***California State University, Northridge***

***College of Business and Economics***

***Department of Systems and Operations Management***

***SOM666 - Project Planning and Policy***

***Summer Session 3, July 06 to August 13, 6:00-9:25, JH1232***

***Dr. Ardavan Asef-Vaziri (preferred name: Dr. Asef)***

***Office: JH 4129***

***Tel: 818-677-3637***

***email:*** [***ardavan.asef-vaziri@csun.edu***](mailto:ardavan.asef-vaziri@csun.edu)

***office hours: MW 5-6 (and by appointment)***

**Purpose**: This course investigates the increasing use of projects to accomplish limited duration tasks in our society's many organizations and the unique style of administration required to manage them. Whether assigned to one person or a group of people, in a service or manufacturing firm, in a profit or not-for-profit institution, or in the private or public sector, projects are used to accomplish special (and these days, even relatively common) tasks when the normal organizational structure is deemed inadequate to achieve the tasks required. Projects may include R&D studies, campaigns, construction, emergency operations, and other such endeavors. Project management is a different sort of business topic, a virtual field in itself, and includes specialized aspects of accounting and finance, quantitative methods and computer applications, behavior and strategy, and so on. The project manager is often considered a super-manager, or mini-general manager, due to the breadth of management necessary to oversee a successful project. The concepts of project management will be taught through a combination of lectures, review questions, discussion questions, incidents for discussion, and problems and cases mainly from the text and occasionally from outside resources. The course has three learning goals; Systems Approach, Analytical Skills, and Information Systems. We will also cover the main features of Microsoft Project in class while leaving the details to students.

**Text Book.**

*Project Management in Practice*, 3rd Edition. Samuel J. Mantel, Jack R. Meredith, Scott M. Shafer, Margaret M. Sutton. John Wiley & Sons. Inc.

**e-book.** ISBN 978-0-470-49939-9.

**Paper back.** ISBN 978-0-470-12164-1.

**Supplement Book.**

*Microsoft Office Project 2007*. Microsoft Official Academic Course. John Wiley & Sons. Inc.

**e-book.** ISBN 978-0-470-47039-8.

**Paper Back.** ISBN 978-0-470-06953-0.

**Recommended Reading.**

*Critical Chain.*  Eliyahu M. Goldratt, The North River Press.

*Project Management: Tools and Trade-offs.* By Klastorin. John Wiley & Sons. Inc.

**Composition of Marks**: The breakdown of your final grade is described below.

Class participation 12.5%

Qualitative question 12.5%

Case analysis and problems 12.5%

Problems 12.5%

Quizzes 25%

Final Exam 25%

**Grading:** (A): 93-100, (A-): 89-92, (B+): 86-88, (B): 83-85, (B-): 80-82, (C range): 70-79, (D range): 60-69, (F): 0-59. The grades will be curved such that at least 30% of class gets an A or A- and a pseudo-normal curve appears.

**Qualitative Questions and Class Participation (25%):** If you miss a class (I understand that this may occasionally be necessary), please be sure to get the material we covered from a classmate. Each week a set of review questions, discussion questions, and incidents for discussion from the end of chapters will be assigned to all students. They will not be graded, but students will be randomly called on to present their solutions. Team discussion regarding assignments is encouraged; however, an individual will be called on randomly to present a solution. If you are not prepared, and do not like to be called on, please inform me at the start of class. It will have a negative impact on your class participation grade, but it would be a trade-off cost to avoid doing something that you may prefer not to do. Class participation is judgmentally (as opposed to quantitatively) evaluated based on each individual’s overall contribution to the class learning, preparation on the class materials, quality of comments, and so on. Be aware that not all discussion is equally valuable; excessive talking may be more detrimental than helpful. In general, valuable comments exhibit the following characteristics: Were you *prepared*? Was your comment pertinent and *relevant* to the point? Did you use *methodology* and *terminology* that we all know? Was your comment *based on data* in the class materials? Was it *logical*? Was your comment *clear and concise?* Did it *advance* or instead side-track class discussion?

**Problems and Case Studies (25%):** Late work is not accepted. Each team is formed by 4 students. If your team has some responsibility for a class that you will miss, try to get your input to them early enough for them to use it. Almost all the problems and cases are at the end of the chapters. Each team is responsible for presentation and discussion of a case in class. A second team will also come and add to what has been presented by the first team. The second team will be selected based on the email the teams will send to me. Not being volunteered as the second team will have negative impact on your case analysis grade. After each presentation, the question (and the team’s answers) will be opened to the class for further discussion and critique. Problems are due at the start of class(one paper per team). All problems will be graded and solved in class.

**Quizzes (25%).** There will be 5 quizzes containing short questions and problems. Quizzes are closed note and closed book.

**Final Exam (25%):** The final exam is cumulative, and is closed book and closed notes. A 4 by 6 inch guide sheet is allowed. Simple calculators are allowed during exams but no serious computing devices (palms, laptops). Exam is a combination of problems and short questions. No make-up exam is allowed except for unusual cases such as severe illness. Medical reasons backed up by a letter from your physician are always accepted. The final exam is on the last day of class (August 11).

**Academic Integrity:** The use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and similar behavior that defeats the intent of an examination or other class work is unacceptable to the University. Where a clear violation has occurred, however, the instructor may disqualify the student's work as unacceptable and assign a failing mark. There may be additional penalties, including failing the course, in accordance to the university policies.

**Disclaimer:** This syllabus is an invitation to students to engage in an exciting and interactive study of project management. The intention of the SOM666 professor is to provide you with information, offer practice with skill sets, and enhance your capacity to use fundamental concepts of project management. The learning environment will be collaborative and supportive; we will learn from one another both in and out of the classroom. To that end, modifications to this syllabus might be warranted as determined by the professor as he assesses the learning needs of this particular class of students.

**Schedule of classes**

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