

University of Southern California
ISE 315L – Engineering Project Management
MW 3:30-4:50 pm – KAP 148

Instructor:	Yalda Khashe
Office Hours:	Daniel J. Epstein Department of Industrial & Systems Engineering
MW 1-1:50pm or by appointment	Office: GER 207
	Email: khashe@usc.edu
Teaching Assistant	Simone Stavros
Office Hours:	Office: TBD
TBD	Email: sstavros@usc.edu

Catalog Course Description:

Organizations of all types are increasingly using contract projects to accomplish their business objectives. To do so, they are relying on project-based work structures. Therefore, they need skillful project managers to manage their projects. This course is designed as an introduction to the basic concepts and skills required for a successful project management.

Text:

Project Management: Achieving Competitive Advantage, by Jeffrey K. Pinto, Published by Pearson, 4th edition (2016), ISBN-13: 978-0-13-379807-4 or the 5th edition (ISBN-13: 978-0-13-473033-2)

Software (Required):

- Copies of *Microsoft Project* are available free of charge to USC students and faculty. To download the software, use the following link and follow the steps:
<https://viterbiit.usc.edu/services/viterbi-software-list/>
- The textbook has a tutorial on MS Project in Appendix B. Refer to this section before using the software for your homework and integrated project.
- There is a set of video tutorials for MS Project software called “Project N Motion”. We will use these video tutorials as our lab learning tool.
<http://www.tech.uh.edu/projectnmotion/>

Students Learning Objectives:

In this course you will learn how to tackle the following questions:

- ✓ How to write a project statement?
- ✓ How to clearly define project scope, objectives and measurable outcomes?
- ✓ How to evaluate the project and lessons learned?
- ✓ How to conduct project planning activities to forecast project costs, resources, timelines, and quality.
- ✓ How to calculate risk associated with project activities?
- ✓ How to Clarify roles and responsibilities to improve team performance?
- ✓ How to evaluate the project and lessons learned?

Course Expectations and Policies:

Course Expectations: To ensure a cooperative learning environment, each student is expected to read the text before each class meeting time, and prepare to actively participate during class discussions, team-related activities, presentations and writings.

Attendance Policy: It is expected that students will attend class regularly and participate in the class discussion throughout the semester.

Due Dates/Make up Work: Exams must be taken as scheduled. Assignments are due as scheduled. Make-ups will be allowed only if the student has contacted the professor before the due date, detailing a serious problem.

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: <http://usc.edu/dept/publications/SCAMPUS/gov/> 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://usc.edu/student-affaris/SJACS/> Information on intellectual property at USC is available at: <http://usc.edu/academe/acsen/issues/ipr/index.html>.

Classroom Access: 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 me 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.

Electronic Device Policy: You are allowed to use electronic devices to access your text, retrieve information, and take notes. However, you are not allowed to use social media and the like during class.

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 your course instructor (or TA) as early in the semester as possible. DSP is located in STU 301 and is open from 8:30am to 5:00pm, Monday through Friday. Website and contact information for DSP http://sait.usc.edu/academicsupport/centerprograms/dsp/home_index.html (213)740-0776(Phone), (213)740-6948(TDD only), (213)740-8216(FAX), ability@usc.edu

Grading procedure and Assessment Methods:

I. Letter Grades Table:

94-100	A	73-77	C+
89-94	A-	68-73	C
85-89	B+	65-68	C-
80-85	B	60-65	D+
77-80	B-	56-60*	D

* Grades less than 56: F

The final grade will be based on the above table combined by the cluster analysis of all the students' grades. Which will be explained in detail on the first class session.

II. The final course grade will be determined based on the following weights:

Exam 1	22.5 %
Exam 2	22.5 %
Term Project	20 %
Homework	15 %
Participation/Case Studies*	15 %
Peer Evaluation	5 %

* Subjective grading by the Instructor based on the student's participation in class discussions (specially case studies presented in the class) and interaction with TA/Instructor inside and outside the classroom.

Exams:

Exams consist of true/false, multiple choice, short answers and essay questions. If you cannot take an exam on the scheduled date and time, you must provide documents from a responsible party (doctor, court, police, etc.) and you must arrange to take the exam before the following class meeting. The final exam date/time is set USC and cannot be rescheduled.

