

# 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 to students enrolled in Bocconi degree programs (Bachelor, Master of Science, Integrated Master of Arts in law) and is part of the Enhancing Experience activities that grant two credits to students attending at least 75% of lessons and passing the exam during the final lesson.

## 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	Wed 27/09/2023	18.15 - 19.45	1 (Sarfatti)
2	Fri 29/09/2023	14.45 - 16.15	A (Sarfatti)
3	Fri 29/09/2023	16.30 - 18.00	1 (Sarfatti)
4	Wed 04/10/2023	18.15 - 19.45	1 (Sarfatti)
5	Fri 06/10/2023	14.45 - 16.15	A (Sarfatti)
6	Fri 06/10/2023	16.30 - 18.00	1 (Sarfatti)
7	Wed 11/10/2023	18.15 - 19.45	1 (Sarfatti)
8	Fri 13/10/2023	14.45 - 16.15	1 (Sarfatti)
9	Fri 13/10/2023	16.30 - 18.00	InfoAS04
10	Wed 18/10/2023	18.15 - 19.45	InfoAS04

**Note:** lessons will be held in the traditional room and all the students have to bring their own device.

## Syllabus of the course

Lecture	Topics	Book reference
1	<b>WBS and Gantt Chart</b> <ul style="list-style-type: none"> <li>- Course introduction</li> <li>- Defining projects and project environments</li> <li>- MS Project: main features</li> <li>- Adding and managing tasks with the WBS technique</li> <li>- Creating the WBS with Excel</li> <li>- Adding tasks duration</li> <li>- The Gantt chart</li> <li>- Adding and modifying predecessors</li> </ul>	<b>Ch. 3</b> <b>Ch. 4</b> <b>Ch.9</b>

### *Exercise*

Lecture	Topics	Book reference
2	<b>More on project scheduling</b>	<b>Ch. 4</b>
	- The Critical Path Method	<b>Ch.7</b>
	- Managing task slacks	<b>Ch. 9</b>
	- Task constraints and deadlines	<b>Ch. 10</b>
	- Milestones	
	- The timescale	
	- Autoschedule and manual schedule	
	<i>Exercise</i>	
3	<b>Managing resources</b>	<b>Ch. 3</b>
	- Defining resources	<b>Ch. 5</b>
	- Resource types and descriptors	<b>Ch. 6</b>
	- Calendars	<b>Ch. 11</b>
	- Assigning resources to tasks	
	<i>Exercise</i>	
4	<b>Controlling the project</b>	<b>Ch. 8</b>
	- The Baseline	<b>Ch. 14</b>
	- Updating single tasks	
	- Updating the project	
	- Interim plans	
	- Comparing project versions	
	<i>Exercise</i>	
5	<b>Printing and reporting projects</b>	
	- Standard reports	<b>Ch. 7</b>
	- Custom reports	<b>Ch. 16</b>
	- Page setup	<b>Ch. 17</b>
	- Print options	<b>Ch. 19</b>
	- Export data to Excel and Power Point	
	<i>Exercise</i>	
6	<b>Advance in Project Control</b>	<b>Ch. 6</b>
	- Controlling the resource allocation	<b>Ch. 12</b>
	- Managing over-allocations	
	- Controlling project costs	
	- Controlling the project with the Earned Value Method	
	<i>Exercise</i>	

Lecture	Topics	Book reference
7	<b>Managing a multi project environment</b> <ul style="list-style-type: none"> <li>- Consolidating projects</li> <li>- Adding and managing subprojects</li> <li>- The resource pool</li> </ul>	<b>Ch. 20</b>
<i>Exercise</i>		
8	<b>Personalizing MS Project</b> <ul style="list-style-type: none"> <li>- Customizing the Gantt chart</li> <li>- Adding custom fields</li> <li>- Creating custom tables</li> <li>- Introduction to formulas</li> </ul>	<b>Ch. 7</b> <b>Ch. 13</b> <b>Ch. 15</b> <b>Ch. 17</b>
9	<b>From guided exercises to working alone: exercises</b>	
10	<b>Final review and Test</b>	

## 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.