarly, all students in face to face and hybrid courses must also complete the Mason COVID Health Check daily,
seven days a week. The COVID Health Check system uses a color code system and students will receive either a Green, Yellow, or Red email response. Only students who receive a “green” notification are permitted to attend courses with a face-to-face component. If you suspect that you are sick or have been directed to self-isolate, please quarantine or get testing. Faculty are allowed to ask you to show them that you have received a Green email and are thereby permitted to be in class.”