

Project Planning with <i>Microsoft Project</i>					Code:
ECTS points: 2	Hours: 15	Year: 2022/23	Semester: summer	Status: Elective	Language: English
Lecturer: Joanna Sadkowska Email: Joanna.sadkowska@ug.edu.pl					
Course description:					
<p>Part 1. Project planning (time and tasks):</p> <p>The idea and the purpose for project planning Project life cycle stages Initiating a project Defining the project objectives Planning schedule: tasks in the project Regular tasks Recurring tasks Objects Tasks scheduling Different relationships between tasks (FS, SS, FF) Lag time and lead</p> <p>Project structure- building project structure WBS Optimization of the structure</p> <p>Part 2. Project planning (resources):</p> <p>Resources in a project</p> <p>Resource types Defining resources Resource types in project planning Resource types vs. costs in the project Resource assignments Resource management in restricted conditions</p> <p>Part 3. Project planning techniques.</p> <p>Gantt Chart</p> <p>Optimizing the project schedule using CPM method (Critical Path Method)</p> <p>The idea and main components of CPM method Project as a network structure Time floats in CPM method (TF, FF) Determining the critical path</p> <p>Part 4. Project budgeting:</p>					

The idea and role of the proper budget in a project
Cost types
Methods of estimating costs
Cost analysis in the project
Cost changes vs. project optimization

Reading list:

Wysocki R., *Effective Project Management- Traditional, Agile, Extreme* - the newest edition if possible.
Lewis C., *Microsoft Project 2019 step by step* – or any other book dedicated to Microsoft Project 2019 or 2021

Grading:

The final grades are based on the score according the University terms of study:
50% or less - 2,0 (fail)
>50% - 3,0 (pass)
>60% - 3,5 (pass +)
>70% - 4,0 (good)
>80% - 4,5 (good+)
>90% - 5,0 (very good)

Prerequisites:

There are no pre-requisites for this course