Syllabus

Department: Division of Library and Information Science

Course Number and Title: LIS 262 Project Management in Information Organizations

Bulleting Description: [25 words maximum]

This course provides students with an overview of project management and guides them through many of project management tools and skills required in information organizations.

Prerequisite(s): None
Co-requisite(s): None

Course Objectives:
Upon completion of this course, students will be able to:
- Articulate the role and importance of project management in information organizations.
- Examine and employ work breakdown structures (WBS) in a project application.
- Discuss the role of cost, time, and quality management in the implementation of projects.
- Explain the critical role of communication in project management and effective teamwork.
- Discuss the types of projects information professionals undertake in their organizations and the project management techniques they use in these projects.
- Prepare a project proposal for an information organization by applying project management concepts, tools, techniques, and processes.

Program Goals and Outcomes:
1D) Demonstrate effective communication techniques (verbal and written) used to analyze complex problems and create appropriate solutions.
5C) Understand and apply the principles of assessment towards communities, user preferences, and services and resources, as well as promoting methods of advocacy through development and services.
8A) Understanding the principles of planning and budgeting in libraries and other information agencies, as well as developing effective personnel practices and human resources.
8B) Understanding the concepts behind, issues relating to, and methods for the following: assessment and evaluation of library services and their outcomes, developing partnerships, collaborations, networks, and other structures, and principled, transformational leadership.

Units of Instruction:

Unit	Topic
1	• The Project Management Framework ○ Introduction to Project Management ○ Project Life Cycle and Organization
2	• Project Management and Information Organizations ○ Working with Project Teams ○ Roles and Responsibilities ○ Communication and Working Styles
3	• The Project Charter/Plan • Project Initiation and Selection • Project Scope Statement
4	• The Work Breakdown Structure • Gantt Chart
5	• Project Cost Management
6	• Project Quality Management
7	• Project Human Resources Management
8	• Project Communications Management
9	• Monitoring and Reporting Project Progress
10	• Project Risk Management
11	• Project Closeout and Assessment

Learning Activities

This course is designed to help students learn and practice real-world project management concepts and techniques relevant to library and information professionals. Students will learn how to create a project charter, scope, work breakdown structures, and action items. Students will also learn how to anticipate potential risk factors and manage projects by utilizing effective communication and teamwork strategies while considering cost, time, and quality management.

There will be ongoing online discussions, individual projects, and a group project to facilitate learning key project management concepts and practices. One individual project will focus on using project management research to improve staff capabilities on collaborative projects in information organizations. There will also be a collaborative group project applying project management concepts, tools, techniques, and processes to preparing a project proposal for an information organization.

Assessment

1. Course-Level Assessment

   a) The online discussions and individual projects mentioned in the Learning Activities section will be designed to reinforce one or more of the course objectives listed above.

   b) The collaborative group project will be designed to apply to all course objectives, although some objectives may have a greater emphasis depending on the feedback from the earlier assignments. A sample rubric used for the assessment of the collaborative group project is appended to this syllabus (Appendix A).

2. Program-Level Assessment. The MS LIS program is re-accredited every seven years by the American Library Association (ALA). The program was last re-accredited in Fall 2011. As part of this accreditation process, all constituents (students, faculty, alumni, and employers) participate in ongoing assessments providing continuous feedback which is applied towards improving the MS LIS program. The following two assessments apply.

   a) Faculty-Selected Assessment. Over a four year period each course in the MS LIS program is assessed to determine how well students are learning the program goals related to the course's content. For each course, faculty will select one or more artifacts (e.g. assignment, exam, or semester project) as a representative measure of learning the course's related program goals. At the end of the course, the faculty member writes a report describing the class' performance, reviewing the artifact's role as a measure, and any course revisions prescribed as a result. Sample artifacts with their respective reviews are provided for the ALA-CoA External Review Panel (ERP) visit. A template for the report is appended to this syllabus (Appendix B). In LIS 262 Project Management in Information Organizations, the collaborative group project will be designed to cover the program goals and outcomes listed in the aforementioned section of the syllabus. This artifact will be used to assess the course. The instructor may elect to include additional artifacts in the assessment.

   b) Student-Selected Assessment. Throughout their program of study, students select artifacts (assignments, discussion posts, projects, etc.) from their coursework to include in their e-portfolios. The ePortfolio is the end-of-program assessment for the MS LIS. Students include artifacts and write explanatory reflections as evidence of satisfying each of the eight program goals of the MS LIS. The eight program goals are based on the eight core competencies of the American Library Association (ALA). Each reflection explains how the artifact/s relate to the respective program goal and describes the artifact/s impact on their learning. In LIS 262 Project Management in Information Organizations, the collaborative group project will be designed to cover the program goals and outcomes listed in the aforementioned section of the syllabus. Students may include this project in their e-portfolio as evidence of satisfying the program

goals in LIS 262's syllabus. The rubric used for assessment is posted for the students (http://campusguides.stjohns.edu/ld.php?content_id=14727403).

