

LIS 4663 – Information Studies Field Project -Capstone

Thursdays, 4:30 - 7:10

Notice: This document is subject to change during the duration of this course. Any changes will be distributed via Learn.ou.edu and announced in the classroom.

Instructor:

Stacy Zemke, MA., MSKM

szemke@ou.edu

Office Hours – Tuesdays 1-3:30 and Wednesdays 9-11, or by appointment.

Required Texts:

Kathy Schwalbe, Information Technology Project Management
5th Edition. ISBN: 1-4239-0145-2

Course Description: This Field Project course provides the student with an opportunity to integrate knowledge and skills acquired in other LIS course work. Students enrolled in the Field Project will work in small groups to design solutions to a real information problem identified by real clients.

Student Learning Objectives:

- Define the nature and boundaries of an area of information need specified by a client
- Collect, organize, and analyze information required to meet the client's need
- Structure the process of identifying and designing an approach to meeting the client's need
- Design a system to meet the client's needs
- Develop a functional model or prototype of the system
- Deliver a report to the client and
- Work in a team environment during all aspects of the project

Course Evaluation/Assignments:

- **Weekly Presentations/Class discussion leadership.** Students will be required to present information contained in weekly readings to their classmates to insure one hundred percent participation in reading assignments. Students will both present the information from the chapter and encourage/lead discussion of the topic with fellow students. Worth _____ points each. (10 to 20 points)

- **Writing assignments.** Each student will complete assignments on the following topics. Worth _____ points each. (10 to 20 points)
 - Assessing client/project needs
 - Independent research of possible solutions. Note: This may require more than one writing assignment depending on the complexity of the project and the number of available solutions.
 - Assessment of human capital within project team and how it might best be used to complete the project.
 - Proposed timeline including Gant chart.
 - User manual and other support literature creation. All projects will include a basic user manual outlining what a user should know in order to use the final product of the project.
- **Self-evaluations** completed by each individual student at the beginning, middle and end of the project life cycle. Grading will be based on the quality of information provided by the student. Worth _____ points each. (5 to 15 points)
- **Evaluation questionnaire completed by the client.** Worth ____ points. (20 to 30 points)
- Registering with **Career Services**, completing a resume that is evaluated by Career Services Staff. Worth _____ points. (5 to 15 points)
- **Design Project Proposal** Worth ____ points. (30 to 40 points)
- **Final Design Project presentation** to Client. Worth ____ points. (20 to 30 points)

Criteria for Evaluation:

For each assignment, you will be graded based on your fulfillment of that assignment. The general grading criteria for each assignment is as follows

- A: **exceeded** expectations, assignment work above what is required, **superior** effort, organization and presentation.
- B: **met** all expectations as specified for the assignment in a **professional** manner
- C: **met** minimum assignment requirements
- D: **did not meet** minimum requirements but shows **evidence** of being able to complete the assignment
- F: **did not meet** minimum requirements for the assignment.

Late Work.

- Late homework will not be accepted unless you have contacted the instructor prior to the class time when the homework is due. The lowest homework grade will be dropped from your final grade.

Course Schedule:

- WEEK 1 - Course Introduction –
 - Course outline – Defining syllabus
 - Lecture – introduction, course outcomes, what is this course, and how will it work?
 - HOMEWORK: Register with Career Services – Prepare Resume
 - Research communication tools...
 - HOMEWORK: ____ (communication tools) ____

- WEEK 2 – What is project management?
 - READING –
 - Schwalbe – Chapter 1
 - Lecturer: Zemke
 - Visit from Dan Kemp, Career Services -?
 - Project Introduction – _____
 - HOMEWORK: _____

- WEEK 3 – Information Technology PM
 - READING –
 - Schwalbe – Chapter 2
 - Lecturer: Zemke
 - Project Introduction – _____
 - HOMEWORK: _____

- WEEK 4 – PM Process Groups
 - READING –
 - Schwalbe – Chapter 3
 - Lecturer: _____
 - Project Solutions - Research
 - HOMEWORK: _____

- WEEK 5 – Project Integration Management
 - READING –
 - Schwalbe – Chapter 4
 - Lecturer: _____
 - Project Solutions - Research

- WEEK 6 - Project Scope
 - READING –
 - Schwalbe – Chapter 5
 - Lecturer: _____
 - Project Solutions – Research

- WEEK 7 – Project Time
 - READING –

- Schwalbe – Chapter 6
 - Lecturer: _____
 - Project Solutions - Timeline
 - HOMEWORK: _____
- WEEK 8 – Project Cost
 - READING –
 - Schwalbe – Chapter 7
 - Lecturer: _____
 - Project Solutions – Research
 - HOMEWORK: Personal Assessment 2
- WEEK 9 – Spring Break
 - No classes/assignments
- WEEK 10 – Project Quality
 - READING –
 - Schwalbe – Chapter 8
 - Lecturer: _____
 - Project Solutions - Research
 - HOMEWORK: _____
- WEEK 11 – Project HR Management
 - READING –
 - Schwalbe – Chapter 9
 - Lecturer: _____
 - Project Solutions – Implementation
 - HOMEWORK: Teams – membership and management
- WEEK 12 – Project Communications
 - READING –
 - Schwalbe – Chapter 10
 - Lecturer: _____
 - Project Solutions – Implementation
- WEEK 13 – Project Risk
 - READING –
 - Schwalbe – Chapter 11
 - Lecturer: _____
 - Project Solutions – Implementation

- WEEK 14 – Project Procurement
 - READING –
 - Schwalbe – Chapter 12
 - Lecturer: _____
 - Project Solutions – Implementation

- WEEK 15 – Usability Evaluation
 - Project Solutions – Implementation
 - HOMEWORK: Personal Assessment 3.

- WEEK 16 – **Design Prototype presentations**
 - Present final design to the clients.
 - TURN IN –
 - Complete **Project Proposal** including **User Manual**

RELATED POLICIES

- **Grades of Incomplete (I)**

The University has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student's part) and only if the student is passing the course. Incompletes are designed for students who cannot complete the LAST 10% to 30% of the required assignments, generally only the final exam or a last written assignment.

It is the responsibility of the student to request a grade of Incomplete (I) and to meet with the instructor as early as possible to determine and document the requirements for completing the course. Prior to requesting an Incomplete (I), students are urged to consult with their academic advisors.

Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but cannot exceed one (1) calendar year.

Check the current OU Academic Calendar for Spring 06, available at <http://www.ou.edu/admrec/spring2006calendar.htm>, for deadlines for dropping/withdrawing from classes.

- Academic Calendar.
The University academic calendar is available at <http://admissions.ou.edu/fall2006calendar.htm>