

Description	This course is designed to address project management from a management perspective, the project manager in particular with a basic exposure to the tasks and challenges which affect most projects. Increasingly, businesses regularly use project management to accomplish unique outcomes with limited resources under critical time constraints. Students will be asked to complete an engineering project in this class, managing their tasks using project management tools. This course will provide students the fundamental management tools as well as the behavioral skills to systematically manage projects for all types of projects, be they public, business, engineering, information systems, or other.
Objective	<p>This course aims to equip 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.</p> <p>At the completion of the course, students will</p> <ul style="list-style-type: none"> • Acquire and fine-tune the skills and techniques for the four phases in the life cycle of a typical project: initiating, planning, executing and closing • Gain an understanding of essential principles associated with effective project management and how to apply these principles in the day-to-day business environment • Familiarize yourself with commonly available computer software tools • Explore and demonstrate methods for solving and avoiding common difficulties associated with project management
Prerequisites	Junior or Senior
Instructor	Kim Peters, Ph. D.
Contact	Any questions related to the course and materials should be posted on Desire to Learn (D2L): https://courses.uscdcn.net .
	For non-course specific questions or prospective students: Email: kypeters@usc.edu
Office Hours	TBA, See https://courses.uscdcn.net
Graders/TAs	TBA, See https://courses.uscdcn.net
Lecture	MW 5:30pm-6:50pm, See http://classes.usc.edu/term-20171/classes/itp/
Open Lab Hours	ITP offers Open Lab use for all students enrolled in ITP classes. These open labs are held beginning the second week of classes through the last week of classes. Hours are listed at: http://itp.usc.edu/labs/ .
Virtual Lab	In addition to open lab hours, students will get access to a virtual lab that they can use from their own computer. The virtual lab has all the software needed for the course: http://viterbi.usc.edu/resources/vit/services/vdi.htm .

Textbook(s)	Required text: <i>Project Management: A Managerial Approach</i> , 9th Edition, Meredith, Jack R. and Mantel Jr., Samuel J. ISBN: 13 9781118947029 Reference material(s): <ul style="list-style-type: none"> • A Guide to the Project Management Body of Knowledge, 5th Edition, (PMBOK Guides), Project Management Institute (PMI). ISBN: 13 9781935589679 • Project Management Toolbox: tools and techniques for the practicing project manager, Dragan Z. Milosevic. ISBN: 0-471-20822-1 • Project Management Tools and Techniques, A Practical Guide, by Carstens, Richardson and Smith. CRC Press; ISBN: 978-1-4665-1562-8 												
Software	Microsoft® Project: The course will utilize Microsoft Project software. <ul style="list-style-type: none"> • It may be downloaded @ http://viterbi.usc.edu/resources/vit/services/dreamspark.htm. • Virtual Lab: MyDesktop @ http://viterbi.usc.edu/resources/vit/services/vdi.htm • A 60-day trial of Microsoft® Project can be downloaded from Microsoft's website. 												
Grading	<p>The following percentage breakdown is used to determine the final grade.</p> <table> <tr> <td>Exam #1</td><td>20%</td></tr> <tr> <td>Exam #2</td><td>30%</td></tr> <tr> <td>Assignments (group)</td><td>10%</td></tr> <tr> <td>Tool Presentations (group)</td><td>10%</td></tr> <tr> <td>Project (group)</td><td>30%</td></tr> <tr> <td>TOTAL</td><td>100%</td></tr> </table> <p><i>Notable consideration will be given for class participation and behavior.</i></p>	Exam #1	20%	Exam #2	30%	Assignments (group)	10%	Tool Presentations (group)	10%	Project (group)	30%	TOTAL	100%
Exam #1	20%												
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Project (group)	30%												
TOTAL	100%												
Project	<p>The class project consists of a group project where project management skills will be exercised. The students will be provided with a project where the elements of project objective and requirement are outlined.</p> <p>Each week will include a lecture on the subject matter and</p> <ul style="list-style-type: none"> • A team presentation on a selected project management tool • Team presentation of weekly assignment <p>The class project will be graded based on the group presentation, project report and a 360° group evaluation.</p> <p><i>Presentations should be prepared in PowerPoint and should be delivered in time allotted.</i></p>												
Assignment	<p>The assignments will be posted on D2L under the "My Tools > Assignments" module. All assignments will be digitally submitted through D2L except where specifically specified.</p> <p>All assignments and presentations should be completed with the upmost professionalism. This means that all the homework, project, papers and other materials must be prepared using a word processor, spreadsheet, PowerPoint or any other relevant computer software (e.g. MS Project).</p> <p>All work shall have cover page with:</p> <ol style="list-style-type: none"> 1. Your full name 2. Your group member names with last names in alphabetical order 3. Document title and date 4. File name must conform to the following: group#_assignment#.ext (doc, xls. mpp, ppt, etc.) 												

