

<b>Name</b>	<b>Application of MS Project for planning and monitoring projects</b>		
<b>Code</b>	<b>CTC-RI-05</b>		
<b>ECTS</b>	2		
<b>Location</b>	CTC – Collaborative Training Centre, University of Rijeka Faculty of Engineering, Vukovarska 58, HR-51000 Rijeka, Croatia		
<b>Trainer/s</b>	Sandro Doboviček (CV attached)		
<b>Purpose</b>	Project management involves the application of knowledge, skills, tools and techniques to project activities to meet project requirements. One of the most commonly applied tools is a program Microsoft Project ©. The purpose of this module is to present the possibilities that this tool provides.		
<b>Recommended entry level</b>	6th degree of high education, engineers		
<b>Special requirements</b>	Attended module CTC-RI-04 “ <i>Fundamentals of project management</i> ”		
<b>Duration</b>	20 hours		
<b>General objectives</b>	Upon completion of the module students will know how to: <ul style="list-style-type: none"> <li>• manage the software interface</li> <li>• identify what parameters of the project are necessary to determine</li> <li>• adjust the parameters of the project</li> <li>• set limits (boundary conditions) of the project</li> <li>• create task lists, linking them and grouping</li> <li>• connect all kinds of resources to the project</li> <li>• monitor project</li> <li>• create project reports</li> </ul>		
<b>Topics</b>	1. Software environment and constraints 2. Tools for project planning 3. Project tasks 4. Project resources 5. Project tracking		
<b>Specific learning outcomes in topics</b>	<b>Topic 1: Software environment and constraints</b>	<b>Number of hours</b>	<b>4</b>
	Trainees should be able to: <ul style="list-style-type: none"> <li>• explore the capabilities of Microsoft Project</li> <li>• identify the input parameters and constraints of</li> <li>• work with programming interface</li> </ul>		
	<b>Topic 2: Tools for project planning</b>	<b>Number of hours</b>	<b>4</b>
	Trainees should be able to: <ul style="list-style-type: none"> <li>• use tools for project planning</li> <li>• identify the advantages and disadvantages of certain tools</li> </ul>		
	<b>Topic 3: Project tasks</b>	<b>Number of hours</b>	<b>4</b>
	Trainees should be able to: <ul style="list-style-type: none"> <li>• define project activities and their parameters</li> <li>• link and group project activities</li> <li>• identify the project critical path</li> </ul>		
	<b>Topic 4: Project resources</b>	<b>Number of hours</b>	<b>4</b>
	Trainees should be able to: <ul style="list-style-type: none"> <li>• define the human and material resources of the project</li> <li>• link resources with project activities</li> <li>• set resources limits</li> </ul>		
	<b>Topic 5: Project tracking</b>	<b>Number of hours</b>	<b>4</b>
	Trainees should be able to: <ul style="list-style-type: none"> <li>• monitor the performance of the project</li> <li>• change plans after the start of project implementation</li> <li>• prepare the project report</li> </ul>		
<b>Portfolio assessment</b>	Acquired knowledge and skills will be checked. Each correct answer counts. Incorrect answers are not penalized. Student can repeat exam once.		

The final grade is obtained on the basis of collected points. The final grade is derived as follows:

- 80-100% of collected points - EXCELLENT
- 65-79% of collected points - SUCCESSFUL
- Collected points 50-64% - PASSED