

Las Positas College
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Course Outline for CIS 70

PROJECT MANAGEMENT TOOLS

Effective: Fall 2009

I. CATALOG DESCRIPTION:

CIS 70 — PROJECT MANAGEMENT TOOLS — 2.00 units

Microsoft Project, Visio, and more. Hands-on overview of various types of project management software applications that help manage and track projects and tasks, visually draw network and process flow diagrams and create diagrams of relationships between ideas or other pieces of information. Software to include desktop and/or web-based versions of proprietary and/or open source software such as Microsoft Project/Open Workbench, Visio, Mind Mapping software.

1.50 Units Lecture 0.50 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

	MIN
Lecture Hours:	27.00
Lab Hours:	27.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

- Describe project management tools and how they are used
- Identify examples of project management software and explain how these program can assist you in project planning, estimating, scheduling, monitoring, and reporting
- Explore the MS Project (or similar software) templates and environment
- Use software tools to create a project plan, add tasks, organize and link tasks
- Describe the types of resources, add resources to a project, and describe how to specify resource pay rates
- Track the progress of a project and tasks
- Explore the Visio (or similar software) templates and environment
- Using diagramming software to: create project schedules, organization charts, lay out office spaces, create network diagrams.
- Visualize data in diagrams

V. CONTENT:

- Research, explore and review various project management software tools
- Compare web-based vs desktop, proprietary vs open source
- The Project Management Process and Microsoft Project (or similar applications)
 - Learning MS Project basics and environment
 - Create and manage a Project
 - Creating a Project Plan File and Calendar
 - Adding and Organizing Tasks
 - Scheduling the Project by Linking Tasks
 - Listing the Resources You Need
 - Assigning Resources to Tasks
 - Enhancing Task and Resource Information
 - Reviewing and Adjusting the Plan
 - Setting the Baseline and Tracking Work
 - Using and Printing Views
 - Reporting Project Information
 - Other Ways to Share and Communicate
 - Enhancing Control with Resource Pools and Master Projects
 - Planning a Project
 - Creating a Project Schedule
 - Communicating Project Information
 - Assigning Resources and Costs
 - Tracking Progress and Closing the Project
 - Sharing Project Information with Other People and Applications

- D. Microsoft Visio (or similar applications)
 - 1. Learning MS Visio basics and environment
 - 2. Install, update, maintain software
 - 3. Navigating interface, accessing sample drawings, and templates
 - 4. Using Stencils, working with and connecting shapes
 - 5. Adding text to drawing
 - 6. Working with pages, using layers
 - 7. Create flowcharts, IT diagrams, office layouts, organization charts

VI. METHODS OF INSTRUCTION:

- A. Lectures utilizing Power Point, overhead transparencies, digital media, handouts, whiteboard and/or blackboard
- B. Interactive web-based tutorials
- C. Hands-on assignments using software application
- D. Instructor demonstration of software

VII. TYPICAL ASSIGNMENTS:

- A. Access free E-Learning tutorial website, for interactive lesson B. Complete hands-on assignment using software

VIII. EVALUATION:

A. **Methods**

- 1. Exams/Tests
- 2. Quizzes
- 3. Projects
- 4. Other:
 - a. Methods
 - 1. Regular hands-on assignments
 - 2. Exams and/or Quizzes
 - 3. Final examination

B. **Frequency**

- 1. Frequency – Regular assessment of learning using assignments, activities, projects or quizzes and final evaluation.
 - a. Recommend at least 1 hands-on assignment each week.
 - b. Recommend 3 or 4 quizzes, plus final examination.

IX. TYPICAL TEXTS:

- 1. Microsoft IT Academy, E-Learning *Collection 5264: Core Training for Microsoft Office Project.*, -, 2008.
- 2. Microsoft IT Academy, E-Learning *Collection 5265: Core Training for Microsoft Office Visio 2007.*, -, 2008.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Computer and printer access
- B. Internet access