Meeting Dates, Times, Location
February 15, 2024
February 23, 2024
31 Washington Pl (Silver Ctr) Room 507 Loc: Washington Square

Instructor Contact Information
Julie Shahroudi: Phone 860.810.3542 Email: jls671@nyu.edu or Julie.shahroudi@nyu.edu
Office Hours: Wednesdays from 7 – 8 pm: via Zoom

Overview
Effective development, planning execution and communication of special projects are critical to all types of public service organizations. Service organization, health providers, nonprofits and government organizations constantly pursue new initiatives and projects to address the demands of their constantly changing environment. This course offers an introduction to the basic concepts and methods for directing projects and provides students with tools that prepare them for success as a project manager.

Class Sessions
Two full-day classes are organized into a combination of lecture and exercises. Lunch will be from 12-1pm. The emphasis of this course is to provide students with practical tools to use in the workforce on projects. We cover project planning, running effective meetings, basics of project organization, and facilitation/communication. There is no online option for in person classes.

Student Outcomes
After the successful completion of this course, students will be able to better:

- Organize a project’s array of tasks into a comprehensive efficient and easily understood workplan.
- Understand the use of project tools and their appropriate uses.
- Develop and lead a project team, including being able to run more effective meetings.

Statement of Expectations for Participating in Class Discussions
This course depends on lively classroom discussion and participation. Therefore, students should:

- Attend the full day of both classes
- Participate actively in class discussion
• Respect the participation of others in the classroom

**Assignments and Grades**

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<thead>
<tr>
<th>Assignment</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Participation</td>
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<tr>
<td>Homework Assignment</td>
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<tr>
<td>Final Assignment</td>
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<td><strong>Total</strong></td>
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**Readings for Class on Friday class 1**


**Readings for class on Friday, Class 2**


