

BT-2510: PROJECT MANAGEMENT SOFTWARE

Cuyahoga Community College

Viewing: BT-2510 : Project Management Software

Board of Trustees:

October 2022

Academic Term:

Fall 2023

Subject Code

BT - Business Technology

Course Number:

2510

Title:

Project Management Software

Catalog Description:

Overview of concepts and hands-on activities in a project management software application. Utilize a business scenario incorporating knowledge and skills relating to project scheduling, calendars, tasks, phases, resources, charting, and reporting.

Credit Hour(s):

3

Lecture Hour(s):

2

Lab Hour(s):

2

Requisites

Prerequisite and Corequisite

BADM-1020 Introduction to Business; and IT-1090 Computer Applications or IT-109H Honors Computer Applications; or departmental approval.

Outcomes

Course Outcome(s):

Utilize project management software to plan, organize, manage, and report on business projects.

Objective(s):

1. Define project management terminology.
 2. Organize project information using Gantt Charts to sort and filter data.
 3. Export project management information into other file formats.
 4. Create and modify project reports.
 5. Establish objectives.
 6. Identify life cycles.
 7. Identify organizational departments and resources.
 8. Identify time, cost and performance requirements.
 9. Discuss the role of project management software within business scenarios.
 10. Create and edit project schedules and calendars within project management software.
 11. Create and edit project tasks and phases within project management software including establishing deadlines, priorities, and constraints.
 12. Identify, establish and assign people, equipment, material equipment, material, cost, pay rate, and work time resources within project management software.
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Methods of Evaluation:

- a. Projects
- b. Weekly Assignments
- c. Discussion Boards
- d. Quizzes

Course Content Outline:

- a. Role of project management software
 - i. Project management terminology
 - ii. Objectives
 - iii. Life Cycles
 - iv. Organizational departments and resources
 - v. Time, cost and performance requirements
- b. Project schedules and calendars
 - i. Start dates
 - ii. Adding task calendars
 - iii. Modifying tasks
 - iv. Recurring tasks
- c. Project tasks and phases
 - i. Deadlines
 - ii. Priorities
 - iii. Constraints
 - iv. Types of tasks
- d. Resources
 - i. People
 - ii. Equipment
 - iii. Material
 - iv. Cost
 - v. Pay rates
 - vi. Work time
- e. Organizing project information
 - i. Creating Gantt Charts
 - ii. Formatting Gantt Charts
 - iii. Sorting and filtering data
 - iv. Creating custom filters
- f. Project reports
 - i. Dashboard reports
 - ii. Customizing existing reports
 - iii. Visual reports
- g. Exporting into other file formats
 - i. Web-display
 - ii. Excel
 - iii. Text

Resources

Chatfield, C. and T. Johnson. *Step By Step: Microsoft Project 2019*. Microsoft Press, 2019.

Cicala, Gus. *The Project Manager's Guide to Project 2019*. New York: Apress, 2020.

Shirodkar, Srikath. *Learning Microsoft Project 2019*. 1st. Birmingham: Packt Publishing Ltd., 2020.

Key: 983