

**SARDAR PATEL UNIVERSITY**  
**Programme: BBA (Information Technology Management)**  
**Semester: VIII**  
**Syllabus with effect from: December-2013**  
**(Batch-2010)**

**Theory-Credit-3**

<b>Paper Code: UM08CBBI01</b>	<b>Total Credit: 4</b>
<b>Title Of Paper: IT Based Project Management.</b>	

<b>Unit</b>	<b>Description in detail</b>	<b>Weightage (%)</b>
<b>I</b>	<b>Project Fundamentals</b> Introduction to Microsoft Project Server and Microsoft Project Web Access, Understanding project management Basics and processes, Understanding project stakeholders, Keys to successful Project management	25%
<b>II</b>	<b>Project Planning and Organizing</b> Creating a project plan, Entering tasks, Sequencing & organizing tasks, Organizing tasks into an Outline Setting up work breakdown structures, Viewing project information and information categories, Navigating to a specific location in view, Setting task durations, Task dependencies and scheduling task deadlines, Task calendars	25%
<b>III</b>	<b>Resources Planning</b> Setting up resources in the project, Adding work & material resources, Removing a resource, Resource working time calendars, Assigning work and material resources to task, Reviewing, changing and contouring resource assignments, Planning resource cost & fixed task cost	25%
<b>IV</b>	<b>Monitoring and Reporting</b> Critical path and tasks, Reducing project costs, Changing project scope, Saving original plan information using a baseline, Establishing communications plan, Setting up and printing views Generating report, Custom and built - in reports	25%
<b>V</b>	<b>Laboratory: Credit -1 Marks-25</b>	
	Students are required to select any project of their choice and computerized it with the help of Project Management tool and submit the soft copy of their project and documentation.	
	<b>Evaluation: (Internal) Marks-25</b>	
	Journal shall be prepared by student and evaluation of that shall be made by the concerned teacher.	

**Basic Text & Reference Books:-**

- Microsoft Office Project 2003, Inside Out, By Teresa Stover, Microsoft Press, Oct 2003
- Microsoft Office Project 2003 Bible, By Elaine J Marmel, Hungry Minds Inc, US.

