SARDAR PATEL UNIVERSITY
Programme & Subject: BBA (Information Technology Management)
Semester: VIII
Syllabus with effect from: June-2014
(Batch-2011)

Paper Code: UM08CBBI02	Total Credit: 3
Title Of Paper: IT Based Project Management	

Unit	Description in Detail	Weightage (%)
I	**Project Fundamentals** 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%
II	**Project Planning & Organizing** 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%
III	**Resources Planning** 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%
IV	**Monitoring & Reporting** 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%

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.