

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input checked="" type="checkbox"/> YGCLA <input type="checkbox"/> Contact Name: Danielle Fowler Phone: x6625
DEPARTMENT / DIVISION: <i>Information Systems & Decision Science</i>
SHORT DESCRIPTION OF PROPOSAL (State Document N action item from Box 3 below and program name OR course name, code, & number as applicable):
8: New Course INSS 370 Project Management BS MIS
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2010

Box 1: TYPE OF ACTION ADD(NEW) <input checked="" type="checkbox"/> DEACTIVATE <input type="checkbox"/> MODIFY <input type="checkbox"/> OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION Non-Credit <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate <input type="checkbox"/> OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
	1. Experimental Course ¹	N, O, P	a, c, e	AC
	2. Course Title	N, O		ACD
	3. Course Credits	N, O, (P)		ACD
	4. Course Number	N, O		ACD
	5. Course Level	N, O		ACD
	6. Pre & Co-Requisite	N, O		ACD
	7. Course Description	N, O, P		ABCDEF
X	8. New Course	N, O, P		ABCDEF
	9. Deactivate a Course	N, O		ACDEF
	10. Program Requirements	N, O	(b, c, d, e)	ACDEF
	11a. UG Specialization (24 credits or less)	N, O	a, b, c, d, e	ACDEF
	11b. Masters Specialization (12 credits or less)	N, O	a, b, c, d, e	ACDEF
	11c. Doctoral Specialization (18 credits or less)	N, O	a, b, e	ACDEF
	12. Minor (add or delete)	N, O	a, b, c, d, e	ACDEF
	13. Closed Site Program	N, O	e	ACDEIL
	14. Program Suspension	N, O, S	a, e	ACDEFGIJL
	15. Program Reactivation	N, O		
	16a. Certificate Program (ug/g) exclusively within existing degree program	N, O	a, c, e	ACDEFJIM
	16b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	N, O, Q, R, S	a, c, e	ACDEFIKM
	17. Off-Campus Delivery of Existing Program	N, O, S	a, b, c, e	ACDEJM
	18a. UG Concentration (exceeds 24 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	18b. Masters Concentration (exceeds 12 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	18c. Doctoral Concentration (exceeds 18 credit hrs)	N, O, S	a, c, d, e	ACDEFGIKM
	19. Program Title Change	N, O, S	a, c, d, e	ACDEFGIKM
	20. Program Termination ²	N, O, S	d, e	ACDEFGIKM
	21. New Degree Program ³ ,	N, O, Q, R, S	a, c, d, e	ACDEFGIKM
	22. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)			
X	N. This Cover Sheet	Q. Full 5-page MHEC Proposal	T. Other
X	O. Summary Proposal	R. Financial Tables (MHEC)	
X	P. Course Definition Document	S. Other documents as may be required by MHEC/ USM. See http://www.ubalt.edu/downloads/program_approval_Grid_8-3-09.docx	

¹ Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
² See USM Policy on the Review and Abolition of Academic Programs (<http://www.usmd.edu/regents/bylaws/SectionIII/III702.html>) for list of information that must be provided for this action.
³ Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.

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PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/>	Year: 2010

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>Danielle Fowler</i>	
B. General Education (as required for #7, #8)		
C. Final faculty review body within each School	Chair: <i>John S. Davis</i>	
D. College Dean	Dean: <i>Valerie B. Smith</i>	10/19/2010
E. Provost and Senior Vice President for Academic Affairs	Provost: <i>Jeffrey K. Amoye (Assoc. Prov.)</i>	11/11/2010
F. Curriculum Review Committee (UFS subcommittee)	Chair:	
G. University Faculty Senate (UFS option)	Chair:	
H. University Council ⁴	Chair:	
I. President	President:	
J. Board of Regents – notification only		
K. Board of Regents – approval		
L. MHEC – notification only		
M. MHEC – approval		
N. Middle States Association notification	Required only if the mission of the University is changed by the action	

