Course Description:

This course provides instruction on planning, scheduling and monitoring a project. Topics covered include elements of effective time management, scheduling and cost control techniques in developing, monitoring and controlling project plans.

Prerequisite(s) and/or Corequisite(s):

Prerequisite: EC311 Introduction to Project Management

Credit hours: 4

Contact hours: 50 (30 Theory Hours, 20 Lab Hours)
SYLLABUS: Project Management Techniques

Instructor: ________________________________________
Office hours: ________________________________________
Class hours: ________________________________________

MAJOR INSTRUCTIONAL AREAS

1. Project management life cycle
2. Project management in a global and digital environment
3. Planning, scheduling, monitoring, and controlling projects
4. Effective time management
5. MS Project 2003

COURSE OBJECTIVES

After successful completion of this course, the student will have the opportunity to:

1. Develop and verify the Scope Definition Statement for a project.
2. Create a Work Breakdown Structure (WBS) using the decomposition technique.
3. Create an integrated project plan.
5. Execute a project plan in a simulated lab environment.
6. Evaluate the overall project performance continuously.

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7. Describe how to enhance project performance by developing team skills and competencies.
8. Create a plan to track identified risks, monitor residual risks, and identify new risks.
9. Control and coordinate changes across the scope, schedule, and budget of a project.
10. Describe the activities in closing a project.
11. Demonstrate effective and efficient use of the ITT Tech Virtual Library.

Related SCANS Objectives

1. Allocate, utilize, and manage material and human resources effectively.
2. Organize and maintain information to maximize retention and expression of knowledge.
3. Work effectively as a part of a culturally diverse team.
4. Acquire, organize, analyze, and communicate information.
5. Utilize interpersonal skills and communication techniques.
6. Demonstrate competence in applying technology to tasks.

TEACHING STRATEGIES

The curriculum is designed to promote a variety of teaching strategies that support the outcomes described in the course objectives and that foster higher cognitive skills. Delivery makes use of various media and delivery tools in the classroom.

COURSE RESOURCES

Student Textbook Package


Note: This book was issued in EC 311 Introduction to Project Management

References and Resources

ITT Tech Virtual Library

Log on to the ITT Tech Virtual Library (http://www.library.itt-tech.edu/) to access online books, journals, and other reference resources selected to support the ITT Tech curricula.

- **Books**

The following books are related to this course and are available through the ITT Tech Virtual Library. They are not required reading but are for reference and further reading.

- **Periodicals**

The following articles are related to this course and are available through the ITT Tech Virtual Library.

- **ITT Tech Virtual Library > Periodicals > EBSCOHost**


• Yang, Jay, “Project Management (Book),” *Construction Management & Economics* 14, no.5 (Sep 1996): 461.


• Vandersluis, Chris, “Plans are good, but execution often falters,” *Computing Canada*. Willowdale 27, no. 26 (Dec 2001): 11.
o Microsoft Project
   A tour, list of features, and FAQ's about Microsoft Project.

o Primavera Systems
   This site offers detailed information about Primavera Project
   Management software.

o Project Management Forum
   This site is an online source for global news and information
   related to project management.

o Project Management Institute
   The Project Management Institute (PMI) is a not-for-profit project
   management professional association.

o The Project Management WWW Site
   A collection of links to project management resources, tools, and
   news.

o StartWright Resources
   A list of project management links.

o TechRepublic
   A source for discussion and information about IT careers,
   technology topics, and IT products.

o TenStep Project Management Process
   This site describes a methodology for managing work as a project.

• ITT Tech Virtual Library > School of Study > School of Business:

  o Professional Organizations > Project Management Institute (PMI)

• Others

  The following references are included as additional references and are not
  required reading.

  o Books:

     1556159005.
Projects Management Techniques Syllabus

- Websites: N/A

- Learning Guides: N/A

- Other:

  Microsoft tutorial titled “Dig Deeper into Scheduling,”

  Microsoft tutorial titled “Linking Project Tasks,”

  Microsoft tutorial titled “Present your project in Word, PowerPoint, or Visio,”

  Tutorial titled “Microsoft Project 2003: Learning the Basics,” from Staffkit at

  Project Companion - Helping users around the world get more from Microsoft® Project.
  http://www.projectlearning.net/project_companion.htm.

