

Course Syllabus

GETTING STARTED

You will need Microsoft Project for your assignments. Any version is acceptable. There are two versions of the lecture videos on your student website. One version of the lectures is for people using Project 2010 or newer versions and the other is for people using earlier versions of Microsoft Project.

You will also need Microsoft Excel to use the course template.

LEARNING OBJECTIVES:

You will learn the basics of how to use Microsoft Project software. You will learn how to:

- Build dynamic schedules
- Accurately schedule your people and estimate their assignments based on work, not duration
- Track project status and update your schedules in less than 10 minutes a week.

You will receive feedback and coaching from your instructor at every step.

COURSE PROCESS & GRADING:

Each of the modules in the course has a reading assignment in your textbook, a video lecture and an assignment, which you complete and send to your instructor via e-mail. To pass the course you must earn a grade of 80% on all course assignments. Your instructor will ask you to revise any assignments that are below the 80% level.

There is a 60 minute final exam at the end of the course. To earn PMI (Project Management Institute) PDUs (Professional Development Units) for this course, your final exam must be proctored by an organizational superior or a licensed professional, such as an attorney or certified public accountant.

TIME REQUIREMENT:

You have one year to complete the course, which will require approximately 20 hours of effort including the reading, lectures, software assignments and final exam.

TEXTBOOK:

Essentials of Project Management eBook, by Dick Billows, PMP

Assignments

MODULE 1 – THE WORK BREAKDOWN STRUCTURE

1. Reading: Read pages 1-29 in the *Essentials of Project Management* textbook.
2. Lecture: Watch the Module 1 lecture on the course website. There are two versions of the lecture you can choose from: one for people using Microsoft Project® 2010, and the other for people using any other version of the software. The lectures cover the same information but the specific software instructions are different, depending on which version of the software you are using.
3. Assignment: Using the first tab in your course Excel Template, called "Project Scope," write a brief summary of the project you would like to use for your assignments in the course. In the section below the summary, identify the project Scope and up to 5 High Level Deliverables. Send the Excel template to your instructor for feedback and coaching.
4. After you get your instructor's approval on the project you proposed, further decompose the Scope and Major Deliverables into a network of achievements in Tab #2 ("Deliverable Network") of your course template. The Deliverable Network is the Work Breakdown Structure you'll build. Send the network to your instructor for feedback and coaching.
5. After you receive approval of your Deliverable Network, you'll see in your course template on Tab #3, "Decomposition," your project Scope, High-Level Deliverables and sub-deliverables have automatically copied into the first column in the template. You can select this text and copy and paste it directly into Microsoft Project. Then, as you learned in the reading and lecture video, indent the project Scope, Deliverables and sub-deliverables in Microsoft Project to build the final work breakdown structure. Send the Microsoft Project® file to your instructor for feedback and coaching.

MODULE 2- DYNAMIC SCHEDULING

1. Reading: Read pages 30-38 in the *Essentials of Project Management* textbook.
2. Lecture: Watch the Module 2 lecture on the course website. There are two versions of the lecture: one for people using Microsoft Project® 2010, and the other for people using any other version.
3. Assignment: Link the sub-deliverables (tasks) with predecessors. After you have put in the predecessors, check for dangles. Send your instructor the Microsoft Project® file for feedback and coaching.

MODULE 3- ASSIGNING RESOURCES & WORK

1. Reading: Read pages 39-48 in the *Essentials of Project Management* textbook.
2. Lecture: Watch the Module 3 lecture on the course website for the software version you are using.
3. Assignment: Set up your resources in the Resource Sheet in Microsoft Project. Then, assign resources to tasks and enter the availability information and work estimate for each of the tasks. Send your instructor the Microsoft Project® file for feedback and coaching.

MODULE 4 – OPTIMIZATION & TRADEOFFS

1. Reading: Read pages 49-51 in the *Essentials of Project Management* textbook.
2. Lecture: Watch the Module 4 lecture on the course website.
3. Assignment: Develop your final project schedule and two additional separate project schedules, which are modifications that will allow you to finish the project two weeks earlier than your final schedule and 1 month earlier than your final schedule. Send your completed project schedules and a brief write up of the trade-offs you used to achieve the alternative results to your instructor for feedback and coaching.

MODULE 5 – TRACKING & STATUS REPORTS

1. Reading: Read pages 56-63 in the *Essentials of Project Management* textbook.
2. Lecture: Watch the Module 5 lecture on the course website.
3. Assignment: You will use your approved project schedule from Module 4 and the status data your instructor sent you with your feedback. Following the process you learned in this module:
 - a. Save the baseline.
 - b. Update your tasks with the reported actual and remaining work.
 - c. Update the schedule to move uncompleted work to start on the status date.
4. Analyze what's happened to the project.
Using Tab #4 in your course template, "Status Report," prepare a status report describing what's happened and the results if no corrective action is taken. Then identify your solutions and corrective action to remedy the situation. Send the template, the Microsoft Project® schedule with actuals, as well as the Microsoft Project files modeling your corrective actions to your instructor for feedback and coaching.

FINAL EXAM

1. E-mail your instructor with the day and time you'd like to take your online final exam. The test is 10 short essay questions. It is open book and open notes with a 60 minute time limit. If you want to earn the professional development units (PDUs) from the Project Management Institute (PMI), it must be proctored by your boss or an independent professional like a lawyer or accountant.