⁴ University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

UNIVERSITY OF BALTIMORE

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

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SHORT DESCRIPTION OF PROPOSAL (State Document N, Box 3, action item and program name OR course name, code, & number as applicable):		
8: New Course INSS 370 Project Management BS MIS		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall, 2010		

O-1: Briefly describe what is being requested:

- Addition of *required* course for BS in Management Information Systems:
INSS 370 Project Management (3) (Prereq: INSS 300 or permission of instructor)
- Addition of approved INSS elective to the BSBA Computer Information Systems specialization:
INSS 370 Project Management (3) (Prereq: INSS 300 or permission of instructor)
- This course may also serve as an elective in other programs in business and liberal arts

For new courses or changes in existing courses (needed by Registrar)

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Project Management	Course # / HEGIS Code: INSS 370	Credits: 3

O-2: Set forth the rationale for the proposal:

The MIS faculty in conjunction with the MIS advisory board have conducted a complete curriculum review of the B.S. in MIS program. This course is one of three required courses identified as needed in the revised program.

Feedback from faculty, staff, alumni and the business community have indicated project management skills are in demand for a wide variety of jobs. Certification by the PMI is an in-demand marketplace skill, and this course will position students to take the entry level certification exam.

University of Baltimore

DOCUMENT P: Required Format for Course Definition Document

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Include items one through 17 or 18 in your course definition using as much space as needed.

1. Date Prepared: January 2010
2. Prepared by: Anil Aggarwal, Danni Fowler
3. Department/Division: Information Systems & Decision Science
4. Course Number(s), including HEGIS code(s): INSS 370
5. Course Title: Project Management
6. Credit Hours: 3
7. Catalog Description: This course provides the fundamentals of project management, with a focus on managing information systems projects. Upon successful completion of this course, candidates may be eligible to take the Project Management Institute (PMI) exam for Certified Associate in Project Management (CAPM).
8. Prerequisites: INSS 300 or permission of instructor
9. Course Purpose: Required BS Management Information Systems; elective other programs
10. General Education area: NA
11. Course Type / Component: Lecture
12. Faculty qualified to teach the course: Aggarwal, Bento, Fowler, Mirani
13. Content Outline:

Topics covered:

- Project management framework
- The role of a project manager, other stakeholders in a project
- Characteristics of information systems projects
- Project initiation
- Project planning:
 - Defining and modeling scope
 - Defining and modeling activities
 - Defining and modeling process sequence
 - Estimating resources

- Developing a schedule
- Developing a budget
- Risk analysis
- Project execution:
 - Managing project execution
 - Performing quality assurance
- Project monitoring and control.

14. Learning Objectives

At the end of the course, students will be able to:

- Explain the goals of project management and the role of the project manager
- Define the different types of project life cycles and why they are used
- Explain the critical success factors affecting IT projects
- Explain the links between project management and the development lifecycle of information systems
- Produce standard project management deliverables including statements of work, schedules, and budgets
- Demonstrate proficiency with techniques for accurate estimating including PERT, CP/M
- Demonstrate proficiency with techniques for modeling project lifecycles, activities and processes.

15. Assessment Strategies: Lab assignments, including use of project management software, cases, and exams.

16. Suggested Text(s) and Materials:

- A guide to the project management body of knowledge (PMBOK Guide) (2008), fourth edition. Project Management Institute publication.
- Brooks, Frederick (1995) The Mythical Man-Month: Essays on Software Engineering, Anniversary Edition (2nd Edition).
- Berkun, Scott (2008) Making Things Happen: Mastering Project Management (Theory in Practice), O'Reilly Media.
- The New Project Management: Planning, Scheduling, and Controlling projects, 3rd edition by Partny, Mantel, Meredith, Shafer, Sutton and Kramer. Wiley, 2003. , Wiley 2001.

17. Suggested class size: 30

18. Lab Fees (when applicable): NA

Effective Date: September 11, 2006, Revised 2/4/09
 Reviewed by: University Faculty Senate