

Print Date: 10/11/16
Course Objectives/Course Outline
Spokane Community College

Course Title: Microsoft Project
Prefix and Course Number: CATT 241

Course Learning Outcomes:

By the end of this course, a student should be able to:

- Define a project
- Develop a work breakdown structure (WBS)
- Create a project plan and schedule
- Use Gantt charts and network diagrams to manage a project
- Allocate and manage project resources and costs
- Manage the critical path
- Produce project reports

Course Outline:

- I. Project Definitions
 - a. Project Management Terminology
 - b. The Benefits of Project Management
 - c. How Project Management Software Supports Successful Project Management
- II. Creating a Project File
 - a. Tasks, Durations and Dependencies
 - b. The Work Breakdown Structure (WBS)
 - c. Project Calendar and Timescale
 - d. Recurring Tasks and Milestones
 - e. Lag and Lead Times
 - f. Summary Tasks
- III. Project Statistics
- IV. Gantt Charts and Network Diagrams
 - a. Enter and Edit Tasks and Dependencies
 - b. Move and Filter Tasks
 - c. Formatting
- V. Examining and Managing the Critical Path and Slack
- VI. Resource and Cost Data
 - a. Enter and Edit
 - b. Group Resources
 - c. Assign Resources and Costs to Tasks
 - d. Analyze Resource Usage and Project Costs
 - e. Resolve Over-allocations
- VII. Tracking Tasks and Project Due Dates
- VIII. Project Reports