All links to Web references outside of the virtual library are always subject to change without prior notice.
EVALUATION & GRADING

COURSE REQUIREMENTS

1. Attendance and Participation

   Regular attendance and participation are essential for satisfactory progress in this course.

2. Completed Assignments

   Each student is responsible for completing all assignments on time.

3. Team Participation (if applicable)

   Each student is responsible for participating in team assignments and for completing the delegated task. Each team member must honestly evaluate the contributions by all members of their respective teams.

Evaluation Criteria Table

The final grade will be based on the following weighted categories:

<table>
<thead>
<tr>
<th>Categories</th>
<th>Weights (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion</td>
<td>15%</td>
</tr>
<tr>
<td>Exercises</td>
<td>20%</td>
</tr>
<tr>
<td>Writing Assignments</td>
<td>30%</td>
</tr>
</tbody>
</table>
### Grade Conversion Table

Final grades will be calculated from the percentages earned in class as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Grade Point Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
<td>4.0</td>
</tr>
<tr>
<td>B+</td>
<td>85 - 89%</td>
<td>3.5</td>
</tr>
<tr>
<td>B</td>
<td>80 - 84%</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>75 - 79%</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>70 - 74%</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>65 - 69%</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60 - 64%</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>&lt;60%</td>
<td>0.0</td>
</tr>
</tbody>
</table>

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### COURSE OUTLINE

Note to the Instructor:

1. The numbers included in “Activity Type” column denote the unit number and lesson number in which the activity is assigned. For example, 1-1 included in the first row...
indicates a discussion that students need to participate toward completing Unit 1 Lesson 1.

2. Multiple activities of the similar type are included in the same unit. For example, Unit 1 has two writing assessments called 1-1a and 1-1b respectively.

3. Readings:

- For all units, except Unit 1, the students are recommended to complete their readings before attending the class.

- **Unit 1**: All the concepts will be covered in the class. Therefore, the readings that are mentioned in the following table are merely for the students’ reference. However, there are a few readings that the students will be required to complete, after class, toward completion of certain graded assignments. The instructor will provide specific instructions for these readings.

  If students miss the first class, they will need to review the reference material for Unit 1.

