American Public University System

The Ultimate Advantage is an Educated Mind

Department of Information Technology
ITMG322: Project Management Using MS Project
Credit Hours: 3
Length of Course: 8 Weeks
Prerequisite(s): None

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Instructor Information

**Instructor:** Instructor Name  
**Email:** first.lastname@mycampus.apus.edu  
**Bio:** Link to Bio  
**Phone:** Please email me to set up phone call  
**Office hours:** By Appointment (Request by Email)

Course Description (Catalog)

This course is a study of the concepts and technology trends of Project Management. Students will explore the principles, practices, features, and functions of the Microsoft Project application. The course will be taught with a mixture of analytical methods and practical exercises. Students will create project plans, organize (estimate, budget, and schedule) tasks, perform and manage resource allocation, identify project constraints, determine a project’s critical path, create Gantt Charts and establish a
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project baseline using Microsoft Project. Students must have access to Microsoft Office Project Standard. Course software requirements with the appropriate versions are listed under the course materials site.

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Course Scope

Microsoft Office Project is designed to cover all of the learning objectives in the MCAS exams, referred to as “objective domains”.

Note to Students: The course materials, assignments, learning outcomes, and expectations in this upper level undergraduate course assume that the student has completed all lower level general education and career planning coursework necessary to develop research, writing, and critical thinking skills. Students who have not fulfilled all general education requirements through courses or awarded transfer credit should strongly consider completing these requirements prior to registering for this course.

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Course Objectives

The successful student will fulfill the following learning objectives:

1. Assess the impact of Microsoft Project and the Microsoft Application Suite on Information Technology Management as it applies to planning and managing real world projects
2. Assign tasks and resources using MS Project
3. Fine-tune tasks and resources using MS Project
4. Format project schedule and information
5. Apply project schedule tracking feature in MS Project
6. Integrate Microsoft Project with other programs
7. Optimize the use of project schedule using Gantt Charts
8. Manage multiple projects while working with a resource pool

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Course Delivery Method

This course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. Online assignments are due by Sunday evening of the week as noted and include Forum questions (accomplished in groups through a threaded forum and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.
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Course Resources

Required Text


Microsoft Project 2010 - The VitalSource e-book is provided via the APUS Bookstore

You must validate your cart to get access to your VitalSource e-book(s). If needed, instructions are available here - http://apus.libguides.com/bookstore/undergraduate

Software Requirements

- Microsoft Word 2007, 2010 or any word processor with the ability to export a *.txt file.
- Microsoft PowerPoint viewer to be able to open and read PowerPoint files.
- Adobe Acrobat Reader (Click here for free download) for reviewing weekly review question feedback.
- Microsoft Project Standard.


Student Data Files (Textbook Companion Site)

- Can be found here.

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Evaluation Procedures

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. Contact will consist of professor notes, forum interaction, and email feedback.
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The method of discussion will be on-line related to issues concerning forum assignments, quizzes, assignments, the midterm project and final project.

TEXTBOOK READINGS
Review the assigned textbook and support materials for this course! Review the table at the end of the syllabus to see assigned readings for each week.

PROJECTS
The projects for this course are located throughout each Lesson. The projects that are required for grading with this course are created from scratch.

FORUM
The Forum assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Forum provides maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

Forum Timing: For the forum, you must post your work by midnight on Thursday, continue to follow your classmates' posts for the remainder of the week, and post the follow-up peer responses prior to midnight on Sunday, except for week one. Your follow-up posts can add additional insight to a classmate's opinions or can challenge their opinions. Use examples from the readings, or from your own research, to support your views, as appropriate. Be sure to read the follow-up posts to your own posts and reply to any questions or requests for clarification. You are encouraged to conduct research and use other sources to support your answers.

Required Participation: Please keep in mind that the forum assignments require you to make at least 1 post to the forum with at least 250 words about the topic and also respond to at least 2 peers’ posts with at least 150 words. Please be advised that there will be point deductions if you do not comply with these requirements of the assignment. Each one of you will have a different and unique experience that we can all learn from. Your participation in the Forums unleashes the power of synergy in our classroom. To facilitate this interaction, please be prompt when posting your forum work for each week; this provides time for the others to actively engage in the dialogue. For practical reasons, when you respond to other learners’ posts, please start your response by referencing their name. I will read and grade your participation by reading the forum. There is no need to also post your forum work in the assignments area of the classroom. Refer to the forum and the syllabus for more details on grading.

<table>
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<tr>
<th>Grade Instruments</th>
<th>Points</th>
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<tr>
<td>Forums</td>
<td>24</td>
</tr>
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<td>Weekly Knowledge Assessments</td>
<td>36</td>
</tr>
<tr>
<td>Project Assignments</td>
<td>40</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
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### 8 – Week Course Outline

Please see the [Student Handbook](#) to reference the University’s grading scale.

