



UNIwersytet GDAŃSKI



Title Project Planning with <i>Microsoft Project</i>					Code: 4.0.2417.
ECTS points: 2	Hours: 15	Year: 2021/22	Semester: summer	Status: Elective	Language: English
Lecturer: Joanna Sadkowska Email: Joanna.sadkowska@ug.edu.pl					
Course description:					
<p>This course is dedicated to project planning techniques. It aims at providing the Course Participants with the knowledge and skills on the particular project planning tools and techniques. Students will learn how to plan projects while working in a computer lab equipped with the Microsoft Project software.</p> <p>Part 1. Project planning (time and tasks): The idea and the purpose for project planning Project life cycle stages Initiating a project Defining the project objectives Planning schedule: tasks in the project Regular tasks Recurring tasks Objects Tasks scheduling Different relationships between tasks (FS, SS, FF) Lag time and lead Project structure- building project structure WBS Optimization of the structure</p> <p>Part 2. Project planning (resources): Resources in a project Resource types Defining resources Resource types in project planning Resource types vs. costs in the project Resource assignments Resource management in restricted conditions</p> <p>Part 3. Project planning techniques: Gantt Chart Optimizing the project schedule using CPM method (Critical Path Method) The idea and main components of CPM method Project as a network structure Time floats in CPM method (TF, FF) Determining the critical path</p>					

Optionally: Optimizing the project schedule using PERT method (Project Evaluation Review Technique)

Idea and main components of PERT method

Scheme for PERT technique

Part 4. Project budgeting:

The idea and role of the proper budget in a project

Cost types

Methods of estimating costs

Cost analysis in the project

Cost changes vs. project optimization

Reading list:

Wysocki R., Effective Project Management- any edition

Philips J., *IT Project Management- On Track from Start to Finish*, McGraw-Hill Osborne, 2004.

Gido J., *Successful project management with Microsoft Project*, Gido and Clements 2002

Chatfield C., Johnson T., *Microsoft Project 2016 step by step*, ISBN: 0735619557

Biafore B., Ropel J., *Practical Project Management with Microsoft Project 2016*, Cold Press Publishing, Conifer 2017.

Joanna Sadkowska, *The Difficulty in Following Project Schedule as a Key Project Management Challenge: Family Firm Perspective*, "Management and Economics Review", vol. 1, issue 2, 2016, pp. 136-147.

Grading:

The final grades are based on the score according the University terms of study:

50% or less - 2,0 (fail)

>50% - 3,0 (pass)

>60% - 3,5 (pass +)

>70% - 4,0 (good)

>80% - 4,5 (good+)

>90% - 5,0 (very good)

Prerequisites:

There are no pre-requisites for this course