USP 598: Project Management for Planners (An Introduction)
Fridays, October 11 and 25, November 8, 15 and 22, 2024
9:00 to 10:50 am
Location: URBN 270
Instructor: Matt Hastie, AICP, Senior Project Manager, MIG and Adjunct Professor, PSU, mhastie@pdx.edu

Overview

This is an introductory level class to project management with an emphasis on practical tools and real-life examples. The class will meet five times for approximately two hours each session on Friday mornings at 9-10:50 am on October 11 and 25, November 8, 15 and 22 in URBN 270.

Learning Objectives

- Become familiar with project management theory and tools
- Learn how to apply project management tools over a range of planning projects
- Understand how enhancing your emotional intelligence will improve your project management effectiveness
- Discuss strategies for promoting equity and inclusion in project management
- Gain exposure to real-life project management strategies and lessons learned

Text

Gregory Horine, Absolute Beginner's Guide to Project Management, QUE, 4th ed., 2017
Anthony Mersino, Emotional Intelligence for Project Managers, AMACON, 2nd ed., 2013

Class will be a discussion format with class participation expected, including reflections on the readings as well as on the guest speakers. Completion of a final assignment will be required along with 1-2 brief in-class or out-of-class group exercises.

October 11
Thinking Through the Project

- Introduction and course overview
- Projects, Plans and Planning
- Essential project elements – people, time, money
- Additional elements – risk, quality, clients, stakeholders
- Defining and framing the problem: What are the primary project objectives and what is the anticipated final product?

Readings: Defining the Project, pp. 7-21, 45-56 (Beginner's Guide)

October 25
Creating a Project Team and a Scope of Work

- Work Breakdown Structure (WBS)/Scope of Work (Text: P.93)
- More on the WBS: What overall approach makes sense? Process, major steps, involvement
- What skills are needed to implement the project? Who is your team?
- Communication, communication, communication.

Readings: Planning pp. 57-74, WBS 75-90, Managing Communication 237-253 (Beginner's Guide)

November 8
Budgeting and Scheduling

- Estimating Project Costs
- Preparing a Project Schedule
- Managing time and money - an iterative process
- What tools and strategies will you use once you get started?

Readings: Work/Schedule/Budget 91-133, Project Control pp.135-154, Deliverables 171-184

November 15
Emotional Intelligence and Equity

- Emotional Intelligence: What is it and why you need it as a PM
- Leadership
- Managing expectations
- Creating and expanding equity

Guest Speaker on Equity: Jena Hughes, Housing and Growth Management Analyst, Oregon Department of Land Conservation and Development (DLCD)

Readings: Emotional Intelligence - Through page 180 (skim); Leading a Project: 225-234 (Beginner's Guide); TedTalk video: **https://www.youtube.com/watch?v=auXNnTmhHsk**

November 22
Implementing/Managing and Completing the Project – More Lessons Learned

- The decision process
- Role of public/stakeholders
- Managing change
- Quality assurance/quality control (QA/QC)
- Preparing for and writing the final report – telling the story

Guest Speaker: TBD, if used

Reading: Project Changes 155-170, Project Issues-185-194, Risks 195-212, QA/QC pp.213-236, Expectations 257-276, Ending a Project, pp.317-324

Wrap Up and Discuss Assignment

PSU POLICY STATEMENTS AND RESOURCES

Title IX Reporting Obligations
Portland State is committed to providing an environment free of all forms of prohibited discrimination and sexual harassment (sexual assault, domestic and dating violence, gender or sex-based harassment and stalking). If you have experienced any form of sexual harassment, know that help and support are available. PSU has staff members trained to support survivors in navigating campus life, providing academic support and more. Information about PSU's support services on campus, including **confidential services** and **reporting options**, can be found on PSU's **Sexual Misconduct Response** website or you may call a Confidential Advocate at 503.894.7982 or by scheduling **online**. You may also report any incident of discrimination or discriminatory harassment, including sexual harassment, to the **Title IX Coordinator**, **Office of Equity and Compliance**, or the **Office of the Dean of Student Life**.

Please be aware that all PSU faculty members and instructors **are required to report** information of an incident that may constitute prohibited discrimination, including sexual harassment and sexual and relationship violence. This means that if you tell me about a situation of sexual harassment or discrimination, I have to share the information with the University's Title IX Coordinator or the Office of the Dean of Student Life. However, the information will be kept private and only those with a need to know will be provided with what you disclose.

