

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 exclusively to students of the Master of Science Programs at Bocconi University and is part of the Curricular Integrative Activities that are worth 2 credits (subject to 75% attendance and to passing the final test).

Prerequisites

Basic knowledge of Microsoft Windows and Microsoft Office Applications.

Duration

20 hours

Teaching mode

The course will be held in distance learning mode. It will be possible to follow the live streaming (Live Session) of each lesson accessing through Blackboard to the corresponding virtual room.

Calendar

Lecture	Date	Time
1	Wed 09/06/2021	18.40 – 20.10
2	Thu 10/06/2021	18.40 – 20.10
3	Tue 15/06/2021	18.40 – 20.10
4	Wed 16/06/2021	18.40 – 20.10
5	Wed 23/06/2021	18.40 – 20.10
6	Fri 25/06/2021	15.00 – 16.30
7	Fri 25/06/2021	16.50 – 18.20
8	Fri 02/07/2021	15.00 – 16.30
9	Fri 02/07/2021	16.50 – 18.20
10	Mon 05/07/2021	18.40 – 20.10

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

Exercise

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 	Ch 21
<i>Exercise</i>		
8	Personalizing MS Project <ul style="list-style-type: none"> - Customizing the Gantt chart - Adding custom fields - Creating custom tables - Introduction to formulas 	pp. 126-132 Ch 13 pp. 364-370 418-423
9	From guided exercises to working alone: Summary Exercise	
10	Final practical tips on how to use MS Project in real life scenarios Final test	

Software used

Microsoft Project 2019

Suggested bibliography

C. Lewis, C. Chatfield, T. Johnson, Microsoft Office Project 2016 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, 2013.

C. Chatfield, T. Johnson, Microsoft Office Project 2013 Step by Step. Microsoft Press, 2010.

Available seats

This activity is limited to **60** 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.