

Proposal for North Central State College



Using Microsoft Project

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Description of College Proposing Microsoft Project

TERRA COMMUNITY COLLEGE is a two-year accredited, state-supported, commuter college located in Fremont, Ohio. It has a long history of service to the community and of accomplishing its mission of providing students with the opportunity for quality learning experiences that are both accessible and affordable.

Terra offers many options for those who desire to take one course or a full curriculum leading to an Associate Degree in Applied Business, Applied Science, Arts, Individualized Study, Science or Technical Studies. Students who wish to continue their education may transfer credits to a four-year college or university.

Terra Community College's Kern Center for Community and Industrial Development designs and delivers non-credit education and training programs to thousands of individuals, businesses and corporations each year. The Kern Center's specialty is its excellence in high quality, on-site training. The instructor's are particularly adept at taking any courses and modifying them to meet your specific company needs, and presenting a mutually acceptable course to your employees at a location and schedule of your choice.

Terra maintains a strong commitment to provide state-of-the-art equipment, facilities, library and instructors that give our students a quality technical education and a competitive edge in the job market.

About the Instructor

Don Stull has been a full-time instructor at Terra Community College for the past 8 years. He has taught credit classes for the Business Division and non-credit courses for Elder College, Kids College, Open Enrollment and Contract Training. Don's ability to train elementary-aged children through senior citizens shows his flexibility and sincere love of teaching.

For the past 5 years, Don has been in charge of programming for the North Coast Jobs Connections website as well as his job duties at Terra. Prior to coming to Terra Community College, Don had 20 years real world experience with the State of Ohio that includes: Programming, repair and instruction.

Don Stull's education includes a Bachelor's degree from Bowling Green State University. He is expected to complete his Masters in Education in December from Heidelberg College.

Format

Using Microsoft Project will be delivered in two four hour sessions. The training will take place in a computer lab large enough for each of the 30 participants to have their own computer. The

instructor will use a Computer Prep book as a guide in the class. Each participant will also receive a guide to follow along. The participants will also receive a Step-by-Step book that will serve as a ready reference tool once the training is completed.

Program Overview

The trainees will walk away with the ability to realize when and how they should be utilizing Microsoft Project. Microsoft Project Module I provides competency in identifying project management skills and certifications, creating projects, working with project data and tasks, using calendars, and working with resources and costs.

Guided, step-by-step labs provide opportunities to practice new skills. You can challenge yourself and review your skills after each lesson in the Lesson Summary and Lesson Review sections. Additional skill reinforcement is provided in Activities, Optional Labs, Lesson Quizzes and a Course Assessment.

Project 2003: Module 1

Outline from Computer Prep Learning Guide

Lesson 1: Project Management and Microsoft Project 2003

- Pre-Assessment Questions
- Project Management Fundamentals
- Project Management Skills
- Project Management Phases
- The Project Triangle
- Quality Assurance
- Project Management Institute (PMI)
- Case Study
- Project Management Software
- Introduction to Microsoft Project
- Exploring Components of the Project Interface
- Opening and Scrolling Through Projects
- Working with Project Views
- Filtering Data
- Sorting Data
- Grouping Data
- Quitting Project
- Lesson Review

Lesson 2: Creating Projects

- Pre-Assessment Questions

Introduction to Creating Projects

Creating Projects from Templates

Creating Projects Manually

Saving a New Project

Adding Project Properties

Setting Up Environmental Working Options

Project Calendars

Entering Task Names

Editing Tasks

Inserting, Clearing, and Deleting Tasks

Copying and Moving Tasks

Specifying Task Durations

Creating Milestones

Outlining Tasks

Collapsing and Expanding Outlines

Creating Custom WBS Codes

Case Study

Lesson 2 Review

Lesson 3: Scheduling

Pre-Assessment Questions

Assigning Task Relationships

Describing Task Dependencies

Linking Tasks

Adding Lead Time and Lag Time

Creating Recurring Tasks

Using Constraints

Setting Deadline Dates

Using Task Calendars

Case Study

Lesson 3 Review

Lesson 4: Working with Resources and Costs

Pre-Assessment Questions

Resources and Costs

Creating Resource Lists

Using Base Calendars

Using Resource Calendars

Modifying Resource Availability Over Time

Factors That Determine How Tasks Are Scheduled

Working with Assignments

Assigning Costs to Resources

Assigning Fixed Costs to Tasks

Viewing Total Project Costs

Case Study

Lesson 4 Review

Project Costs

Instructor Fees:	2 - four hour sessions to be delivered in November or December.	\$880.00
Books:	30 Computer Prep books @ \$20 per person	\$600.00
	30 Step-By-Step Reference Manual @ \$30 per person	\$900.00
Travel:	2 trips @ \$0.34/mile x 250 miles (Fremont)	\$85.00
	2 meals @ \$10.00 each	\$20.00

Total Fees:	\$2,485.00
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