Please complete the required student module **Understanding Sexual Misconduct and Resources** in Canvas, which provides information about PSU policy and resources.
You may also report sexual and relationship violence to law enforcement on campus with **Campus Public Safety Office (CPSO).**

Or you may file an **anonymous report with Campus Public Safety Office** or a **Bias Incident report** with the **Bias Review Team (BRT).** PSU does not typically investigate the reports that are made through these two avenues. These reports help PSU understand what students and employees are experiencing on and around campus and provide support where needed.

Promoting Inclusivity
Building an inclusive learning environment requires us to work together to listen (reading

carefully and reflecting in the online environment), and make room for all to have a say (asking questions and interacting in an encouraging way); to support each other to find our voice; and to recognize and anticipate a wide range of perspectives, backgrounds, experiences, identities, and ways of being in the world.

I hope that we can begin from a place of mutual respect and gentle personalism – taking each other where we are at each day, offering the benefit of the doubt, and being aware that the workings of power and privilege impact different communities and individuals in different ways. These are difficult times and we are all experiencing the Coronavirus pandemic and its impacts in different ways - please be gentle with one another and do not make assumptions about what anyone is going through. We can all promote safe and inclusive learning by listening deeply (including reading carefully and reflecting) and being ready to learn from those around us.

Religious Accommodations
If you would like to obtain religious accommodations, such as flexibility in attending evening courses or extension on assignments, please contact your instructors. If you need additional assistance, please contact the Office of the Dean of Student Life (DOSL) by emailing askdos@pdx.edu.

Access and Inclusion for Students with Disabilities
If you have, or think you may have, a disability that may affect your work in this class and feel you need accommodations, contact the Disability Resource Center to schedule an appointment and initiate a conversation about reasonable accommodations. The DRC is at 116 Smith Memorial Student Union, 1825 SW Broadway; 503-725-4150; drc@pdx.edu.

Basic Needs at Portland State
It can be challenging to do your best in class if you have trouble meeting basic needs like safe shelter, sleep, and nutrition. Resource centers across campus are here to provide assistance, referrals, and support. Please contact anyone on this list for assistance:
- **Basic Needs Hub:** basicneedshub@pdx.edu
- **Portland State Food Pantry:** psufp.com or pantry@pdx.edu
- **C.A.R.E. Program:** askdos@pdx.edu, (503) 725-4422
- **Student Health & Counseling:** askshac@pdx.edu, (503) 725-2800

Submitting Work Online
For assignments that require uploading files to Canvas, it is the student's responsibility to verify that (1) all files are submitted in Canvas prior to the deadline and (2) all submitted files are those that the student intends to be graded for the assignment. Submitting the "wrong"

file by accident is not acceptable grounds for a deadline extension. Assignment grades will be based on the file submitted prior to the posted deadline. Files submitted in a format that cannot be accessed by the instructor cannot be graded and will therefore receive a 0. Acceptable file formats are MS Office formats (e.g. Word, Excel, PowerPoint) or PDF files. Individual assignment instructions may contain a required file format.

Technology Access
Proficiency in the use of CANVAS, PSU email, and other computer tools such as ZOOM or part of Google Suite is required for this course. This course requires consistent access to functioning computer equipment and Internet access throughout the length of the course. Reliance on a cellular connection may not provide reliable and fast access to online learning resources. Here are some broadband programs that are free or low-cost: https://www.highspeedinternet.com/resources/are-there-government-programs-to-help-me-get-internet-service

Academic Integrity
Academic integrity is a vital part of the educational experience at PSU. The Student Code of Conduct is the university's policy on academic dishonesty. A confirmed violation of that code in this course may result in failure of the course.

Covid-19

The University has established rules and policies to make the return to the classroom as safe as possible. To learn about Portland State's activities to reduce the spread of COVID-19, visit PSU's COVID-19 Response page.

If you need advice on testing and/or quarantine, visit The Center for Student Health and Counseling (SHAC)'s COVID-19 FAQ page or call 503-725-2800.

Failure to Comply with Any of these Rules
As the instructor of this course, the University has given me the authority to require your compliance with these policies. If you do not comply with these requirements, I may ask you to leave the classroom or I may need to cancel the class session entirely.
In addition, failure to comply with these requirements may result in a referral to the Office of the Dean of Student Life to consider charges under PSU's Code of Conduct. A student found to have violated a university rule (or rules) through the due process of student conduct might face disciplinary and educational sanctions (or consequences). For a complete list of sanctions, see Section 14 of the Student Code of Conduct & Responsibility

Guidance May Change

Please note that the University rules, policies, and guidance may change at any time at the direction of the CDC, State, or County requirements. Please review the University's main COVID-19 Response webpage and look for emails from the University on these topics.