Policies	<p>No make-up exams (except for documented medical or family emergencies) will be offered. Final projects must be submitted on or before the due date, any late assignments will not be accepted (except for documented medical or family emergencies)</p> <p>ITP offers open lab use for all students enrolled in ITP classes. These open labs are held beginning the second week of classes through the last week of classes. Hours are listed at http://itp.usc.edu/labs/. The open labs will not have a lab assistant for this specific class. These lab times are there in case you do not have a computer or need extra time to complete an assignment.</p> <p>ITP reserves the right to record classroom spaces and to use recorded material if necessary for academic integrity cases.</p>
Incomplete and Missing Grades	<p>University Grading Handbook, located at http://www.usc.edu/dept/ARR/grades/gradinghandbook/index.html, contains details on incomplete and missing grades, as well as other grading concerns.</p> <p>A grade of Missing Grade (MG) should only be assigned in unique or unusual situations such as for those cases in which a student does not complete work for the course before the semester ends. All missing grades must be resolved by the instructor through the Correction of Grade Process. One calendar year is allowed to resolve a MG. If an MG is not resolved [within] one year, the grade is changed to UW (Unofficial Withdrawal) and will be calculated into the grade point average as zero grade points.</p> <p>A grade of Incomplete (IN) is assigned when work is not completed because of documented illness or other 'emergency' occurring after the twelfth week of the semester (or 12th week equivalency for any course scheduled for less than 15 weeks).</p>
Support Systems	<p>Discrimination, sexual assault, and harassment are not tolerated by the university. You are encouraged to report any incidents to the <i>Office of Equity and Diversity</i> at http://equity.usc.edu/ or to the <i>Department of Public Safety</i> at http://capsnet.usc.edu/departments/departments-public-safety/online-forms/contact-us. This is important for the safety of the whole USC community. Another member of the university community – such as a friend, classmate, advisor, or faculty member – can help initiate the report, or can initiate the report on behalf of another person. The sexual assault resource center webpage at sarc.usc.edu describes reporting options and other resources.</p> <p><i>The Center for Women and Men</i>, information at http://www.usc.edu/student-affairs/cwm/, provides 24/7 confidential support.</p>
Emergency Preparedness	<p>If an officially declared emergency makes travel to campus infeasible, <i>USC Emergency Information</i>, information at http://emergency.usc.edu/, will provide safety and other updates, including ways in which instruction will be continued by means of blackboard, teleconferencing, and other technology.</p> <p>Additional information about <i>Campus Safety and Emergency Preparedness</i> can be found at http://preparedness.usc.edu.</p>

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 is USC's Student Guide to Policies and Conduct Code and can be found at <http://scampus.usc.edu>. Section 11 contains the Behavior Violating University Standards and Appropriate Sanctions and can be found at <http://scampus.usc.edu/1100-behavior-violating-university-standards-and-appropriate-sanctions/>. Students will be referred to the Office of Student Judicial Affairs and Community Standards (SJACS) 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/>.

An academic integrity tutorial can be found at http://www.usc.edu/libraries/about/reference/tutorials/academic_integrity/index.php

Assignments and projects in computer programming course are different from those in some other types of courses. Students **may NOT collaborate**, work together, share code, or in any way exchange solutions for assignments and projects. All assignments are analyzed by software that looks for similarity. Any sharing of ideas or code will be considered a violation of academic integrity (cheating); an SJACS report will be filed with the recommended penalty of an F in the course. Do not share your code with anyone else in this or a future section of the course, as allowing someone else to copy your code carries the same penalty as you copying the code yourself.

If the instructor, a grader, or a lab assistant suspects you of academic dishonesty, it has to be reported to SJACS. Do not share lab assignments with another student. Do not submit another student's work as your own. Do not look at other students' papers during exams. Do not leave the room during an exam without permission.

Disability Services

The Office of Disability Services and Programs, information at http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html, provides certification for students with disabilities and helps arrange the relevant accommodations. 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 your course instructor as early in the semester as possible. If you need accommodations for an exam, the form needs to be given to the instructor at least two weeks before the exam, but preferably at the beginning the semester.

Course Schedule

Week	Date	Topics	Readings & Assignments
1	1/9/2017	Introduction What is a project management?	Chapter 1 Assignment 1
2	1/16/2017	Holiday - Martin Luther King's Birthday Part 1: Project Initiation Project Selection Criteria and Models	Chapter 2 Assignment 2
3	1/23/2017	Part 1: Project Initiation Project Manager	Chapters 2 & 3 Assignment 3
4	1/30/2017	Part 1: Project Initiation Managing Conflict	Chapter 4 Assignment 4
5	2/6/2017	Part 1: Project Initiation The Project in the Organizational Structure	Chapter 5 Assignment 5
6	2/13/2017	Part 2: Project Planning Project Activity: Work Breakdown Structure (WBS)	Chapter 6 Assignment 6
7	2/20/2017	Holiday – President's Day Part 2: Project Planning WBS and Risk Planning	Chapters 6 & 7 Assignment 7
8	2/27/2017	Part 2: Project Planning Budgeting: Estimating Costs and Risks	Chapter 7 Preliminary Design Review
9	3/6/2017	Exam 1 Part 2: Project Planning Scheduling: Network technique	Chapter 8
	3/13/2017	Spring Recess	
10	3/20/2017	Part 2: Project Planning Scheduling: Critical path method	Chapter 8 Assignment 8
11	3/27/2017	Part 2: Project Planning Resource Allocation	Chapter 9 Assignment 9
12	4/3/2017	Part 3: Project Execution Project Monitoring and Controlling	Chapters 10 & 11 Assignment 10
13	4/10/2017	Part 3: Project Execution Project Auditing and Termination	Chapter 12 & 13
14	4/17/2017	Exam 2	
15	4/24/2017	Part 4: Project Closure Critical Design Review	360 Evaluation
16	5/1/2017	Study Days	
17	5/8/2017	Part 4: Project Closure Final Project Evaluation	360 Evaluation

Note: This schedule is subject to change.