

University of Southern California
ISE 315L – Engineering Project Management
TTH 11 am - 12:20 pm – VHE 217

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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 part of 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. Students are expected to engage in behaviors that enhance the learning environment. Our goal is to optimize the learning experience for all the students; therefore, disruptive behaviors such as not listening, texting or using electronic devices, etc. are prohibited and will not be tolerated.

Participation and Attendance Policy: It is expected that students will attend class regularly and participate in the class discussion throughout the semester. participation involves actively listening and volunteering answers to questions and moving the discussion along toward a shared understanding. Participation grade will be assigned at the end of the semester based on objective (attendance, contribution to class discussions, interaction with TA/Instructor inside and outside the classroom) and subjective (contributing meaningful questions/answers, illustrating comprehension of course material) assessment by the instructor.

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 laptop/tablets to access your textbook, retrieve course information, and take notes only and as long as it does not disrupt the class and students' participation. Please do not use devices for any purpose unrelated to the class or during class presentations as this may result in the confiscation of the device. Other electronic devices (e.g., cell phones, iPods, etc.) should be turned off/silenced and put away for the entire duration of the class.

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.

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:

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

Exam 1	25 %
Exam 2	25 %
Term Project	20 %
Homework	15 %
Participation/Case Studies	10 %
Peer Evaluation	5 %

According to USC policy: “No student is allowed to retake a final examination or do extra work in a course after the semester has ended for purposes of improving his/her grade.” https://arr.usc.edu/forms/ARR_Grade_%20Handbook.pdf

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.

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	Assignments
01	Aug 26	Introduction and Logistics of the course Ch1: Why project management?	Project: Team Selection
02	Sep 2	Ch2: Projects and organizational strategy, structure and culture Case Study 2.2: Paradise Lost - The Xerox Alto	<i>Assignment Due: HW1</i>
03	Sep 9	Ch3: Project Selection Ch4: Leadership and Project Manager	<i>Assignment Due: HW2</i> Project: Submit a one-page project proposal (Sep 12)
04	Sep 16	Case Study 4.3: Volkswagen & its project to cheat emissions tests Case Study 4.4: Problems with John Ch5: Scope Management	<i>Assignment Due: HW3</i>
05	Sep 23	Project Session Ch6: Team Building	Project: 2-mins oral presentation on the project topic
06	Sep 30	Case Study 6.2: The Bean Counter and the Cowboy Ch7: Risk Management	<i>Assignment Due: HW4</i>
07	Oct 7	Project Session – Exam Review <u>October 10 - Exam I</u>	<i>Assignment Due: HW5</i>
08	Oct 14	<u>October 15 - Midterm Project Presentations</u> <u>October 17 - Fall Recess - University Holiday</u>	Project: 10-mins presentation covering project progress up to Exam 1
09	Oct 21	Ch8: Cost Estimation and Budgeting Case Study 8.2: What's the Cost of National Prestige?	-
10	Oct 28	Ch10: Project Scheduling (Part 1) Project Session	<i>Assignment Due: HW6</i>
11	Nov 4	Ch10: Project Scheduling (Part 2) Ch12: Resource Management	-
12	Nov 11	Ch13: Project Evaluation and Control Case Study 12.1: The problems of multitasking Case Study 13.3: The Honolulu Elevated Rail Project	<i>Assignment Due: HW7</i>
13	Nov 18	Ch14: Project Close Out and Termination Case Study 14.1: New Jersey Kills Hudson River Tunnel Project Case Study 14.2: The Project That Wouldn't Die	<i>Assignment Due: HW8</i>
14	Nov 25	Project Session – Final Review <u>November 28 - Thanksgiving - University Holiday</u>	<i>Assignment Due: HW9</i>
15	Dec 2	<u>December 3 and 5 - Term Project Presentations</u>	<i>Due: Peer evaluations</i> <i>Due: Course evaluation</i> <i>Due: Project Report (Friday, 12/6 EOB)</i>
Tuesday, Dec 17		<u>Final Exam (8 – 10 am)²</u> - Mandated by USC Schedule	

¹ Schedule may be revised to accommodate the content and pace of the class learning process. The due dates and case studies are subject to change.

² **Confirm the time and date of the exam on the USC website.**

Case Studies and Class Discussions:

Case studies will be presented at the end of each topic (given the time availability) 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. *There is no late submission for in-class exercises.* Most activities are designed as group exercises; however, no credit will be given to team members who miss the exercises.

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 as part of the HW assignments.

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).

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

Also, *Appendix B* on page 510 (4th edition) 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.