



College: *Management and Technology*
Department of: *E-Commerce*

SESSION PLAN

Laboratory

COURSE PARTICULARS	
#CR327/CR328	Title: Project Management

SESSION PARTICULARS		
# 1	Title: Planning a Project	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Introduction to Microsoft Project Introduction to Project Management The Project Goal Project Management Process Groups Project Management Terminology Benefits of Project Management How Microsoft Project Supports Successful Project Management

Prepared By:

Designation

Name Mohammad Helmi

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Date

Approved By:

Designation

Name

Dr. Mahmoud Youssef

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Date



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# 2	Title: Getting Around Microsoft Project 2003	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Checking Default Settings Viewing the Microsoft Project Screen Entering Tasks The Entry Table and the Entry Bar Saving, Closing, and Opening Projects Project Views Magnification Modifying the Timescale

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# 3	Title: Creating a Project Schedule	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Starting a New Project and Examining Scheduling Defaults Examining Project Calendars Entering Tasks and Durations in the Entry Table Editing Tasks and Durations in the Entry Table Working with Duration Units of Measure Editing Tasks and Durations in Other Views Entering Recurring Tasks Entering Milestones

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# 4	Title: Task Dependencies and Creating a Work Breakdown Structure	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Understanding Task Dependencies Creating Task Dependencies Editing Task Dependencies Entering Lag and Lead Times Creating a Work Breakdown Structure with Summary Tasks Using Outline Numbers or Work Breakdown Structure Codes

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SESSION PARTICULARS

# 5	Title: Communicating Project Information	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Creating Reports Using Microsoft Project Understanding the Critical Path Filtering Tasks for Information Formatting a Project

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SESSION PARTICULARS

# 6	Title: Working with Network Diagrams and Shortening the Critical Path	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Entering and Editing Tasks in Network Diagram View Examining Dependencies and the Critical Path Moving Tasks Filtering in the Network Diagram Formatting a Network Diagram Shortening the Critical Path Changing Task Dependencies Changing Calendar and Task Constraints

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# 7	Title: 7th Week Exam	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
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SESSION PARTICULARS

# 8	Title: Assigning Resources and Costs	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Entering Cost and Resource Data Using the Resource Information Dialog Box Assigning Resources to Tasks Assigning a New Cost Rate Table Using the Resource Work Form

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SESSION PARTICULARS

# 9	Title: Understanding the Relationship between Work, Duration, and Units	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Creating a Fixed-Duration Task Using the Resource Usage View to Examine Resource Information Leveling Over allocations Reviewing Project Costs Project Summary Information Understanding the Relationship between the Critical Path and Slack Shortening the Critical Path Using Reports

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# 10	Title: Tracking Progress and Closing the Project	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Working with a Baseline Getting Ready to Track Progress Creating an Interim Plan Inserting or Hiding a Column in a Table Updating Tasks that are Behind Schedule Updating Progress Tracking Costs

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SESSION PARTICULARS

# 11	Title: Custom Table and Using Project Progress Reports	Hrs: 2
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LEARNING OUTCOMES/ABILITIES GAINED*

#	Outcome Description
	Creating a Custom Table Creating a Custom View Using the Detail Gantt Chart to Examine Slack and Slippage Creating an Interim Plan for the Entire Project Adding Progress Lines Using Project Progress Reports

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# 12	Title: Sharing Project Information with other People and Applications	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Copying Sheet Data from Project to Excel Graphing in Excel Copying the Gantt Chart as a Picture Exporting a Project File to Excel Exporting Earned Value Data to Excel Starting a Project Plan in Excel Using the Task List Template Importing Excel Data into Project Importing Outlook Tasks into a Project File Linking Excel Data to a Project File Using the Drawing Tool

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# 13	Title: Templates and Using a Master Project	Hrs: 2

LEARNING OUTCOMES/ABILITIES GAINED*	
#	Outcome Description
	Creating Data Templates Sharing Data Templates Using the Organizer Using Resource Pools Adding Hyperlinks to a Project File Working with Multiple Critical Paths Tracking Custom Fields of Information Creating Macros

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# 14	Title: Final Exam	Hrs: 2

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Source Material

Microsoft Office Project 2003 Bible
Microsoft Office Project 2003 Step by Step
Show Me! Microsoft® Office Project 2003

Supplementary Material

Microsoft Windows 2003 Standard Edition
Microsoft Project 2003
PowerPoint Presentations are used in the Lectures

Educational Resources

White Board
Computer

Tutorial/Laboratory/Workshop (Delete as Required)