Inforgraphic

1. Project Initiation
2. ROLE OF PROJECT MANAGER
3. Project Selection Methods
4. Project Planning
5. Project Scheduling
6. Risk Management Processes — Identify, Measure, Manage, Monitor, Report
7. Earned Value Analysis — Earned Value Indices
8. ORGANIZATIONAL STRUCTURES IN PROJECT MANAGEMENT — Functional Organization
9. Project Closure

Microsoft Project 2019

Software Download

Here is the link where you can download and install Microsoft Project for free onto your own PC or laptop. You will need to use your student email address and usual college password to log into the Microsoft Azure website and then locate the software you require (MS Project 2019).

Workbooks

There are 5 workbooks to complete for this module. The purpose of these workbooks is to give you step by step instructions and guidance through the basics of using this commercial piece of project management software. The only way to learn how to use any software package is to spend time exploring and using it. The workbooks will guide you through setting up a project and using a variety of tools and techniques which are aligned to your theory lessons. If you put the time and effort into it, by the end of the module you will be able to use this software to plan, schedule, manage and run your own projects in the future. You should aim to complete one workbook each week over the first half of the semester. I would recommend completing these workbooks more than once, as repetition is key for familiarising yourself with any piece of software. Short video tutorials will be included with each workbook to help you explore other aspects of the software. After viewing each video, you should explore these tools and functions yourself. During the second half of the semester, you will be asked to complete 4 short exercises based on the tools and functions you have learned from the 5 workbooks and series of videos. These 4 exercises will be worth **5%** each.

Workbook Downloads

Links for downloading the 5 workbooks are in the top row of the table below. The links for downloading the solution files are in the bottom row of the table. You will probably need to print out the workbooks in order to follow the step-by-step instructions that will guide you through using the software. The links to all the support videos can be found in the remaining rows of the table below. You should work your way through the table from left to right clicking on all of the links provided. Note: Please do not hesitate to contact me at any time and ask for help, as this is what I am here for. Thanks Robbie

Intro to MS Project	Workbook 1	Workbook 2	Workbook 3	Workbook 4	Workbook 5
1.MS Project Overview	1.Creating a WBS	1.Add and assign people	1.Add text to bars on Gantt	1.Add a holiday to calendar	1.Print your view
2.Start a New Project	2.Shrink & move Gantt bars	2.Create material resources	2.Group tasks & resources	2.Show the critical path	2.Generating visual reports
3.Create your 1st task	3.Using the timeline	3.Create a milestone	3.Using templates	3.Filter your view	3.Reduce overallocation
4.Link tasks together				Access total cost info	Record progress-ACWP
5.Outline tasks			Advanced MS Project ➡	Saving project baseline	Earned value information
				Generate cash flow statement	Schedule variance real time
				Insert project start date	CPI & SPI Data
Exercise 1 example	Workbook 1 Solution	Workbook 2 Solution	Workbook 3 Solution	Workbook 4 Solution	Film Project 5 Solution