Instructor:	Geza Bottlik, E-mail: bottlik455@gezabottlik.com
Office Hours:	Tuesdays, 4:00 P.M – 6:00 P.M., Room GER 202 Phone 213 740 - 5050 Wednesdays 10:45 – 11:45 A.M. Bridge Room BRI401J
	Phone 213 – 740 –5050 (Tue and Thu office hours only)
Class time/place:	Mondays and Wednesdays 12:00 Noon P.M. – 1:50, Room HOH422 Lab sessions are held in HOH415

Web Pages: www.gezabottlik.com. Lecture notes, assignments, grades and notices will be available here.

Test Schedule:

Midterm 1:	Monday, March 8, 2010	12:00 Noon – 1:15 P.M.
Midterm 2:	Monday, April 5, 2010	12:00 Noon – 1:50 P.M.
Final:	Friday, May 7, 2010	11:00 A.M. – 1:00 P.M.

The midterms and final will be based on problems similar to the ones assigned in the homework and the discussions in class. **All tests and quizzes are open book, open notes**. Laptops are ok. Students are expected to **apply** what they should have learned up to that point to analyzing situations, identifying the problems and applying the appropriate techniques to solve them or interpreting computer solutions.

Assignments:

Readings and Problems will be included in each week's assignment. Problems are assigned on Monday and are due on the following Sunday at midnight, submitted through the assignment manager on Blackboard and will be returned electronically before the next class only if points are deducted. Reading assignments are due when the material will be covered in class. It is imperative that you **prepare for class** -- you will find it extremely difficult to follow the discussion if you have not read the material.

I will **not accept** late homework. Homework is to be a **digital Excel, Word, Project 97 or later file**. Do not type results into spreadsheets – use formulas. The team members' names, assignment number, the date and any team that you worked with must be in the **header**. Use a consistent template and format the output for a professional appearance. A sample will be available on the web site. The assignment manager assigns file names. There can only be one file per homework (no zip files).

The assignments should be as professional in appearance as if you were preparing reports at work or for publication. Clearly label the problem number and your conclusions for each problem, followed by the supporting calculations. The problems must be in the order assigned. Out of sequence problems will receive no credit.

Most homework is to be done by teams of three or four people. If two teams discuss or collaborate on homework, they must indicate that on their paper. Each team must turn in a separate homework. Generated data and essay questions must be unique to each team. The same rules apply to individual homework. **If the answer is given in a book, don't just copy it, explain how you got it.**

Objectives and Content

My objective is to prepare YOU (the student) to be familiar with the details of all phases of projects and to be ready to begin managing projects or to be good contributors to projects.

Managing projects is critical for the wellbeing of companies. The role of projects continues to increase in all segments of the economy. As companies move to a contractor-subcontractor mode, the amount of project-based work continues to increase. This course is designed for students to learn the tools and skills required for project management. The course emphasizes applications in various industries and the management of challenges and uncertainties.
The course is organized in the following sequence – Organizational issues and skills and roles of project managers; planning; budgeting; scheduling; resources; control; evaluation and termination.
The students will learn to use simulation to assess risk and optimize with MS Project, Excel and CrystallBall.

The lectures and labs are an explanation and supplement to what is contained in the book. They are NOT intended to be a duplication of what is contained in the book.

I am looking forward to an intellectually stimulating and rewarding semester with you.

Grading (final percentages will depend on the actual number of each item):

Cases write –ups and presentation	~13%	60 points	20 pts each
Homework	~18%	88 points	8 pts each
Midterm Exam 1	~14%	65 points	
Midterm Exam 2	~19%	90 points	
Final Exam	~26%	125 points	
Participation (Discussion, Attendance, contribution)	~10%	48 points	2 pt. each, drop 2 lowest

A note on participation: You are expected to come to class prepared and actively participate in class discussions. Some of the methods of evaluating this – good listener, points relevant to the discussion, willingness to bring up new ideas, evidence of analysis, clarify and build on previous points.

The grade for the course will only be based on the required work listed above and cannot be improved with additional work.

