



## COURSE OUTLINE

<u>CIS 280</u> Course Number	<u>PC Applications: Project Management</u> Course Title	<u>3</u> Credits		
<u>2</u> Class or Lecture Hours	<u>2</u> Laboratory Work Hours	<u>N/A</u> Clinical or Studio Hours	<u>N/A</u> Practicum, Co-op, Internship	<u>15</u> Course Length (15 week, 10 week, etc.)

Not Applicable  
**Performance on an Examination/Demonstration**  
(Placement Score (if applicable); minimum CLEP score)

Not Applicable  
**Alternate Delivery Methods**  
(Online, Telecourse [give title of videos])

**Required Materials:**

Microsoft Office Project 2007 Inside Out by Teresa S. Stover  
**ISBN-13:** 9780735623279  
by Microsoft Press

Material: Flash drive

**Catalog Description:**

This course teaches frequently used tools in the project management. It explains how to use a major software package to build project plans complete with tasks and resources, to format project reports, to track actual work against the plan, and to take corrective action when things get off track.

**Prerequisites:** IST 209

**Corequisites:** None

**Last Revised:** 01/31/13

**Course Coordinator (name, email, phone extension):**

Assistant Professor Queen E. Okike  
okikeq@mccc.edu  
Extension 3464

**Available Resources:** (Identify library resources relevant to the course, including books, videos, journals, electronic databases, recommended websites.)

**Learning Center Resources:** (Are there tutors for the discipline? Study groups?)

## **Course Goals.**

### ***The student will be able to:***

- Track all the information gathered about the work, duration, cost, and resource requirements for a project.
- Visualize and present the project plan in standard, well-defined formats.
- Schedule tasks and resources consistently and effectively
- Exchange project information with other Microsoft Office system applications.
- Communicate with resources and other stakeholders while the project managers retain the ultimate control of the project.
- Manage projects using a program that looks and feels like other desktop productivity applications.
- Apply Microsoft Office Project 2003 Web Access, the Internet Explorer-based interface for working with Project Server.

## **COURSE CONTENT**

### **Unit I      **Managing a simple project****

#### **Learning Objectives:**

#### **The student will be able to:**

- Start project with project application
- Explore views and reports
- Create new project plan
- Set nonworking days and enter project properties
- Create task list
- Set up resources

### **Unit II      **Managing a simple project****

#### **Learning Objectives:**

#### ***The student will be able to:***

- Assign resources to tasks
- Format and print the plan
- Create a custom Gantt chart view
- Draw on a Gantt chart
- Format text in a view
- Format and print reports
- Track progress on tasks

### **Unit III Fine-tuning task details**

***Learning Objectives:***

***The student will be able to:***

- Adjust task relationship
- Set task constraints
- View the projects critical path
- Interrupt work on task
- Adjust working time for individual tasks
- Change task type
- Enter deadline dates
- Enter fixed costs
- Set up recurring task

### **Unit IV Fine-tuning resources and assignment details**

***Learning Objectives:***

***The student will be able to:***

- Enter multiple pay rates for resource
- Set up rates to apply at different times
- Set up resources availability to apply at different times
- Apply delay of the start of assignments
- Apply contours to assignments
- Apply different cost rates to assignments
- Enter material resource consumption rates

### **Unit V Fine-Tuning the project plan**

***Learning Objectives:***

***The student will be able to:***

- Examine resource allocations over time
- Manually resolve resources overallocations
- Level overallocated resources
- Exam project costs
- Check project's finish date

### **Unit VI Organizing and formatting project details**

***Learning Objectives:***

***The student will be able to:***

- Sort project details
- Group project details
- Filter project details
- Customize tables
- Customize views
- Print project information (project plan, views and reports)

**Unit VII      Publishing project information online  
Sharing project information with other programs**

**Learning Objectives:**

*The student will be able to:*

- Copy project information as a GIF image
- Save project information as a Web page
- Change the look of a project Web page
- Copy and paste with project
- Generate a project summary report for Word, PowerPoint, or Visio
- Open other files formats in project
- Save to other file formats from project

**Unit VIII      Tracking progress on tasks and assignments  
View and report project status**

**Learning Objectives:**

*The student will be able to:*

- Update a baseline
- Track actual and remaining values for task and assignments
- Track timephased actual work for tasks and assignments
- Reschedule incomplete work
- Identify tasks that has have slipped
- Exam task costs
- Exam resource costs
- Report project cost variance with a stoplight view

**Unit IX      Getting project back on track  
Applying advanced formatting**

**Learning Objectives:**

*The student will be able to:*

- Troubleshoot time and schedule problems
- Troubleshoot cost and resource problems
- Troubleshoot scope of work problems
- Format Bar Styles in Gantt chart view
- Format the network diagram view
- Format the calendar view