<table>
<thead>
<tr>
<th>Week</th>
<th>Topic(s)</th>
<th>Learning Objective(s)</th>
<th>Reading(s)</th>
<th>Assignment(s)</th>
</tr>
</thead>
</table>
| 1    | Project Basics  
Establishing Resources | • Assess the impact of Microsoft Project and the Microsoft Application Suite on Information Technology Management as it applies to planning and managing real world projects | Microsoft Office Project 2010 Lessons 1&2  
Review the Week 1 PowerPoint briefs (Found in the Course Tools/Lessons Section) | Complete Lessons 1 & 2 Knowledge Assessments  
Complete Week 1 Project Assignments  
Week 1 Forum |
| 2    | Resource and Task Assignments - Fundamentals  
Reining Your Project Schedule | • Assign tasks and resources using MS Project | Microsoft Office Project 2010 Lessons 3&4  
Review the Week 2 PowerPoint briefs (Found in the Course Tools/Lessons Section) | Complete Lessons 3 & 4 Knowledge Assessments  
Complete Week 2 Project Assignments  
Week 2 Forum |
| 3    | Fine-Tuning Tasks  
Fine-Tuning Resources | • Fine-tune tasks and resources using MS Project | Microsoft Office Project 2010 Lessons 5&6  
Review the Week 3 PowerPoint Brief (Found in the Course Tools/Lessons Section) | Complete Lessons 5 & 6 Knowledge Assessments  
Complete Week 3 Project Assignments  
Week 3 Forum |
| 4    | Project Information: Sorting, Grouping and Filtering  
Project Schedule Formatting - | • Format project schedule and information | Microsoft Office Project 2010 Lessons 7&8  
Review the Week 4 PowerPoint Brief (Found in the Course Tools/Lessons Section) | Complete Lessons 7 & 8 Knowledge Assessments  
Complete Week 4 Project Assignments  
Week 4 Forum |
<table>
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<tr>
<th>Fundamentals</th>
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<td><strong>5</strong></td>
<td></td>
<td></td>
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<tr>
<td>Customizing and Printing Project Information</td>
<td>• Apply project schedule tracking feature in MS Project</td>
<td>Microsoft Office Project 2010 Lessons 9&amp;10 (Found in the Course Tools/Lessons Section)</td>
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<tr>
<td>Project Schedule Tracking - Fundamentals</td>
<td></td>
<td>Complete Lessons 9 &amp; 10 Knowledge Assessments</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Complete Week 5 Project Assignments</td>
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<td></td>
<td></td>
<td>Week 5 Forum</td>
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<tr>
<td><strong>6</strong></td>
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<tr>
<td>Advanced Project Schedule Tracking Integrating Microsoft Project with Other Programs</td>
<td>• Integrate Microsoft Project with other programs</td>
<td>Microsoft Office Project 2010 Lessons 11&amp;12</td>
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<td>Review the Week 6 PowerPoint Brief (Found in the Course Tools/Lessons Section)</td>
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<td></td>
<td></td>
<td>Complete Lessons 11&amp;12 Knowledge Assessments</td>
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<td></td>
<td></td>
<td>Complete Week 6 Project Assignments</td>
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<td>Week 6 Forum</td>
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<td><strong>7</strong></td>
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<tr>
<td>Project Plan Optimization Advanced Project Plan Formatting</td>
<td>• Optimize the use of project schedule using Gantt Charts</td>
<td>Microsoft Office Project 2010 Lessons 13&amp;14</td>
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<td>Review the Week 7 PowerPoint Brief (Found in the Course Tools/Lessons Section)</td>
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<td></td>
<td></td>
<td>Complete Lessons 13&amp;14 Knowledge Assessments</td>
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<td></td>
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<td>Complete Week 7 Project Assignments</td>
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<td>Week 7 Forum</td>
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<td><strong>8</strong></td>
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<tr>
<td>Managing Multiple Projects Working with Resource Pools</td>
<td>• Manage multiple projects while working with a resource pool</td>
<td>Microsoft Office Project 2010 Lessons 15&amp;16</td>
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<td>Review the Week 8 PowerPoint Brief (Found in the Course Tools/Lessons Section)</td>
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<td>Complete Lessons 15&amp;16 Knowledge Assessments</td>
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<td>Complete Week 8 Project Assignments</td>
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Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

- Drop/Withdrawal Policy
- Plagiarism Policy
- Extension Process and Policy
- Disability Accommodations

Late Assignments

Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals, I understand you must manage competing demands on your time. Should you need additional time to complete an assignment, please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

Netiquette

Online universities promote the advancement of knowledge through positive and constructive debate – both inside and outside the classroom. Forums on the Internet, however, can occasionally degenerate into needless insults and “flaming.” Such activity and the loss of good manners are not acceptable in a university setting – basic academic rules of good behavior and proper “Netiquette” must persist. Remember that you are in a place for the rewards and excitement of learning which does not include descent to personal attacks or student attempts to stifle the Forum of others.

- Technology Limitations: While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.
- Humor Note: Despite the best of intentions, jokes and especially satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add “emoticons” to help alert your readers: ;), :), 😊

Disclaimer Statement

Course content may vary from the outline to meet the needs of this particular group.

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The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to librarian@apus.edu.

- **Charles Town Library and Inter Library Loan**: The University maintains a special library with a limited number of supporting volumes, collection of our professors’ publication, and services to search and borrow research books and articles from other libraries.
- **Electronic Books**: You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- **Electronic Journals**: The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- **Tutor.com**: AMU and APU Civilian & Coast Guard students are eligible for 10 free hours of tutoring provided by APUS. Tutor.com connects you with a professional tutor online 24/7 to provide help with assignments, studying, test prep, resume writing, and more. Tutor.com is tutoring the way it was meant to be. You get expert tutoring whenever you need help, and you work one-to-one with your tutor in your online classroom on your specific problem until it is done.

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. The following are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name, or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111), or class name.

If a guide you need is not available yet, please email the APUS Library: librarian@apus.edu.

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**Turnitin**

Assignments submitted may be evaluated using Turnitin in the classroom. Turnitin will analyze the paper and report instances of potential plagiarism or academic integrity for you to edit before submitting it for a grade.
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Selected Bibliography

Additional references are found in the Lessons Page of the classroom.

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