INFX 505 – Project Management for Information Professionals

iSchool Course Description
INFX 505 – Project Management for Information Professionals (1 Cr): Introduction to the terminology, concepts and skills used in working with project management and project management software. Emphasis given to developing, refining and monitoring work schedules using software tools. Prepares students to work productively with project teams and develop those skills frequently requested by prospective employers from many fields. Credit / no credit only. Prerequisite: none.

Degree Program:
Masters of Library and Information Science
Masters of Science in Information Management

Course Justification
Project management skills and project management software are basic enabling technologies for information professionals. An understanding of the principles and application of project management is a critical success factor for information professionals taking leadership roles in future information systems initiatives. This course provides an introduction to the principles of project design, implementation and usage.

This course will also look at and use exercises to demonstrate how project skills and software can be applied to the student’s education planning and capstone project. The tools, skills and concepts covered would also be those required for event planning, software or database project development, new construction or remodeling, home or office moving – just about any from small to huge projects.

Course Format
This course can be offered either as an online or residence course. The course is composed of hands-on skills labs, discussion boards, and iPeer assignment feedback.

Course Objectives
Upon completion of the course, the student will be able to:

- Explain and discuss the terminology and concepts of project management systems.
- Explain and discuss the concepts of tasks, dependencies, constraints and resources.
- Build a project plan and fine-tune the details using project software like Smartsheet*.
- Produce various simple schedules, calendars, reports and queries.
- Use their projects collaboratively with other group members and applications.

* Skills will easily translate to Microsoft Office Project.
Course Syllabus (from Canvas)

Each week will cover one module*. The module week runs from Monday through Sunday with all "Module" assignments to be sent to your iPeer (reviewing partner) by Tuesday night of the week following. These assignments should be reviewed and returned three days later by Friday night.

Readings, videos, lectures and any discussion topics assigned will be posted on the Monday that the module starts on the Web page. Some assignments will have solutions sets; they are on the syllabus page. Module (week) number and Title are:

1. Intro to Project Management and PM Software
2. Getting Started with a New Project
3. Working with Task Relationships and Durations
4. Working with Resources
5. Critical Path and What it Means and Formatting Ideas
6. Tracking Progress on the Project
7. Sharing Project Information
8. Working with Multiple Projects
9. Advanced Features and Concepts
10. Wrap-up

Assessment

Each week will have one or more assignments to be completed. There is no comprehensive final project developed throughout the course.

Course Textbook(s):

None at this time