

## **MGMT 165 - MS Project**

### **3.0 Credits**

Covers project organizing, scheduling, managing and reporting using Microsoft Project. Generate Gantt/PERT charts, resource sheets and calendars; manage resources, tasks, and budgeting; customize and print reports for use in project management.

### **Course Objectives**

Upon successful completion of this course, students will be able to:

1. Apply project management concepts using current version MS Project. [REASON]
2. Use current MS Project to screen elements and work with different views and tables such as PERT/Gantt chart views. [REASON]
3. Create Project files and calendars, set project's start date, and format a Project file. [REASON]
4. Create, edit and modify tasks, such as creating task dependencies and constraints, adding lead-time between tasks and assigning durations and resources to tasks. [REASON]
5. Develop reports to describe status of project and resource usage. [REASON]
6. Effectively organize, schedule, manage, and report on projects. [REASON]