Inver Hills Community College

BUS 1176: Project Management Software

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Uses Microsoft Project to introduce project management theory and application. Topics in this course include: creating a project to include task definition and dependencies; examination of critical path, constraints, and earned value; allocation of resources; assigning resources and project costs; tracking progress; and sharing of project information.

B. COURSE EFFECTIVE DATES: 01/09/2017 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Creating Project files including with a template and from an Excel workbook (5%)
2. Defining the project calendar (5%)
3. Creating tasks; manual, automatic, milestone, recurring , and summary (15%)
4. Identifying project critical paths (10%)
5. Linking tasks and project resources to create a baseline schedule which includes a work breakdown structure (20%)
6. Identifying project critical paths (10%)
7. Modifying the baseline project schedule by adding or reducing task slack and/or adjusting project resources (15%)
8. Combining sub projects or multiple projects into a master project plan. (5%)
9. Working with project views and reports (5%)
10. Checking out a project (5%)

D. LEARNING OUTCOMES (General)

1. Utilize MS Project throughout the entire life-Cycle of a project--initiating, planning, performing, and closing.
2. Identifying and create tasks associated with the project, including manual, automatic, milestone, recurring, and summary.
3. Identify and track project resources and costs: budget time, labor and material.
4. Create a baseline project schedule which includes a budget, tasks, resources, and a work breakdown schedule.
5. Modify the baseline project schedule by adding or reducing tasks, budget, and or resources.
6. Combine sub projects or multiple projects int a master project plan.
7. Utilize project views and reports.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted