Project management with Office

Lecturer: Gianluigi Pertusi

Language

English

Course description and objectives

The course aims to provide the skills needed to manage complex projects using the software Microsoft Project. This program makes it possible to plan the tasks of a project, setting their schedule and assigning resources needed to fulfill each single task. Moreover, the software allows to create reports to analyze the performances of the whole project.

Upon successful completion of this course, students should be able to:
- plan the most important variables related to a project (tasks, resources, and costs)
- control the project performance
- create project reports
- plan and monitor multiple projects

Audience

The course is open exclusively to students of the Master of Science Programs at Bocconi University and is part of the Enhancing Experience - Curricular Integrative Activities. Upon successful completion of the course (attendance of at least 75% of the scheduled hours and passing the final exam), students will get 2 credits and an Open Badge, sharable across the web (LinkedIn) or personal CV.

Prerequisites

Basic knowledge of Microsoft Windows and Microsoft Office Applications.

Duration

20 hours

Teaching mode

This course will be only taught in person. Online mode will not be provided.

Calendar

Lecture	Date	Time	Room
1	Fri 20/09/2024	14.45 -16.15	InfoAS04
2	Fri 20/09/2024	16.30 -18.00	InfoAS04
3	Thu 26/09/2024	18.15 - 19.45	InfoAS04
4	Fri 27/09/2024	14.45 -16.15	InfoAS04
5	Fri 27/09/2024	16.30 -18.00	InfoAS04
6	Thu 03/10/2024	18.15 - 19.45	InfoAS04
7	Fri 04/10/2024	14.45 -16.15	InfoAS04
8	Fri 04/10/2024	16.30 -18.00	InfoAS04
9	Fri 18/10/2024	14.45 -16.15	InfoAS04/05
10	Fri 18/10/2024	16.30 -18.00	InfoAS04/05

Syllabus of the course

Lecture	Topics	Book reference
1	**WBS and Gantt Chart**	**Ch. 3**
	- Course introduction	**Ch. 4**
	- Defining projects and project environments	**Ch.9**
	- MS Project: main features	
	- Adding and managing tasks with the WBS technique	
	- Creating the WBS with Excel	
	- Adding tasks duration	
	- The Gantt chart	
	- Adding and modifying predecessors	
	Exercise	
2	**More on project scheduling**	**Ch. 4**
	- The Critical Path Method	**Ch.7**
	- Managing task slacks	**Ch. 9**
	- Task constraints and deadlines	**Ch. 10**
	- Milestones	
	- The timescale	
	- Autoschedule and manual schedule	
	Exercise	

Lecture	Topics	Book reference
3	**Managing resources**	Ch. 3
	- Defining resources	Ch. 5
	- Resource types and descriptors	Ch. 6
	- Calendars	Ch. 11
	- Assigning resources to tasks	
	Exercise	
4	**Controlling the project**	Ch. 8
	- The Baseline	Ch. 14
	- Updating single tasks	
	- Updating the project	
	- Interim plans	
	- Comparing project versions	
	Exercise	
5	**Printing and reporting projects**	
	- Standard reports	Ch. 7
	- Custom reports	Ch. 16
	- Page setup	Ch. 17
	- Print options	Ch. 19
	- Export data to Excel and Power Point	
	Exercise	
6	**Advance in Project Control**	Ch. 6
	- Controlling the resource allocation	Ch. 12
	- Managing over-allocations	
	- Controlling project costs	
	- Controlling the project with the Earned Value Method	
	Exercise	
7	**Managing a multi project environment**	Ch. 20
	- Consolidating projects	
	- Adding and managing subprojects	
	- The resource pool	
	Exercise	
8	**Personalizing MS Project**	Ch. 7
	- Customizing the Gantt chart	Ch. 13
	- Adding custom fields	Ch. 15
	- Creating custom tables	Ch. 17
	- Introduction to formulas	
9	**From guided exercises to working alone: exercises**	

Lecture	Topics	Book reference
10	Final review and Test	

Software used

Microsoft Project 2019

Suggested bibliography

C. Lewis, C. Chatfield, T. Johnson, Microsoft Office Project 2019 Step by Step. Microsoft Press, 2019.
Since MS Project 2019 is very similar to the 2016 and 2013 versions, also the following books can be used as reference:
C. Chatfield, T. Johnson, Microsoft Office Project 2016 Step by Step. Microsoft Press, 2016.
C. Chatfield, T. Johnson, Microsoft Office Project 2013 Step by Step. Microsoft Press, 2013.

Available seats

This activity is limited to **110** participants and reserved to **students of the Master of Science Programs**. Registrations cannot be carried out once this number has been reached or after closing of the registration period.