

BUSINESS BUSW 451 - J2
 BUSINESS BUSW 451 - OLH

MICROSOFT PROJECT MANAGEMENT
 MICROSOFT PROJECT MANAGEMENT

CRN: 90169 On site
 CRN: 92837 On line

-----GRADE BASED ON:-----

ATTENDANCE
 HOMEWORK
 TESTING

INSTRUCTOR: TERRYL KISTLER

October 20 through December 15 , 2010 -

TEXT: MICROSOFT Project 2002 & 2003 (ISBN: 0-07-225612-5)

Microsoft Official Academic Course

This is an extensive class. You will need to work hard in this class to keep up with the reading, examples and lessons. You will need to devote 6 hours of work per week. We will have quizzes as necessary. These are to be seen as teaching tools for us to keep track of your progress. I will contact you when we will have them. As you do your reading assignment do all the associated computer work.

At the end of the Lesson do the Quick Quiz (T/F MC) and do "On Your Own" & "One Step Further". Also restate in your own words the "Key Points" at the end of the lesson. Hand this in or email it to me at tlkcsm@gmail.com as you get it done. I will be using the Quick Quiz Short Answers for your Final Exam. If you have specific questions please bring them to class to discuss. Class meetings are at 6:30 in Bldg. 14 - 105

TO BE DONE BEFORE CLASS (not to be handed in)		(Only this to be handed in) HOMEWORK	IN CLASS
WEEK 1 20-Oct	Orientation & Review		Review first part of class
WEEK 2 27-Oct	Lesson 9 Working with Multiple Projects Read 183 - 194 <i>Read "Lessons for an Accidental Profession" It is on my Web page</i>	Quick Quiz (T/F MC) On Your Own - One Step Prioritize the Fig. 1 list. In a short report tell me why you chose this order!	Consolidated Multiple Projects
WEEK 3 3-Nov	Lesson 10 Project with Other Programs Read 195 - 214	Quick Quiz (T/F MC) On Your Own - One Step	GIF - Info Other Formats
WEEK 4 10-Nov	Lesson 11 Customizing Project Lesson 12 Fine-Tuning Tasks Read 215 - 244	Quick Quiz (T/F MC) On Your Own - One Step	Organizer & Macros Fixed Costs - Deadlines
WEEK 5 17-Nov	Lesson 13 Fine-Tuning Resources Read 245 - 272	Quick Quiz (T/F MC) On Your Own - One Step	Resource Cost Rates Multiple Pay Rates
WEEK 6 24-Nov	Lesson 14 Optimizing Your Project Plan Read 273 - 296	Quick Quiz (T/F MC) On Your Own - One Step	Critical Path & Applying Contours
WEEK 7 1-Dec	Lesson 15 Formatting Project Plan Lesson 16 More Tracking Progress Read 297 - 330	Quick Quiz (T/F MC) On Your Own - One Step	WBS & Network Diagram (Work Breakdown Schedule) Enter Actuals - Interim Plan
WEEK 8 8-Dec	Lesson 16 More Tracking Progress Lesson 17 Resource Pools Read 331 - 359	Quick Quiz (T/F MC) On Your Own - One Step	Project Status Baseline, Interim, Actual Setup Resource Pool
WEEK 9 15-Dec	Lesson 17 Resource Pools Lesson 18 Customizing Project Read 359 - 386	Quick Quiz (T/F MC) On Your Own - One Step	Linkin & Sharer Updating Customizing Setting Closing Report

The book is specifically structured. I expect you to read the Lessons, do the activities within them and know the answers to any questions. Follow the books directions. Do not skip a page - The book is VERY specific - The class is 9 classes. This is a very hard class to play catch-up so commit yourself to stay on the program with the reading assignments and homework and you will learn a great marketable skill.

My web page is at www.terryl.com it will have supporting information. I will use your CSM email exclusively. Please check it. I will use my tlkcsm@gmail.com to communicate with you.

If you use a different version of Project you will be doing the same tasks BUT you will have to search through the software and use Help. Work around these problem(s) as you see fit. I will not be that strict with problems created by the software. My goal is to teach you a general concept. The software will change! Do your best - do not get frustrated and just give it your best shot!

Student Learning Objectives:

- Provide students with a basic understanding of project management principles and practices.
- Increase the student's ability to function effectively on a project team.
- Increase the student's ability to function effectively as a project manager.
- Improve the student's ability to communicate effectively both orally and in writing.