USC Viterbi
School of Engineering

Description	This course addresses technology 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, technology is a vital part of the business. Given limited resources, the businesses depends on technology and use of project management in order to accomplish unique outcomes under critical time, budget, and scope of the business constraints. Students will execute a group project in this class, managing major corner stone tasks using project management tools and methods. This course will provide students the fundamental technology management techniques as well as the behavioral skills to systematically manage projects for all types of projects, be they government, private business, engineering, information technology, or other.
Objectives	The main concentration of this course is to equip students to understand and be focused on maintaining the triple constraint of the project from beginning to end. Students will be exposed to manage the life cycle of project: the initialization, planning, monitoring and controlling, executing as well as the crashing the project, and through successful closure. At the completion of the course, students will: • Gain and fine-tune the skills and techniques for 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 • Gain knowledge and know-how with commonly available project management computer software tools • Gain experience and demonstrate methods for solving and avoiding common difficulties associated with project management
Prerequisites	Recommend 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.uscden.net. For non-course specific questions or prospective students: *Email: kypeters@usc.edu*
Office Hours	Tue & Thu, 11:00am-12:00pm, OHE 330C
Graders/TAs	TBA, See https://courses.uscden.net
Lecture	Tue & Thu, 4:00-5:20pm, KAP 134 (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:** *Project Management: A Managerial Approach*, 9th Edition, Meredith, Jack R. and Mantel Jr., Samuel J. ISBN: 13 9781118947029 **Reference material(s):** • 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. • Virtual Lab: MyDesktop @ http://viterbi.usc.edu/resources/vit/services/vdi.htm
Grading	The following percentage breakdown is used to determine the final grade. Exam #1 20% Exam #2 30% Assignments (group) 10% Tool Presentations (group) 10% Project (group) 30% TOTAL 100% *Notable consideration will be given for class participation and behavior.*
Project	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. Each week will include a lecture on the subject matter and assignment in conjunction with • A team presentation on a selected project management tool • A team presentation of PDR at mid-point of semester and CDR at the latter part of the semester The class project will be graded based on the weekly assignment, group presentation, project report and a 360° group evaluation. *Presentations should be prepared in PowerPoint and should be delivered in time allotted.*

Assignment	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.
	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).
	All work shall have cover page with: 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	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)
	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.
	ITP reserves the right to record classroom spaces and to use recorded material if necessary for academic integrity cases.
	Quote from the USC Guidebook: "Behavior that persistently or grossly interferes with classroom activities is considered disruptive behavior, and may be subject to disciplinary action. Such behavior inhibits other students' ability to learn and an instructor's ability to teach. A student responsible for disruptive behavior may be required to leave class pending discussion and resolution of the problem, and may be reported to the Office of Student Judicial Affairs for disciplinary action."
	Viterbi School of Engineering Honor Code: "Engineering enables and empowers our ambitions and is integral to our identities. In the Viterbi community, accountability is reflected in all our endeavors.
	Engineering + Integrity. Engineering + Responsibility. Engineering + Community. Think good. Do better. Be great.
	These are the pillars we stand upon as we address the challenges of society and enrich lives."

Course Schedule

Week	Topics	Readings
1	Introduction What is a project management?	Chapter 1 Handouts
2	Part 1: Project Initiation Project Selection Criteria and Models	Chapter 2 Handouts
3	Part 1: Project Initiation The Project Manager	Chapters 2 & 3 Handouts
4	Part 1: Project Initiation Managing Conflict	Chapter 4 Handouts
5	Part 1: Project Initiation The Project in the Organizational Structure	Chapter 5 Handouts
6	Part 2: Project Planning Work Breakdown Structure (WBS) and Risk Planning	Chapter 6 & 7 Handouts
7	Part 2: Project Planning Budgeting: Estimating Costs and Risks *Exam 1*	Chapters 6 & 7 Handouts
8	Part 2: Project Planning Scheduling*:* Network technique	Chapter 8 Handouts
9	Part 2: Project Planning Scheduling*:* Critical path method	Chapter 8 Handouts
10	Part 2: Project Planning Resource Allocation	Chapter 9 Handouts
11	Part 2: Project Planning Project Monitoring	Chapter 10 Handouts
12	Part 3: Project Execution Project Controlling	Chapter 11 Handouts
13	Part 3: Project Execution Project Auditing	Chapter 12 &13 Handouts
14	*Exam 2*	
15	Part 4: Project Closure Critical Design Review	360 Evaluation
16	*Study Days*	
17	Final Project Evaluation	360 Evaluation

Note: This schedule is subject to change.

<div align="center">**Statement on Academic Conduct and Support Systems**</div>

Academic Conduct:
Plagiarism – presenting someone else's ideas as your own, either verbatim or recast in your own words – is a serious academic offense with serious consequences. Please familiarize yourself with the discussion of plagiarism in *SCampus* in Part B, Section 11, "Behavior Violating University Standards" https://policy.usc.edu/scampus-part-b/.   Other forms of academic dishonesty are equally unacceptable. See additional information in *SCampus* and university policies on scientific misconduct, http://policy.usc.edu/scientific-misconduct.

Support Systems:
Student Counseling Services (SCS) - (213) 740-7711 – 24/7 on call
Free and confidential mental health treatment for students, including short-term psychotherapy, group counseling, stress fitness workshops, and crisis intervention. https://engemannshc.usc.edu/counseling/

National Suicide Prevention Lifeline - 1-800-273-8255
Provides free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week. http://www.suicidepreventionlifeline.org

Relationship and Sexual Violence Prevention Services (RSVP) - (213) 740-4900 - 24/7 on call
Free and confidential therapy services, workshops, and training for situations related to gender-based harm.
https://engemannshc.usc.edu/rsvp/

Sexual Assault Resource Center
For more information about how to get help or help a survivor, rights, reporting options, and additional resources, visit the website: http://sarc.usc.edu/

Office of Equity and Diversity (OED)/Title IX Compliance – (213) 740-5086
Works with faculty, staff, visitors, applicants, and students around issues of protected class. https://equity.usc.edu/

Bias Assessment Response and Support
Incidents of bias, hate crimes and microaggressions need to be reported allowing for appropriate investigation and response. https://studentaffairs.usc.edu/bias-assessment-response-support/

The Office of Disability Services and Programs
Provides certification for students with disabilities and helps arrange relevant accommodations. http://dsp.usc.edu

Student Support and Advocacy – (213) 821-4710
Assists students and families in resolving complex issues adversely affecting their success as a student EX: personal, financial, and academic. https://studentaffairs.usc.edu/ssa/

Diversity at USC
Information on events, programs and training, the Diversity Task Force (including representatives for each school), chronology, participation, and various resources for students. https://diversity.usc.edu/

USC Emergency Information
Provides safety and other updates, including ways in which instruction will be continued if an officially declared emergency makes travel to campus infeasible, http://emergency.usc.edu

USC Department of Public Safety – 213-740-4321 (UPC) and 323-442-1000 (HSC) for 24-hour emergency assistance or to report a crime.
Provides overall safety to USC community. http://dps.usc.edu