

J. Sargeant Reynolds Community College
Course Content Summary

Course Prefix and Number: ITP 295

Credits: 3

Course Title: Project Management Tools

Course Description: Introduces the concepts of project management and how to use Microsoft Project software to manage project requirements. Prerequisite: ITE 115 or equivalent. Lecture 3 hours per week.

General Course Purpose: The course will provide training in how to use the tool Microsoft Project software which is popular in the business community. The course can be used as an elective in the Information Systems Technology degree program but the initial interest will probably be from people wanting to learn how to use the tool to apply to their existing and/or future projects.

Course Prerequisites and Co-requisites:

Prerequisite: ITE 115 or equivalent

Course Objectives:

Upon completing the course, the student will be able to

- a. Describe project fundamentals;
- b. Develop the project plan using MS Project;
- c. Track progress through keeping tabs and tracking goals and deadlines;
- d. Develop reports and analyze project information using MS Project;
- e. Learn to manage multiple projects; and
- f. Integrate MS Project and MS Project customization.

Major topics to Be Included:

- a. Project management fundamentals
- b. Fundamentals of Microsoft (MS) Project
- c. Development of MS Project Plan
- d. Tracking progress in MS Project
- e. Analyzing MS Project information
- f. Reporting MS Project information
- g. Managing multiple MS Projects
- h. Integration of MS Project and MS Project customization

Effective Date of Course Content Summary: October 20, 2008