Required Materials:

Core Concepts: Project Management in Practice 3rd Ed. – Mantel, Meredith, Shafer and Sutton. John Wiley, 2005
Addison Wesley Publishing Company (www.prenhall.com/park or www.wiley.com/college/mantel
Critical Chain, E.M. Goldratt, The North River Press
Microsoft® Office Project 2007 Step by Step (Step By Step (Microsoft)) by Carl Chatfield and Timothy Johnson
Harvard Business Online –http://harvardbusinessonline.hbsp.harvard.edu. The cases are $3.70 each. I will get these for you.

References: There are many similar texts. All have advantages and disadvantages. You may wish to consult one or two for a different viewpoint or for background, but there is no requirement to do so.

Approximate Course Outline:

Session	Date	Material (Pages in parentheses)	Homework No. due
01	01/11	Introduction and Organization	
02	01/13	Chapter 1 (1 - 26)	
03	01/20	Lab	No. 1
04	01/25	Chapter 2 (40 – 64)	No. 2
05	01/27	Chapter 3 (67 – 90)	
06	02/01	Lab	No. 3
07	02/03	Chapter 4 (98 – 115)	
08	02/08	Chapter 4 (98 – 115)	No. 4
09	02/10	Lab	
10	02/17	Chapter 5 (134 – 170)	No. 5
11	02/22	Chapter 5 (134 – 170)	
12	02/24	Lab	
13	03/01	Chapter 6 (180 – 208)	No. 6
14	03/03	Review	
15	03/08	Midterm No. 1 (Chapters 1 through 5)	No. 7
16	03/10	Review Midterm Chapter 6 (180 – 208)	
17	03/22	Lab	
18	03/24	Chapter 6 (213 – 221)	
19	03/29	Chapter 7 (228 – 254)	No. 8
20	03/31	Lab & Review	
21	04/05	Midterm 2	No. 9
22	04/07	Goldratt Book, Case 1 discussion	
23	04/12	Case 2 & 3 Discussion	No. 10
24	04/14	Chapter 8 (262 – 278)	
25	04/19	Lab	No. 11
26	04/21	Case 4 & 5 Discussion	
27	04/26	Case 6 & 7 discussion	
28	04/28	Case 8, 9 and 10 discussion	
	05/07	Final 11:00 A.M. – 1: 00 P.M.	

Case studies:

Each team will write an analysis of a case and make a presentation to the class. Much of your career will be spent generating reports by which you will be judged, so this is good practice.

Each report is limited to no more than 5 (double spaced font 12, not including the appendix), single sided 8 1/2 by 11 format, submitted on the assignment manager as a digital **Word 97 or later**. A good minimum is 5 pages. Extensive data should be placed in an Appendix.

The report must include:

- A cover page with name, title and an abstract not to exceed 100 words
- Text containing conclusions and recommendations, description, definition, development of the topic, analysis, and implementation plans and risks
- References (books and articles): title, author, publication, date, volume and pages

Your reports should be well organized, with clear sections and subsections and headers. The questions on the cases are given to help you organize your thoughts – not to organize the structure of your report. The report on which you are expected to give a 15 - 20 minute presentation will be assigned early in the semester.

ALWAYS BE SURE TO GIVE THE SOURCE OF ALL YOUR INFORMATION. ANYTHING TAKEN VERBATIM FROM SOMEONE ELSE MUST BE IN QUOTATION MARKS AND REFERENCED. (This includes partial sentences!)

This is intended to be an interactive class and your participation should increase as the semester progresses. Attendance at **all** classes for the **whole** class is expected of everyone. Frequent absences will result in a reduction in grade. Punctuality is expected. If you are late, be sure not to disturb the class as you enter.

PLEASE DO NOT BRING FOOD OR DRINKS TO THE CLASS. BEVERAGES IN PLASTIC CONTAINERS ARE OK. NEATNESS, SPELLING, AND GRAMMAR COUNT. THEY ARE AN EXPRESSION OF YOUR COMMITMENT TO DO A GOOD JOB. USE THE TOOLS IN WORD AND EXCEL!

Last, but most important:

The School of Engineering and the Department of Industrial and Systems Engineering adhere to the University's policies and procedures governing academic integrity as described in Scampus. Students are expected to be **aware** of and **observe** the academic integrity standards described in Scampus. I will **enforce** these standards -- in other words, if you cheat and get caught you will get an **F** in the class.

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 (or to TA) 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.