

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 reserved for students enrolled in the Master of Science programs at Bocconi University and is offered as part of the *Enhancing Experience – Curricular Integrative Activities*. Upon successful completion of the course - requiring **attendance of at least 75%** of the scheduled hours and **passing the final exam** - students will be awarded **2 credits** and an Open Badge. The badge can be shared on platforms such as LinkedIn or included in a 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.

NB: The final test of the course will take place during the last class. It will not be possible to take it remotely.

Calendar

Lecture	Date	Time	Room
1	Wed 05/11/2025	18.15 – 19.45	InfoAS05
2	Fri 07/11/2025	14.45 – 16.15	InfoAS05
3	Fri 07/11/2025	16.30 – 18.00	InfoAS05
4	Fri 14/11/2025	14.45 – 16.15	InfoAS05
5	Fri 14/11/2025	16.30 – 18.00	InfoAS05
6	Fri 21/11/2025	14.45 – 16.15	InfoAS05
7	Fri 21/11/2025	16.30 – 18.00	InfoAS05
8	Tue 25/11/2025	18.15 – 19.45	InfoAS05
9	Fri 28/11/2025	14.45 – 16.15	InfoAS04/05
10	Fri 28/11/2025	16.30 – 18.00	InfoAS04/05

Syllabus of the course

Lecture	Topics	Book reference
1	WBS and Gantt Chart - Course introduction - Defining projects and project environments - 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	Ch. 3 Ch. 4 Ch.9

Exercise

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

Lecture	Topics	Book reference
7	Managing a multi project environment - Consolidating projects - Adding and managing subprojects - The resource pool	Ch. 20
<i>Exercise</i>		
8	Personalizing MS Project - Customizing the Gantt chart - Adding custom fields - Creating custom tables - Introduction to formulas	Ch. 7 Ch. 13 Ch. 15 Ch. 17
9	From guided exercises to working alone: exercises	
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.