

College: Management & Technology Department of : Business Information Systems

## **S**ESSION PLAN

#### **Section**

Course Particulars	
#:S326	Title:Information System Management

	Session Particulars	
#:1	Title: Introduction to project management	Hrs: 2

LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description	
1	Project goal	
2	Phases of project management	
3	Project management terminology Project 2007 tools	
4	Project 2007 tools	
5	Benefits of project management	

## **Prepared by**

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Signature:

Date: 07/09/2010

## **Approved by**

Name: Dr. Walid Abdelmoez

Signature:

Date: 07/09/2010

<u>Lecture</u>
Source Material :
Supplementary Material: Projector, white board.
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Educational Resources: Handouts, presentations, assignments.
Tutorial / laboratory / Workshop (Delete as required)

Tutorial / laboratory / Workshop (Delete as required) Personal Computers
Data Show

	Session Particulars	
#: <sup>۲</sup>	Title: Understanding Project 2007 views	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Viewing project 2007 screen		
2	Entering your first task		
3	Saving a project		
4	Understanding project views		
5	Printing a view		

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	Session Particulars	
#:3	Title: Starting New Project	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Examining project calendars		
2	Entering tasks and durations		
3	Understanding task dependencies		
4	Creating task dependencies		
5	Entering lag and lead time		

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	Session Particulars	
#:٤	Title: Outlining with summary tasks	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Outdenting and indenting tasks		
2	Expanding and collapsing tasks		
3	Using works breakdown structures		
4	Case problem		

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	Session Particulars	
#:°	Title: Communication project information	Hrs: 2

LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description	
1	Understanding critical path and Slack, Working With The Network Diagram	
2	Filtering task for information.	
3	Formatting a project	
4	Case problem	

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	Session Particulars	
#:٦	Title: 7th Week Exam	Hrs: 2

LEARNING OUTCOMES / ABILITIES GAINED		
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	Session Particulars	
#: <sup>v</sup>	Title: Crashing the critical path	Hrs: 2

LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description	
1	Filtering with network diagram	
2	Formatting network diagram	
3	Crashing critical path by using task information	
4	Case problem	

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	Session Particulars	
#:^	Title: Entering resource and cost data	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Using resource information dialogue box		
2	Assigning resources to tasks		
3	Case problem		

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	Session Particulars	
#:٩	Title: Understanding the relationship between duration, work, and units.	Hrs: 2

LEARNII	EARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Creating a fixed duration task		
2	Creating a fixed duration task		
3	Reviewing project cost		

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	Session Particulars	
#:10	Title: Leveling over allocations of resource, manually and automatically	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Leveling over allocations of resource manually		
2	Leveling over allocations of resource automatically		
3	Understanding slack time concepts and Types		

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	Session Particulars	
#:11	Title: Tracking progress and closing the project	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Working with baseline		
2	Working with baseline		
3	Using project progress report		

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	Session Particulars	
#:12.	Title: Sharing project information with other people and applications	Hrs: 2

LEARN	ING OUTCOMES / ABILITIES GAINED		
#	Outcome Description		
1	Sharing project data with other applications		
2	Exporting earned value data to excel		
3	Linking excel data to a project 2007 file		
4	Using templates		

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Session Particulars		
#:13	Title: Using master project and other project 2007 facilities.	Hrs: 2

LEARNII	LEARNING OUTCOMES / ABILITIES GAINED	
#	Outcome Description	
1	Using the organizer	
2	Using resource pools	
3	Using a master project	
4	Adding hyperlinks to a project file	

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	Session Particulars	
#:14	Title: Final Exam	Hrs: 2

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