**Unit X      Customizing project  
Measuring performance with earned value analysis**

**Learning Objectives:**

*The student will be able to:*

- Work with the organizer
- Record macros and edit macros
- Customize a toolbar
- View earned value schedule indicators
- View earned value cost indicators

**Unit XI Consolidating projects and resources**

**Learning Objectives:**

*The student will be able to:*

- Create a resource pool
- View assignments details in resource pool
- Update assignments in a sharer plan
- Update a resource's information in a resource pool
- Update all projects' working times in a resource pool
- Link new project plans to a resource pool
- Open a sharer plan and update a resource plan
- Work with consolidated projects
- Create dependences between projects

**Unit XII Planning work with project server**

**Learning Objectives:**

*The student will be able to:*

- Explain the key pieces of Enterprise Project Management
- Build a new plan from an Enterprise Template
- Staff an Enterprise project with resources
- Publish a plan to project server

**Unit XIII Tracking work with project server**

**Managing risks, issues, and documents with project server**

**Learning Objectives:**

*The student will be able to:*

- Report actual work through Project Web Access
- Report actual work through Outlook
- Handle actuals from resources
- Keep stakeholders informed
- Manage risks, issues and documents

**Evaluation of Student Learning**

<b>Weekly class attendance and participation</b>	<b>10%</b>
<b>Average of weekly homework and laboratory assignments</b>	<b>50%</b>
<b>Four nits of Tests:</b>	
<b>Units I, II, III</b>	<b>10%</b>
<b>Units IV, V, VI</b>	<b>10%</b>
<b>Units VII, VIII, IX</b>	<b>10%</b>
<b>Units X, XI, XII, XIII</b>	<b>10%</b>
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<b>Total</b>	<b>100%</b>

**Grade Policy**

<b>Grade</b>	<b>Definition</b>	<b>Nominal %</b>	<b>QPA quality point value</b>
A	Superior Achievement	93-100	4
A-		90-92	3.7
B+		87-89	3.4
B		83-86	3
B-		80-82	2.7
C+	Above Average Achievement	77-79	2.4
C		70-76	2
D		60-69	1
F		0-59	0
X		Audit — no evaluation	
W	Withdrawal (Student-initiated)		N/A
WI	Withdrawal (Instructor-initiated)		N/A
WA	Withdrawal (Administration-initiated)		N/A
N	No grade reported by the instructor		N/A
I	Incomplete — no credit earned		N/A

**Audit:**

If you audit the course, you will receive an “X” grade—this cannot be changed to a letter grade at a later date.

**Withdrawal Course Requirements:**

To receive a W grade for any course, a student must consult with the course instructor or an appropriate division representative and then withdraw officially before two-thirds of the course has been completed by submitting a withdrawal form to the Office of Student Records. Withdrawal after this point results in a grade other than W (usually F). At any time before two-thirds of the course has been completed, the instructor may also withdraw with a W grade any student who has been absent excessively. A student thus withdrawn will not be entitled to any refund of tuition or fees. The student may appeal this action.

**Attendance Policy**

Mercer County Community College does not have a “cut system.” Students are expected to attend all classes of every course on their schedules. Only illness or serious personal matters may be considered adequate reasons for absence. It is the prerogative of the instructor to excuse absences for valid reasons, provided the student will be able to fulfill all course requirements.

Student performance in classes is formally verified at each class meeting. If a student’s attendance has been infrequent or performance unsatisfactory, he or she may receive notification in the mail. At any time, the instructor may withdraw the student from class for insufficient attendance.

### **Classroom Conduct Statement**

It is the student's responsibility to attend all classes. If a student misses a class meeting for any reason, he/she is responsible for all content that is covered, for announcements made, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all classes. Students who walk into class after it has begun are expected to choose seats close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are here to work cooperatively and to learn together.

### **Academic Integrity Statement**

A student who knowingly represents work of others as his/her own, uses or obtains unauthorized assistance in the execution of any academic work, or gives fraudulent assistance to another student is guilty of cheating. The penalty for violating the honor code is severe. (*See Student Handbook.*) Any student violating the honor code is subject to receive a failing grade for the course and will be reported to the Office of Student Affairs. If a student is unclear about whether a particular situation may constitute an honor code violation, the student should meet with the instructor to discuss the situation.

It is permissible to assist classmates in general discussions of computing techniques; general advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned homework and laboratory exercises. Students may not "work together" on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another's work (or portions of it) and represent it as his/her own.