**Class timing and location**

* Tuesday and Thursday: 2 to 3:20 PM in SSL 150

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| **Instructor:** Dr. Thomas C. Booth  **Office:** GER 216 C  **Office Hours:** Tuesday & Thursday 9:00 to 10:30 AM  **Contact Info:** [Tbooth@USC.edu](mailto:Tbooth@USC.edu), Office phone (213) 740-0867 (during office hours) | **Teaching Assistant:** Rajit Chatterjea  **Office:** EEB 321  **Office Hours:** Friday 10 to 12  **Contact Info:** [rajitc@gmail.com](mailto:rajitc@gmail.com), Phone (213) 362-8306 |

**Prerequisite / Co-requisite / Assumptions**

*  No course pre-requisites
*  Undergraduate-level competency of mathematics
*  Capable of preparing professional papers
*  Capable of delivering presentations in the English language

**Introduction and Purposes**

The use of projects and project management continues to grow in our society and its organizations. We are able to achieve goals through project organization that could be achieved only with the greatest of difficulty using traditional methods. Businesses regularly use project management to accomplish unique outcomes with limited resources under critical time constraints.

This course addresses project management from a management perspective rather than a “cookbook” process. Therefore, it is in this light that the course addresses the basic nature of managing all types of projects, be they public, business, engineering, information systems, etc. The student will be asked to deal with the problems of selecting projects, initiating them, operating and controlling them. It will be critical for students to understand and be focused on maintaining the initial intent of the project from beginning to end, and manage all aspects of the project through successful closure.

To this end, students will be asked to complete an engineering project in this class, managing their work using project management tools. Work will be done in teams.

Each week will include a lecture on the subject matter (see below) and

* A team presentation on a selected project management tool (see Milosevic reference)
* Team presentation of weekly homework (selected to reinforce lecture material)

The course will include planning and execution processes, with an emphasis on PMBOK-oriented tools such as the WBS (work breakdown structure). Team tool presentations will include project change requests, change coordination matrices, slip charts, risk response plans, etc. Project performance will reflect an industrial environment with teams participating in preliminary and critical design reviews. The project results will be shown in a demonstration for the “customer” at the end of the semester.

Teams will maintain a team notebook that contains PM tools to track the project and maintain project configuration management.

**Course Text Requirements**

**Required Text:**

*Project Management: A Managerial Approach****, 8th Edition,*** Meredith, Jack R. and Mantel Jr., Samuel J – ISBN-13 978-0-470-53302-4

**Reference material.**

A Guide to the Project management Body of Knowledge, 4th Edition, (PMBOK

Guides) [paperback], Project Management Institute (author) ISBN-13 978-1933890517

Project Management Toolbox: tools and techniques for the practicing project manager, Dragan Z. Milosevic – ISBN-0-471-20822-1

User notes for MSP 2010, Booth, T.C.

**Software**

The course will utilize Microsoft Project software. A free student version of the software is available from Microsoft. It may be downloaded at <http://viterbi.usc.edu/resources/vit/services/dreamspark.htm>

**Schedule:** The detailed schedule will be presented in class. It will consist of

* Several introductory lectures so that teams can immediately develop a baseline plan
* A weekly lecture based on the text and PMBOK
  + A second lecture in which we discuss the application of the principles and how they apply to the teams’ projects
  + A team presentation entitled “tooltime” where each team will present a tool that enables the PM process. These presentations will be based on notes provided to the class.
* Periodic team progress reports based on PM tools such as WBS, Gantt chart, etc.
* Project management reviews (PDR, CDR, and customer demonstration test)
* Mid-term exam date:23 October 2014
* Final exam (on line): 11 December, 2014

**Grading rubric**

20%: Midterm (individual)

30%: Final (individual)

10%: Homework (team)

10%: “Tool” presentation (team)

30%: Project (team)

50%: Project performance (management quality and performance relative to triple constraint)

12:5%: Preliminary design review (PDR)

12:5%: Critical design review (CDR)

25%: Project content (creativity, project quality, etc.)

Presentations should be prepared in PowerPoint and should be delivered in time allotted. If any team is not prepared to present, for whatever reason, all members of that team will receive a zero for that deliverable.

**Quality and Timeliness Expectations**

No late work will be accepted.

All work shall have cover page with:

1. Your name

2. Your team member names with last names in alphabetical order (team assignments)

3. Document title

4. Document date

5. File name must conform to the following: team# \_assignment#.ext (doc, xls. mpp, ppt, etc.)

**Statement for Students with Disabilities**

Any student requesting academic accommodations based on a disability is required to register with Disability Services and Programs (DSP) each semester. A letter of verification for approved accommodations can be obtained from DSP. Please be sure the letter is delivered to the professor(s) as early in the semester as possible. DSP is located in STU 301 and is open 8:30 a.m.–5:00 p.m., Monday through Friday. The phone number for DSP is (213) 740-0776.

**Statement on Academic Integrity**

USC seeks to maintain an optimal learning environment. General principles of academic honesty include the concept of respect for the intellectual property of others, the expectation that individual work will be submitted unless otherwise allowed by an instructor, and the obligations both to protect one’s own academic work from misuse by others as well as to avoid using another’s work as one’s own. All students are expected to understand and abide by these principles. *Scampus,* the Student Guidebook, contains the Student Conduct Code in Section 11.00, while the recommended sanctions are located in Appendix A. Students will be referred to the Office of Student Judicial Affairs and Community Standards for further review, should there be any suspicion of academic dishonesty. The Review process can be found at: http://www.usc.edu/student-affairs/SJACS/.