Level 6 Advanced Diploma in Project Management (889)
226 Credits

Unit: Microsoft Project **Exam Paper No.:** 3	**Guided Learning Hours:** 300 **Number of Credits:** 30
Prerequisites: Project Management knowledge and management experience.	**Corequisites:** A pass or better at Level 5 Diploma level.
Aim: Microsoft is one of the most used project management software. It help project manager and teams with vital tools in developing plans, managing tasks, tracking performance progress, communicating important information, organising and controlling work schedules, manpower and costs. Microsoft Project helps creating project calendars and tasks to assign resources. Microsoft Project is part of Microsoft Software suite and the interface is similar to other Microsoft products, especially Excel which just about used by almost every organisation. To understand **project management**; one needs to learn Project Management Skills first; nothing else. Microsoft Project focuses on how to manage and control the resource pool need on a project (people, equipment, materials etc.). Projects are complex and have quite a number of resources, hence it is impossible to manually manage them. This is where Microsoft Project computer software program comes in. To be able to meet project deadlines, budgets and resources; Microsoft Project is used: • Create plans (schedule) • Create and control tasks • Manage tasks, resources and costs • Measure progress (compare plans to actual) to find if there are deviations.	
Required Materials: Recommended Learning Resources.	**Supplementary Materials:** Lecture notes and tutor extra reading recommendations.
Special Requirements: The unit requires the use of project management software	
Intended Learning Outcomes:	**Assessment Criteria:**
1 Understanding how Microsoft Project works by gaining knowledge on work area screen elements, quick access tool bar and project files.	1.1 Be able to starting a Project 1.2 Creating tables used by Project 1.3 Demonstrate moving around Project screen and key areas 1.4 Be able to use view basics (split, sheet and Gantt chart views) 1.5 Opening and moving around the Quick Access Toolbar (QAT)
2 A project consists of tasks, schedules and resources to be completed through formatting a plan, implement, monitoring and controlling.	2.1 Describe project management 2.2 Define tasks and resources 2.3 Be able to product a project plan 2.4 Demonstrate developing Gantt Chart 2.5 Be able to estimate start and end duration together with task dependences
3 Creating a project file and setting operational parameters, including resource and task calendar in order to control the project.	3.1 Describe steps in creating a project 3.2 Identify project calendar options 3.3 Configure task and resource calendars 3.4 Identify project file settings 3.5 Describe different project calendars 3.6 Demonstrate setting project information
4 Understanding tasks (project activities), the creation, organisation and configuration of tasks and summary tasks.	4.1 Describe task phase grouping 4.2 Describe project hierarchy 4.3 Describe scheduling modes 4.4 Create tasks, summary tasks and milestones 4.5 Be able to use the Task Information command

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	4.6 Be able to calculate task duration 4.7 Be able to assign calendar to a task
5 Project Scheduling is the inter-dependence and relationship between tasks which can be viewed as start-to-finish, start-to-start, finish-to-finish or finish-to-start.	5.1 Describe task dependencies and different ways of creating each 5.2 Be able to calculate Critical Path Method 5.3 Define slack, lag and lead times 5.4 Demonstrate examining critical path and slack 5.5 Be able to inactivating a task 5.6 Be able to create dependencies in different views
6 A resource pool is a collection of people, costs, materials and equipment (resources) which are listed in a resource sheet in order to perform project tasks.	6.1 Be able to enter different resources in a project 6.2 Describe resource types and units 6.3 Create resources and assign calendars to resources 6.4 Describe scheduling triangle 6.5 Describe formulas for calculating work, duration and units 6.6 Describe task types and resource work 6.7 Be able to assign resources to tasks 6.8 Describe effort and work driven scheduling
7 Understanding how project works as a scheduling tool when tasks and resources are entered creating start and finish dates for the project.	7.1 Define auto and manual schedule 7.2 Demonstrate resource assignment calculations 7.3 Be able to create simple resource assignments 7.4 Be able to work on contour types 7.5 Be able to specify resources usage 7.6 Demonstrate different ways of assigning resources 7.7 Be able to assign unavailable resources
Methods of Evaluation: A 3-hour written examination paper with five essay questions, each carrying 20 marks. Candidates are required to answer all questions. Candidates also undertake project/coursework in Microsoft Project with a weighting of 100%.	

Recommended Learning Resources: Microsoft Project

Text Books	• Secrets of Project Management Using Microsoft Project! by Andrei Besedin. ISBN-10: 1980359202 • Project Management Using Microsoft Project: A Training and Reference Guide for Project Managers Using Standard, Professional, Server, Web Application and Project Online for by Gus Cicala. ISBN-10: 1077679432 • Microsoft Project 2019 Step by Step by Carl Chatfield, Timothy Johnson , et al. ISBN-10: 1509307427
Study Manuals	BCE produced study packs
CD ROM	Power-point slides
Software	None

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