

SARDAR PATEL UNIVERSITY
Programme: BBA(General)
Semester: V
Syllabus with effect from : JUNE 2013

Paper Code: UM05EBBA05	Total Credit: 3
Title Of Paper: Computer Based Project Management - I	

Unit	Description in detail	Weighting (%)
1	Project Fundamentals Introduction to Microsoft Project Server and Microsoft Project Web Access Understanding project management Basics and processes stakeholders - Keys to successful Project management	25 %
2	Project planning and organizing Creating a project plan - Focusing the project vision - Entering tasks - Importing Tasks from an Excel Worksheet- Recurring Task- Sequencing & organizing tasks - Organizing tasks into an Outline- Setting up work breakdown structures - Adding Supplementary Information to Tasks	25 %
3	Viewing Information Different views in project management - Sorting project information - Grouping project information - Filtering Project information - Navigating to a specific location in view	25 %
4	Scheduling Task Setting task durations- Task dependencies and scheduling task deadlines – Task calendars	25 %

Basic Text & Reference Books

- Microsoft Office Project 2003: Inside Out, by Teresa Stover, Microsoft Press Publication, October 2003
- Microsoft Office Project 2003: Bible, Elaine J Marmel, Hungry Minds Inc, US Publication

