



# Broward Community College

## Course Outline

STATUS:   A  

COMMON COURSE NUMBER:   GRA 2404C  

COURSE TITLE:   Project Manager II  

CREDIT HOURS:           3          

CONTACT HOURS BREAKDOWN:

Lecture/Discussion	<u>          32          </u>
Lab	<u>          32          </u>
Other	<u>          0          </u>
Contact Hours/Week	<u>          4          </u>

CATALOG COURSE DESCRIPTION:

Prerequisite: GRA 2490

Co requisite: None

Students in this course will gain a comprehensive understanding of the use of project management software to: organize a project, schedule milestone, schedule tasks in the appropriate sequences, assign resources and costs to tasks, prepare professional reports, and track/analyze a project's progress.

UNIT TITLES:

1. Getting Started With MS Project
2. Scheduling Tasks
3. Assigning Resources and Costs
4. Reviewing and Distributing the Project
5. Coordinating Projects and Sharing Data
6. Working with Views and Reports
7. Working with Views and reports
8. Customizing and Programming MS project

## **I. Course Overview:**

Upon successful completion of this course, the students should be able to use project software to create a plan, revise schedule to accommodate changes and unforeseen circumstances, use what-if scenarios, detect inconsistencies in plan, and communicate project performance to team members.

## **II. Units:**

### **Unit 1. 1. Getting Started with MS Project**

#### General Outcome:

1.0 The students should be able to describe the basic uses of project software and initiate a new project plan.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 1.1 Identify the Power of MS Project.
- 1.2 Learn the Basics of MS Project.
- 1.3 Create a New Project Document.
- 1.4 Learn to work with Project Files.
- 1.5 Describe Project Constraints.
- 1.6 Describe General Project Guidelines.

## Unit 2. 2. Scheduling Tasks

### General Outcome:

2.0 The students should be able to utilize project software to create a task lists, assign and manage resources, create charts to show project time lines.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 2.1 Create a Task List.
- 2.2 Use Software to calculate project schedules.
- 2.3 Understand how resource assignments impact schedules.
- 2.4 Schedule projects.
- 2.5 Enter scheduling requirements.
- 2.6 View project schedule.
- 2.7 Comprehend Gantt Chart Views.
- 2.8 Create Milestones.
- 2.9 Use recurring tasks.
- 2.10 Use Rollup Bars.
- 2.11 Use Work Breakdown Structure Codes.
- 2.12 Enter Dependency Links.
- 2.13 Understand how to work with time constraints.
- 2.14 Work with Network Diagrams.

### Unit 3. 3. Assigning Resources and Costs

#### General Outcome:

3.0 The students should be able to assign resource costs and resolve over allocation of resources.

#### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 3.1 Define resources and costs.
- 3.2 Assign resources and costs to tasks.
- 3.3 Describe resource scheduling.
- 3.4 Resolve resource assignment problems.
- 3.5 Find tasks or resources by name.
- 3.6 Assign fixed costs and contract fees.
- 3.7 Resolve resource over allocations.
- 3.8 Use MS Project's Leveling Feature.

## Unit 4. 4. Review and Distribute the Project

### General Outcome:

4.0 The students should be able to monitor project's plan, use work break down structures, develop critical path requirements, and describe procedures to reduce project costs.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 4.1 Review project plan.
- 4.2 Compress time scales.
- 4.3 Use custom work breakdown structure codes.
- 4.4 View and print reports.
- 4.5 Use MS project in Workgroups.
- 4.6 Identify critical paths.
- 4.7 Understand methods employed to crash schedule.
- 4.8 Understand how to reduce costs.
- 4.9 Use technology to distribute copies of project.

## Unit 5. 5. Tracking and Analyzing Progress

### General Outcome:

5.0 The students should be able to utilize software to establish project baselines, monitor project costs, analyze tasks, analyze trends create timesheets, and make schedule revisions.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 5.1 Establish baselines.
- 5.2 View/Correct/Clear Baselines.
- 5.3 Compare Baseline with current schedule.
- 5.4 Track actual performance and costs.
- 5.5 Understand use of timesheets.
- 5.6 Analyze project variances and schedule revisions.
- 5.7 Graphically analyze tasks.
- 5.8 Analyze trends.
- 5.9 Make Revisions to schedule
  - 5.9.1 Reduce scope.
  - 5.9.2 Reduce costs.
  - 5.9.3 Reduce schedule durations.

## Unit 6. 6. Coordinating Projects and Sharing Data

### General Outcome:

6.0 The students should be able to utilize project software to combine projects, export files across various software formats, and copy and paste data between applications.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 6.1 Work with multiple projects.
- 6.2 Export/Import Data with other file formats.
- 6.3 Create Sub Projects and Master Projects.
- 6.4 Combine several projects in one file.
- 6.5 Share resources among projects.
- 6.6 Copying, pasting, and inserting data with other applications.

## Unit 7. 7. Working with Views and Reports

### General Outcome:

7.0 The students should be able to utilize software to create and customize reports.

### Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

- 7.1 Utilize standard views.
- 7.2 Utilize tables & filters.
- 7.3 Format views.
- 7.4 Customize views, tables, fields, filters.
- 7.5 Use standard reports.
- 7.6 Customize reports.
- 7.7 Understand MS Project's Charts.

**Unit 8. 8. Customizing and Programming MS Project**

General Outcome:

8.0 The students should be able to modify software to accommodate individual preferences.

Specific Learning Outcomes:

Upon successful completion of this unit, the students should be able to:

8.1 Customize toolbars, menus, and forms.

8.2 Introduction to visual basic macros with MS Project.

8.3 Customize command buttons and toolbars.