Grading Scheme
The course grade will be determined from the following activities. The percent in parentheses is that of the overall course grade.
a) Online Discussion (20%)
b) Individual Projects (25%)
c) Group Project (40%)
d) Final Exam (15%)

Bibliography

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Wysocki, R. K. (2014). *Effective project management: Traditional, adaptive, extreme* (7th ed.). Indianapolis, IN: Wiley.

Zhang, Y., & Bishop, C. (2005). Project management tools for libraries: A planning and implementation model using Microsoft Project 2000. *Information Technology and Libraries, 24*(3), 147-52.

Instructional Time Requirements: 150 hours for 3 credits (10 hours per week for our 15 week semester)

       Asynchronous or synchronous Lecture
       Assigned weekly reading
       Weekly assignments (individual and group)
       Active participation in online discussions
       Research for semester-long projects (term papers, projects)
       Presentations (online or face to face)
       Academic Service-Learning projects (where appropriate)

APPENDIX A

Collaborative Group Project Assessment Rubric

Component	Excellent	Satisfactory	Inadequate
Contribution (5 Points)	All project requirements and objectives are identified, evaluated, and completed. The deliverable offered new information or approach to project management in information organizations.	All project requirements are identified but some objectives are not completed. The deliverable offered some new information or approach to project management in information organizations.	Many project requirements and objectives are not identified, evaluated, and/or completed. The deliverable offered no information or approach to project management in information organizations.
Subject Knowledge (15 points)	The deliverable demonstrated knowledge of the course content by integrating clear SMART (specific, measurable, achievable, realistic, time-based) goals, work breakdown structures (WBS), communication strategy, and other major considerations into the proposed project proposal. The deliverable also demonstrated evidence of extensive research effort in preparing the project proposal.	The deliverable demonstrated knowledge of the course content by integrating somewhat vague SMART (specific, measurable, achievable, realistic, time-based) goals, work breakdown structures (WBS), communication strategy, and limited considerations into the proposed project proposal. The deliverable also demonstrated evidence of limited research effort in preparing the project proposal.	The deliverable did not demonstrate knowledge of the course content, evidence of the research effort in preparing the proposed project proposal.
Composition (5 Points)	The deliverable was well organized and clearly written. The underlying logic was clearly articulated and easy to follow. Words were carefully chosen that precisely expressed the intended meaning and supported reader comprehension. Sentences were grammatical and free from errors.	The deliverable was organized and clearly written for the most part. In some areas, the logic and/or flow of ideas were difficult to follow. Words were well chosen with some minor expectations. Sentences were mostly grammatical and/or only a few spelling errors were present but they hinder the reader.	The deliverable lacked the overall organization. The reader had to make considerable effort to understand the underlying logic and flow of ideas. Grammatical and spelling errors made it difficult for the reader to interpret the text in places.
Teamwork (5 Points)	The team worked well together to achieve objectives. Each member contributed in a valuable way to the project. Team members indicated a high level of mutual respect and collaboration.	The team worked well together most of the time, with only a few occurrences of communication breakdown or failure to collaborate when necessary. Members were mostly respectful of each other.	The team did not collaborate or communicate well. Some members would work independently, without regard to objectives or priorities. A lack of mutual respect and regard was frequently noted.

Component	Excellent	Satisfactory	Inadequate
Presentation and Creativity (10 Points)	The presentation was imaginative and effective in conveying ideas to the audience.	The presentation was effective in conveying main ideas, but a bit unimaginative.	The presentation failed to capture the interest of the audience and/or is confusing in what was communicated.

APPENDIX B

Course Artifact Assessment Form (revised 12/14/2015)

Course:

Term:

Instructor:

Date:

Complete each of the following sections.
1. Program Goals/Outcomes Related to the Course
2. Description of Artifact/s
3. Describe the students' overall performance.
4. Did students' performance on the artifact meet your expectations with regards to satisfying the program goals and outcomes?
5. If expectations were not met, what actions do you recommend to improve the course?