



IST 150
PROJECT MANAGEMENT ESSENTIAL FOR IT PROFESSIONALS

Course Description

This course is a study of integrated project management for computer technology professionals with emphasis on the methods & software used by IT professionals, including task lists, Gantt charts, discussion of critical path statistical resource management, scheduling, budgeting, and economic factors. 3 Cr. (3 lect/pres, 0 lab, 0 other)

Course Focus

This course is designed to provide the student with basic knowledge of managing projects. This course introduces Microsoft Project software and includes instruction on establishing resources, task assignments, scheduling, resource allocation, and project reporting.

Text and References

1. New Perspectives on Microsoft Project 2010 Introductory, Bunin, Rachel; Course Technology/ Cengage Learning, ISBN for textbook only: 0-538-74676-9
2. Trial Version of Microsoft Project 2010, ISBN for textbook bundled with trial software: 1-13-326536-7

Course Goals

The following list of course goals will be addressed in the course. These goals are directly related to the performance objectives.

1. Learn project management terminology
2. Understand the benefits of project management
3. Explore the Microsoft Project 2010 window
4. Check and change default settings
5. Enter tasks and save a project
6. Open and explore an existing project
7. Examine different project views
8. Use the project timescale and calendar
9. Examine scheduling defaults
10. Work with calendars
11. Enter and edit tasks and durations
12. Enter and edit recurring tasks and milestones
13. Enter lag and lead times
14. Enter and edit task dependencies
15. Show the project summary
16. Review reports and project statistics
17. Manipulate summary tasks

18. Develop a work breakdown structure
19. Work with critical paths
20. Filter tasks
21. Create and format a Gantt Chart
22. Enter and edit tasks and dependencies in a network diagram
23. Expand, collapse, move, and filter tasks in a network diagram
24. Format a network diagram
25. Analyze task constraints
26. Use resource and cost views
27. Enter and edit resource and cost data
28. Organize resources into logical groups
29. Create fixed-work and fixed-duration tasks
30. Sort, filter, and group tasks for resource information
31. Correct for over allocations
32. Analyze resource usage and entered project costs
33. Develop, edit, and format reports
34. Use the Team Planner
35. Set a baseline and create an interim plan
36. Work with the Variance and Tracking tables
37. Update tasks
38. Track costs
39. Create a custom view, a custom table, and a custom report
40. Analyze variance, slack, and slippage
41. Use the Detail and Tracking Gantt Chart views to track progress
42. Add progress lines
43. Copy or export Microsoft Project 2010 data to other Microsoft Office programs
44. Copy, import, or link data from Microsoft Office programs to Microsoft Project 2010
45. Embed data in Microsoft Project 2010
46. Use the Drawing tool
47. Use and create Microsoft Project 2010 templates
48. Create and share a resource pool
49. Use master projects
50. Analyze and work with multiple critical paths
51. Create a custom field

Student Contributions

Each student will spend 2.5 hours per week in class and another 2-3 hours preparing for class and completing assignments to turn in weekly.

Each week students will turn in assignments as specified. In addition, chapter tests are to be completed at the end of each chapter assigned. Students will also complete a final exam/project to demonstrate their knowledge of the material. Projects will be assigned during the semester.

Course Evaluation

Final grades for this course are calculated as follows:

Homework: 40%

Tests: 20%

Projects: 20%

Final Exam/Project: 20%

Approved by: *Kenneth Flick* Developed/Revised: 5/2013
Ken Flick, Division Dean for Business/Industrial Division

ADA Statement

The Technical College of the Lowcountry provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the counselor for students with disabilities at (843) 525-8228 during the first ten business days of the academic term.

Academic Misconduct

There is no tolerance at TCL for academic dishonesty and misconduct. The College expects all students to conduct themselves with dignity and to maintain high standards of responsible citizenship.

It is the student's responsibility to address any questions regarding what might constitute academic misconduct to the course instructor for further clarification.

The College adheres to the Student Code for the South Carolina Technical College System. Copies of the Student Code and Grievance Procedure are provided in the *TCL Student Handbook*, the Division Office, and the Learning Resources Center.

Attendance

The College's statement of policy indicates that students must attend ninety percent of total class hours or they will be in violation of the attendance policy.

- Students not physically attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING. Reinstatement requires the signature of the division dean.
- Students taking an online/internet class must sign in **and** communicate with the instructor within the first ten calendar days from the start of the semester to indicate attendance in the class. Students not attending class during the first ten calendar days from the start of the semester must be dropped from the class for NOT ATTENDING. Reinstatement requires the signature of the division dean.
- In the event it becomes necessary for a student to withdraw from the course OR if a student stops attending class, it is the student's responsibility to initiate and complete the necessary paperwork. Withdrawing from class may have consequences associated with financial aid and time to completion.
- When a student exceeds the allowed absences, the student is in violation of the attendance policy. The instructor MUST withdraw the student with a grade of "W", "WP", or "WF" depending on the date the student exceeded the allowed absences and the student's progress up to the last date of attendance.

Or

Under extenuating circumstances and at the discretion of the faculty member teaching the class, allow the student to continue in the class and make-up the work. This exception must be documented at the time the allowed absences are exceeded.

- Absences are counted from the first day of class. There are no "excused" absences. All absences are counted, regardless of the reason for the absence.
- A student must take the final exam or be excused from the final exam in order to earn a non-withdrawal grade.
- A copy of TCL's STATEMENT OF POLICY NUMBER: 3-1-307 CLASS ATTENDANCE (WITHDRAWAL) is on file in the Division Office and in the Learning Resources Center.

Hazardous Weather

In case weather conditions are so severe that operation of the College may clearly pose a hardship on students and staff traveling to the College, notification of closing will be made through the following radio and television stations: WYKZ 98.7, WGCO 98.3, WGZO 103.1, WFXH 106.1, WWVV 106.9, WLOW 107.9, WGZR 104.9, WFXH 1130 AM, WLVH 101.1, WSOK 1230 AM, WAEV 97.3, WTOC TV, WTGS TV, WJWJ TV, and WSAV TV. Students, faculty, and staff are highly encouraged to opt in to the Emergency Text Message Alert System. www.tcl.edu/textalert.asp

Emergency Text Message Alert

Students, faculty and staff are highly encouraged to opt in to the Emergency Text Message Alert System. Participants receive immediate notification of emergency events and weather cancelations via text messaging on their cell phones. Participants can also opt in to receive non-emergency news and announcements. Go to www.tcl.edu. On the homepage, click on “emergency Text Alert at TCL” and fill out the form or go to www.tcl.edu/textalert.asp