Course Title: Advanced Microsoft Project
Prefix and Course Number: CATT 242

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

By the end of this course, a student will be able to create and manage a practical and effective project plan. They will do this by:

- defining a project, including the scope and project deliverables
- analyzing tasks required for successful project planning and develop a work breakdown structure (WBS)
- determining the task durations and constraints
- considering appropriate task relationships and constructing dependencies
- assigning and managing resources
- evaluating and managing project costs
- tracking the progress of a project
- studying the critical path and making appropriate adjustments
- producing project reports
- integrating Project information with other MS Office applications.

Course Outline:
I. Utilizing fundamentals learned in CATT 241 for an extensive case study
    a. Define a project
    b. Analyze project tasks
    c. Develop a work breakdown structure
    d. Assign and manage resources and costs
    e. Study the critical path
II. Tracking Progress and Closing the Project
    a. Set baseline and interim plans
    b. Simulate project tracking
    c. Analyze variances
    d. Create custom views and reports
III. Sharing Project Information
    a. Copy and export Project data to other MS Office programs
    b. Import data from other MS Office programs into Project
    c. Create links between MS Office programs and Project
    d. Create and use Project templates
    e. Consolidate multiple projects into a master project
    f. Create and use macros