Meeting Dates, Times, Locations:
Friday, September 27th, 9AM – 5PM, Bldg: 7 East 12th Street, Fairchild Building, Room 125
Friday, October 18th, 9AM – 5PM, Bldg: 7 East 12th Street, Fairchild Building, Room 125

Instructor Contact Information
Will Carlin: Phone – 917.439.4625 (texts welcome) ♦ E-mail: wc33@nyu.edu or will@vshift.com

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.

The Class Sessions
Two full-day classes are organized into a combination of lecture and exercises so that the days actually go by very quickly. The emphasis of this course is to provide students with tools that they will be able to use in real world projects, and we cover everything from decision-making and project planning to running effective meetings and managing management/client expectations.

Course Prerequisites:
There are no prerequisites to the class.

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

1. Organize a project’s array of tasks into comprehensive efficient, and easily understood workplan and budget.
2. Understand the use of project tools in the presentation about a project’s work plan.
3. 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:

1. Attend both classes, on time;
2. Participate actively in class discussion; and
3. Respect the participation of classmates.

Grading
There are four components to grading: day 1 class performance, day 2 class performance, a homework assignment (between class one and two) and a final project. For the homework and final project, it is encouraged, but not required, that students work in groups.

Grading Comments
I take grading seriously, and I give fairly extensive comments and a complete breakdown of how your grade was derived. However, I do not have a TA, and the commenting process takes me some time. I am consistently one of the last professors to return grades and comments, so please know this in advance.

Starting on Time:
As soon as the class starts, we have an exercise. Past students who have come late have felt that they were hampered by missing some of this exercise. I urge you to be on time.