

Syllabus

Department: Division of Library and Information Science

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

Bulletin Description:

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.

Course Description:

This course will examine project management (PM) theory and practice, and will offer a practical approach to managing projects by applying project management concepts to potential on-the-job situations, covering all aspects of the project life cycle. This course guides students through many of the fundamental project management tools and behavioral skills required in information organizations, including WBS, GANTT CHARTS, Lean, Six Sigma, Process Improvement and other fundamental drivers of PM, and how information professionals assist their organizations to become competitive and effective.

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.

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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	<ul style="list-style-type: none">• The Project Management Framework<ul style="list-style-type: none">○ Introduction to Project Management○ Project Life Cycle and Organization
2	<ul style="list-style-type: none">• Project Management and Information Organizations<ul style="list-style-type: none">○ Working with Project Teams○ Roles and Responsibilities○ Communication and Working Styles
3	<ul style="list-style-type: none">• The Project Charter/Plan• Project Initiation and Selection• Project Scope Statement
4	<ul style="list-style-type: none">• The Work Breakdown Structure• Gantt Chart
5	<ul style="list-style-type: none">• Project Cost Management
6	<ul style="list-style-type: none">• Project Quality Management
7	<ul style="list-style-type: none">• Project Human Resources Management
8	<ul style="list-style-type: none">• Project Communications Management
9	<ul style="list-style-type: none">• Monitoring and Reporting Project Progress
10	<ul style="list-style-type: none">• Project Risk Management
11	<ul style="list-style-type: none">• 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 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 and individual exercises to facilitate learning key project management concepts and practices. A few individual exercises will focus on using project management research to improve staff capabilities on collaborative projects in information organizations. There will also be a semester project applying project management

concepts, tools, techniques, and processes to preparing a project charter proposal for an information organization.

Assessment

1. Course-Level Assessment
 - a) The discussions and individual exercises are designed to reinforce one or more of the course objectives.
 - b) The semester long project charter assignment applies to all course objectives - learning project management concepts and processes by developing and managing project scope, project objectives, work breakdown structure (WBS), timeline, budget, resources, personnel, etc. The project description in the course web site describes the staged development of the project, the structure of the report, and the overall assessment.
2. Program-Level Assessment. The MS LIS program is reviewed every seven years for continued accreditation by the American Library Association's (ALA) Committee on Accreditation. The program's most recent accreditation was in the Fall 2018 term. As part of this accreditation process, all students, faculty, alumni, and employers participate in periodic assessments, providing feedback for improving the MS LIS program. The two assessments below apply to every course in the program.
 - a) Faculty-Selected Assessment. Over a four year period each course in the MS LIS program is assessed by the instructor to determine how well students are learning the program goal/s related to the course. For each course, faculty select one or more artifacts (e.g. assignment, exam, or semester project) as a representative measure of student learning of the related program goal/s. At the end of the course, the faculty member completes a course artifact assessment form describing the class' performance on the artifact, and any course revisions prescribed as a result. Sample artifacts with their respective reviews are included as well.

In LIS 262 Project Management in Information Organizations, the project charter assignment is used as a representative measure of student learning of the related program goal.

- b) Student-Selected Assessment. The end-of-program assessment is an e-portfolio consisting of student-selected artifacts (assignments, discussion posts, projects, etc.) from their courses as evidence of satisfying each of the eight program goals. For each program goal, students write a reflection which describes the relationship of the artifact to the respective goal and their learning from the artifact.

In LIS 262 Project Management in Information Organizations, the project charter assignment is suggested as the course artifact should students decide to use their work in this course as evidence of satisfying the related program goal. This is because of the comprehensive nature of the project.

Grading Scheme

The course grade will be determined from the following activities. The percent in parentheses is that of the overall course grade.

- a) Discussion (40%)
- b) Individual exercises (20%)
- c) Project (40%)

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)