Assignment Submission:

Homework descriptions will be posted on blackboard and assignments are due at the beginning of the class. You are encouraged to submit your assignments online. Electronic submission must be in MS Office formats. Your presentations can be of any format you deem appropriate.

Study Hints:

- Do not hesitate to ask questions in person during office hours or via email.
- Read the text before you come to each class meeting.
- Participate in class discussions.

NOTE:

Course materials and grades will be posted on Blackboard System. Please make sure that you have access to the blackboard and your **USC account** is up and running.

Due to administrative processes, this syllabus is subject to change. It is the student's responsibility to verify with the instructor regarding any updates.

Tentative Course Outline¹:

Week of		Topics	Project / Assignments
01	Jan 7	Introduction and Logistics of the course Ch1: Why project management?	Project ² : Team Selection
02	Jan 14	Ch2: Projects and organizational strategy, structure and culture	Assignment Due: HW1 Project: *Submit a one-page project proposal (Jan 16) PNM: Section 1
03	Jan 21	January 21 - Martin Luther King's Day – University Holiday Ch3: Project Selection	Assignment Due: HW2 Project: Finalize project topic and develop the project narrative and goals.
04	Jan 28	Ch4: Leadership and Project Manager Ch5: Scope Management	
05	Feb 4	Ch6: Team Building	Assignment Due: HW3 Project: Develop the WBS PNM: Section 2
06	Feb 11	Ch7: Risk Management	Assignment Due: HW4 Project: Determine the project risk assessment
07	Feb 18	February 18 – President's day – University Holiday Ch8: Cost Estimation and Budgeting	Assignment Due: HW5 Project: Develop the Cost Estimates and Budget
08	Feb 25	February 25 - Exam I February 27 - Midterm Project Presentations	Assignment Due: HW6
09	March 4	Ch9: Project Scheduling (Part 1)	Project: Developing Project Schedule
10	March 11	Spring Recess	
11	March 18	Ch10: Project Scheduling (Part 2) MS Project Session	PNM: Section 3
12	March 25	Ch12: Resource Management	Assignment Due: HW7 Project: Manage Project Resources PNM: Section 4
13	April 1	Ch13: Project Evaluation and Control	
14	April 8	Ch14: Project Close Out and Termination	Assignment Due: HW8 Project: Close out the project
15	April 15	In class project session Final Review	Project: Finalize your report and presentation
16	April 22	April 22 and 24 - Term Project Presentations	Due: Peer evaluations Due: Course evaluation Due: Project Report (Friday, 4/26)
Friday, May 3		Final Exam (2-4 pm) - Mandated by USC Schedule	

¹ Schedule may be revised to accommodate the content and pace of the class learning process.

² This is a guideline to develop your term project, and only activities with * need to be submitted on Bb. However, all homework assignments need to be submitted on Bb. Refer to Bb instructions for HW assignments' detail and due dates.

Case Studies and Class Discussions:

Case studies will be presented at the end of each topic as an in class group exercise. Each team will read a case and present it briefly. The questions associated with each case will be discussed in the class by all the students.

Term Project

Topic: The term project is designed so that you go through the important concepts in project management using a real project that you design and implement. Your textbook has a detailed description of an example and the steps you should go through in sections called: Integrated Project. The steps that your team need to take to complete this project is outlined in the table on page 4.

Microsoft Project: The “Project N Motion” webpage provides a good video tutorial for MS Project 2010 (it is an older version of the software, however the steps that you need to take are the same). The session associated with topics that are presented in the class are highlighted on the course outline.

link: <http://www.tech.uh.edu/projectnmotion/>

Also *Appendix B* on page 510 provides detailed step by step instruction on how to use the MS project software.

Midterm and Final Presentation: Teams will present the project status in-class, using one project briefing (mid semester) and a final presentation (see Course Schedule for dates).

Final Term Paper: The term paper should include all the steps that your team has taken to define, manage and implement the project, including MS project outputs. The paper organization guideline is posted on Blackboard under *Term Project* section.