



## **NEW YORK UNIVERSITY**

**Robert F. Wagner Graduate School of Public Service**

PROJECT MANAGEMENT PADM-GP 4110 - 001

SUMMER 2017

### **Meeting Dates, Times, Locations:**

Friday, May 26<sup>th</sup>, 9AM – 5PM, Bldg: Mercer Street, 194 Mercer Street, Room: 307

Friday, June 9<sup>th</sup>, 9AM – 5PM, Bldg: Mercer Street, 194 Mercer Street, Room: 307

### **Instructor Contact Information**

Will Carlin: Phone – 917.439.4625 (texts welcome) ♦ E-mail: wc33@nyu.edu or willcarlin@aol.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.

- While usage of MS Project will be briefly covered, it will not be a focal point of the class.

### **Student Outcomes:**

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

- Organize a project's array of tasks into comprehensive efficient, and easily understood workplan and budget.
- Understand the use of project tools in the presentation about a project's work plan.
- 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 both classes, on time;
- Participate actively in class discussion; and
- 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 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. I will be trying to get you your assignments back in a timely manner.

### **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.