Course Title: Weekend Warrior Series – Microsoft Project

Course Description:
Learn to use project management software to manage personnel, time, and resources for any type of business activity. Learn to create project files and schedules, attach resources to the schedule, and track a project. Maintain and set task relationships, utilize the different types of calendars, monitor the critical path, and print reports.

Course Prerequisite(s):
Microsoft Windows and understanding of project management terminology and concepts such as GANTT and PERT charts.

Course Objectives:
See attached lesson plan by session

Student Expectations:
After completion of class, be able to document a defined project plan in Microsoft Project based on tasks, durations, dependencies, and assumptions and track project changes and document progress.

Textbook(s): OPTIONAL
Microsoft Project 2013 Step by Step
Publisher: Microsoft Press | ISBN: 978-0-7356-6911-6

Next Class Possibilities:
Courses in the management techniques of projects.

Lesson Plan – by session
Session 1: Understanding the project management process
   Basic features of Microsoft Project:
   • starting a new project
   • documenting a project
   • entering tasks
   Estimating work effort
   Defining and creating task dependencies.

Session 2: Creating and managing calendar constraints
   Working with deadlines and task constraints
   Defining resources and understand the fields involved
   Assigning resources to tasks
   Managing resource workloads and scheduling
   Working with different views for resource scheduling
   Managing resource over-allocation.
Session 3: Techniques to optimize a project plan:
Understanding and managing the critical path
Establishing a baseline and tracking a project
Managing a project using standard reports

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.
http://www.collin.edu/studentresources/personal/studenthandbook.aspx