

POLS/MPA Program
PADM 214, Public Management,
Fall
August 23 to December 6, 2016

Course and Contact Information

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Office Hours:	Tue, Wed, & Thur @ 3-4 PM or by appointment
Class Days/Time:	Wednesday, 6-8:45 pm
Classroom:	Clark 306

Course Description:

The course involves key readings in the public management and the analysis of cases, concepts, theories, methods, and procedures in managing public organizations. Readings and lectures will orient students to basic concepts and research that inform our thinking on public management. Each student is responsible, through self-study, reading assignments, and class interaction, to learn relevant public management theory, concepts and applications.

Another key component of the course involves familiarity with the processes of public management in San Jose, Santa Clara County, the state of California, and the federal government

GOAL: To educate public administration and non-profit professionals about critical thinking, decision making, leadership and project management in public and non-profit organizations. This course covers key management competencies such as strategic planning, performance management, incentives and human motivation, team processes, decision making, leadership and ethics.

OBJECTIVES:

Through the material in this course students will build capacity in the National Association

Recommended Texts/Read

Textbooks

Rainey, H. G. (2014). *Introduction to Psychology* (5th ed.), San Francisco: Jossey-Bass. ISBN: 9781118583715

Emerson, Menkus and Van Ness. (2011). *Introduction to Psychology*. A C . Washington, DC: CQ Press. ISBN:978-0-87289-909-4.

the due date. All students must pass the tutorial with a **grade of 80 or better**, or re-take it.

FEMA Independent Studies:

Students will complete four FEMA Independent Study Courses as part of the course instruction. These can be found at <http://www.training.fema.gov/is/crslist.aspx> Select the appropriate course for the section, complete the course, take the final exam. When you receive your certificate save it as an electronic file and e-mail me a copy of the certificate. You will receive 5 points for each certificate.

Topical Book Executive Summary:

Each student will read three topical books related to the assignments. You will write an executive summary of each book, which will be due the night that the topic is discussed, as noted in the class schedule below. The executive summaries are **not to exceed 2 pages each, single spaced, *principally bulleted***. An example of an executive summary format is at the end of this syllabus. You may use a graphic presentation method instead of an essay for one book of your choice. These methods include mind mapping, captioned photographs, videos and similar techniques.

The executive summary is due as noted in the syllabus. **One cannot achieve a grade of “A” on the summary without relating the book being reviewed to the relevant issues presented in the textbook and other provided readings on the topic.** The s

The class will form two teams. One team will use the project management approach to

articles from reputable magazines (New Yorker, Economist, Atlantic and such) and books are also acceptable sources.

You may not use any wiki, Answers.com, or similar encyc

The staff report will be evaluated using the following criteria:

Criteria	Points
a) The professionalism with which the staff report is presented: clarity, appearance	

Jungle develop into a national disgrace and a pollution/public health problem

Seminar Presentation:

Each presentation team must prepare **exactly 5 PowerPoint slides** to guide

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Serious personal or dependent family illness that can be documented is the only acceptable excuse for not turning in work on time. If you are ill, you will be given a reasonable extension for submission of missing work. **There are no make-ups for missed presentations or in-class case work.** Incompletes are 2 (d0 T (i Q q 0.24 0 0 0.24 105.626 841.04 5652. 50



Spelling and Grammar Guidance

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will help you to remember the right order is that “Then” is related to “Time” and both have an “e”. “Than” is a comparison, such as, “I like cherries more **than** bananas.” Both have “a”.

11. Be careful in us

Team Evaluation Sheet

Move

Phones

Team Project Guide

For the purposes of this document the term is defined as the application of knowledge, skills, tools, and techniques to achieve a specific goal, with a discrete beginning and end. Project management is accomplished through the appropriate application and integration of 47 logically grouped project management processes, such as human resources and risk management, which are categorized into five process groups. These five process groups are: initiating, planning, executing, monitoring and controlling, and closing. Due to the

Because there are multiple agencies involved in many projects, it is important to determine exactly which knowledge, skills and abilities (KSAs) will be used by each participant in this project. As the planning progresses it is possible that participants may wish to augment their KSAs, which may make the planning process unmanageable. Therefore, documentation of KSAs and scope during charter developme.24 0 0 0P (u) -0.

PROJECT CHECKLIST

Initiation Process

Identify Driver(s)
Contract

Planning Process – Project

Establish Design Team

Technical (field)

Procedural (management)

Legal

Resources List and Their Sources

Handouts

Project sponsor

Location Description/Map

Existing Plans

Budget

Plan Development

Goal/Objective(s) Addressed

Phasing?

Able to be accomplished within resources

Human Resources Analysis

Where will the personnel come from for each task?

Which personnel will perform each task?

Risk Analysis

List all possible risks to the success of the project

Suggested Meeting Agenda Topics – Moving/ VOIP Project

Meeting 1

Goal and Objectives – Develop

Location – Identify options for phasing, overlap; hot site/cold site

Logistics/Support – Identify issues specific to this project

Meeting 2

Location – Report on the options, then select best option

Manager – Discuss evaluation tools for goal and objectives

Logistics/Support – Identify resources

Meeting 3

Location – Confirm date, time and point of contact for move/installation

Activity timeline – Complete and finalize

Manager – Ensure evaluation tools are synchronized and identify assignments

Logistics/Support – Confirm entities and commitment

Executing Process – Project

Issue Project Documentation (as required)

Begin Project

Document time project begins

Follow timeline, resource use

Terminate Project

Document time project ends

Closing Process – Project

Project Director Reviews Documentation

Participant Feedback Forms

Evaluator Observation Forms

Notes from Manager Debrief

Notes from Hot Wash

Prepare Draft Closing Report

Incorporate comments related to goal and objectives

Convene Closing Conference