

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 of attendance. The open badge can be shared on platforms such as LinkedIn or included in a CV.

Prerequisites

Basic knowledge of Microsoft Windows and Microsoft Office Applications.

Duration

20 hours

Teaching mode

This course will be held exclusively in **synchronous, in-person sessions**. Neither online mode, nor video recordings will be provided.

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

Calendar

Lecture	Date	Time	Room
1	Fri 18/09/2026	14:45 – 16:15	InfoAS05 (Roentgen)
2	Fri 18/09/2026	16:30 – 18:00	InfoAS05 (Roentgen)
3	Tue 29/09/2026	18:15 – 19:45	InfoAS05 (Roentgen)
4	Fri 02/10/2026	14:45 – 16:15	InfoAS05 (Roentgen)
5	Fri 02/10/2026	16:30 – 18:00	InfoAS05 (Roentgen)
6	Tue 06/10/2026	18:15 – 19:45	InfoAS05 (Roentgen)
7	Fri 09/10/2026	14:45 – 16:15	InfoAS05 (Roentgen)
8	Fri 09/10/2026	16:30 – 18:00	InfoAS05 (Roentgen)
9	Fri 16/10/2026	14:45 – 16:15	InfoAS05 (Roentgen)
10	Fri 16/10/2026	16:30 – 18:00	InfoAS05 (Roentgen)

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 <i>Exercise</i>	Ch. 20
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.

Available seats

Participation in this activity is limited to **110 students** and is open only to students enrolled in **Master's degree programs**.

No additional registrations will be accepted once the maximum number of participants has been reached or once the registration period has ended.