4. In the following table:


- Essentials refers to *Essentials Microsoft Project 2003*. 
<table>
<thead>
<tr>
<th>Unit</th>
<th>Lesson</th>
<th>Lesson Title</th>
<th>Content Topics</th>
<th>Reading (pages from Textbook)</th>
<th>Writing Assignment</th>
<th>Discussion</th>
<th>Exercises</th>
</tr>
</thead>
</table>
| 1    | 1      | Project Integration Management      | o Develop Project Charter  
|       |        |                                     | o Develop Preliminary Project Scope Statement  
|       |        |                                     | o Develop Project Management Plan  
|       |        |                                     | o Integrated Change Control                                                  | Reference PMBOK, Chapter 4, Project Integration Management, Reference Pages 71-83 | 1-1a               | 1-1b       |           |
| 2    | 1      | Taking a Tour of Project 2003       | o Starting Microsoft Project, Opening a Project, and Saving a Project  
|       |        |                                     | o Exploring the Project Window  
|       |        |                                     | o Understanding the Task Table  
|       |        |                                     | o Understanding the Time Table in Gantt Chart View                           | Reference Essentials, Project 1, Taking a Tour of Project 2003, Pages 2 -26 | 2-1a               | 2-1b       |           |
| 2    | 2      | Specifying Overall Project Settings | o Creating a New Project and Assigning the Start Date  
|       |        |                                     | o Creating a Project Calendar  
|       |        |                                     | o Viewing and Modifying Project Options                                      | Reference Essentials, Project 2, Specifying Overall Project Settings, Pages 36 -52 | 2-2a               | 2-2b       | 2-2c      |
| 3    | 1      | Project Scope Management            | o Scope Planning  
|       |        |                                     | o Scope Definition  
|       |        |                                     | o Create WBS  
|       |        |                                     | o Scope Verification  
|       |        |                                     | o Scope Control                                                             | Reference PMBOK, Chapter 5, Project Scope Management, Pages 103-128 | 3-1a               | 3-1b       |           |
| 4    | 1      | Entering Tasks and Creating a Project Schedule | o Entering Tasks and Specifying Duration  
|       |        |                                     | o Organizing tasks  
|       |        |                                     | o Creating Milestone and Recurring Tasks  
<p>|       |        |                                     | o Linking Tasks by Specifying Task                                           | Reference Essentials, Project 3, Entering Tasks and Creating a Project Schedule, Pages 62-86 | 4-1a               | 4-1b       |           |</p>
<table>
<thead>
<tr>
<th>Unit</th>
<th>Lesson</th>
<th>Lesson Title</th>
<th>Content Topics</th>
<th>Reading (pages from Textbook)</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 1    | 1      | Project Human Resource Management | Predecessors  
  - Using Outline Features and Viewing Work Breakdown Structure Codes  
  - Applying a Calendar to a Task  
  - Setting Constraints | PMBOK, Chapter 9, Project Human Resource Management, Pages 215-242 | 5-1 |
| 2    | 5      | Scheduling Resources and Assigning Tasks |  
  - Human Resource Planning  
  - Acquire Project Team  
  - Develop Project Team  
  - Manage Project Team | Essentials, Project 4, Scheduling Resources and Assigning Tasks, Pages 100 - 124 | 5-2 |
| 3    | 6      | Project Communications Management |  
  - Communications Planning  
  - Information Distribution  
  - Performance Reporting  
  - Manage Stakeholders | PMBOK, Chapter 10, Project Communications Management, Pages 243-245 and 251-271 | 6-1 |
| 4    | 7      | Modifying Task Information |  
  - Editing and Replacing Task Information and Checking Spelling  
  - Saving a Baseline  
  - Entering Percentage Complete  
  - Viewing Percentage Complete  
  - Entering Actuals | Essentials, Project 5, Modifying Task Information, Pages 136-161 | 7-1 |
<table>
<thead>
<tr>
<th>Unit</th>
<th>Lesson</th>
<th>Lesson Title</th>
<th>Content Topics</th>
<th>Reading (pages from Textbook)</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 7    | 2      | Modifying tasks using the Gantt Chart | - Specifying Lead and Lag Time  
- Resolving Constraint Conflicts and Setting a Task Deadline  
- Adding a Progress Line to a Gantt Chart  
- Removing Task Dependencies  
- Rescheduling Uncompleted Work  
- Modifying and Removing a Split  
- Using Tracking Gantt View to Analyze Critical Path  
- Check Overall Project Progress | Essentials, Project 6, Modifying tasks using the Gantt Chart, Pages 172-196 | Writing Assignment |
| 8    | 1      | Project Risk Management | - Risk Management Planning  
- Risk Identification  
- Qualitative Risk Analysis  
- Risk Response Planning  
- Risk Monitoring And Control | PMBOK, Chapter 11, Project Risk Management, Pages 259-312 | Discussion |
| 9    | 1      | Project Cost Management | - Cost Control | PMBOK, Chapter 7, Project Cost Management, Pages 183-188 | Exercises |
| 9    | 2      | Project Integration Management | - Close Project | PMBOK, Chapter 4, Project Integration Management, Pages 99-101 | Writing Assignment |
| 10   | 1      | Customizing Microsoft Project and Sharing Information | - Customizing the Timescale  
- Creating a Custom Field  
- Creating a Custom View  
- Creating a Custom Report  
- Using the Organizer to Share Custom | Essentials, Project 7, Customizing Microsoft Project and Sharing Information, Pages 208-233 | Discussion |

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Date: 4/20/2010
## INTENT/INTERFACE

This course is a continuation of the introduction to the professional discipline of project management. It focuses extensively on the nine knowledge areas and five process groups of management. It explains the different functions of Microsoft Project 2003 and describes how to apply them to a project. The focus lies within the student’s familiarity with project management resources including periodicals, journals, associations, and/or professional organizations.