

Project management with Office

Lecturer: Marco Sampietro

Language

English

Course description and objectives

The course analyze the entire life-cycle of a project: planning, controlling and reporting tasks will be all implemented by leveraging Microsoft Office. The main focus is on Microsoft Project but some project management features of Microsoft Excel and Power Point will be addressed too.

The course objective is to provide participants with the knowledge related to the most common planning and controlling techniques and how to implement them by leveraging Microsoft Office applications.

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 meaningful project reports
- plan and monitor multiple projects

Audience

The course is open to all Bocconi students. In particular it is targeted at:

- those interested in understanding how to plan and control complex activities
- those that enjoy working in team aimed at solving complex problems
- those interested in understanding tools and methodologies that real companies are increasingly using to effectively manage their projects

Prerequisites

Basic knowledge of Microsoft Windows and Microsoft Office Applications.

Duration

16 hours

Calendar

Lecture	Date	Time	Room
1	Tue 11/09/2018	18.00 - 19.30	Info AS04
2	Thu 20/09/2018	18.00 - 19.30	Info AS04
3	Tue 25/09/2018	18.00 - 19.30	Info AS05
4	Thu 27/09/2018	18.00 - 19.30	Info AS05
5	Mon 01/10/2018	18.00 - 19.30	Info AS04
6	Mon 08/10/2018	18.00 - 19.30	Info AS05
7	Tue 09/10/2018	18.00 - 19.30	Info AS04
8	Thu 11/10/2018	18.00 - 19.30	Info U01

Syllabus of the course

Lecture	Topics	Book reference
1	WBS and Gantt Chart <ul style="list-style-type: none"> - Course introduction - Defining projects and project environments - MS Project: main characteristics - Adding and managing tasks by leveraging the WBS technique - Creating the WBS with Excel - Adding task duration - The Gantt chart - Adding and modifying predecessors 	Ch. 3 (except pp. 45-47) Ch. 4 (except pp. 62, 72-75) pp. 173-178
<i>Exercise</i>		

Lecture	Topics	Book reference
2	More on project scheduling <ul style="list-style-type: none"> - The Critical Path Method - Managing task slacks - Task constraints and deadline - Milestones - The timescale - Autoschedule and manual schedule 	pp. 62, 72-75, 170-173, 179-187, 200-202, 204-207, 208-210
<i>Exercise</i>		
3	Managing resources <ul style="list-style-type: none"> - Defining resources - Resource types and descriptors - Calendars - Assigning resources to tasks 	pp. 45-47 Ch. 5 and 6 pp. 225, 226, 236, 237
<i>Exercise</i>		
4	Controlling the project <ul style="list-style-type: none"> - The Baseline - Updating single tasks - Updating the project - Interim plans - Comparing project versions 	Ch 8 Ch 14 p. 304
<i>Exercise</i>		
5	Printing and reporting projects <ul style="list-style-type: none"> - Standard reports - Custom reports - Page setup - Print options - Export data to Excel and Power Point 	pp. 136-149 pp. 381-387 Ch 18
<i>Exercise</i>		
6	Advance in Project Control <ul style="list-style-type: none"> - Controlling the resource allocation - Managing over-allocations - Controlling project costs - Controlling the project with the Earned Value Method 	pp. 238-246 Ch 12
<i>Exercise</i>		

Lecture	Topics	Book reference
7	Managing a multi project environment <ul style="list-style-type: none"> - Consolidating projects - Adding and managing subprojects - The resource pool <i>Exercise</i>	Ch 21
8	Personalizing MS Project <ul style="list-style-type: none"> - Customizing the Gantt chart - Adding custom fields - Creating custom tables - Introduction to formulas <i>Final test</i>	pp. 126-132 Ch 13 pp. 364-370 418-423

Software used

Microsoft Project 2016

Suggested bibliography

C. Chatfield, T. Johnson, Microsoft Office Project 2016 Step by Step. Microsoft Press, 2016.

Since MS Project 2016 is very similar to the 2013 and 2010 versions, also the following books can be used as reference:

C. Chatfield, T. Johnson, Microsoft Office Project 2013 Step by Step. Microsoft Press, 2013.

C. Chatfield, T. Johnson, Microsoft Office Project 2010 Step by Step. Microsoft Press, 2010.

Available seats

110