

# American Public University System

American Military University | American Public University

## ITMG223

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### Course Summary

**Course:** ITMG223

**Title:** IT Project Management Using Microsoft Project®

**Length of Course:** 8

**Faculty:** TBD

**Prerequisites:** N/A

**Credit Hours:** 3sh

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### Description

#### Course Description:

#### Course Scope:

This course studies the concepts and technology trends of project management. Students explore the principles, practices, features, and functions of the Microsoft Project® application. The course will be taught with a mixture of analytical methods and practical exercises. Students create project plans; organize tasks such as estimating, budgeting, and scheduling; perform and manage resource allocation; identify project constraints; determine a project's critical path; create Gantt charts and establish a project baseline using Microsoft Project®. Students must have access to Microsoft Office Project® Standard 2016 or higher. Course software requirements, including the appropriate versions, are listed under the course materials site. This course aligns with the topical requirements for the CompTIA Project+ Certification.

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### Objectives

After successful completion of ITMG223 students will have:

- CO1. Assess the impact of Microsoft Project® and the Microsoft Application Suite on Information Technology Management as it applies to planning and managing real world projects
- CO2. Assign resources to tasks using Microsoft Project®
- CO3. Fine-tune tasks and resources using Microsoft Project®
- CO4. Format project plan, charts and reports
- CO5. Apply project schedule tracking feature in Microsoft Project®
- CO6. Integrate Microsoft Project® with other programs and features
- CO7. Optimize the use of project schedule using Gantt Charts
- CO8. Explain how to manage multiple projects while working with a resource pool
- CO9. Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding

### Outline

#### Week 1: Basics and Establishing Resources

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### Learning Outcomes

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- **CO1. Assess the impact of Microsoft Project® and the Microsoft Application Suite on Information Technology Management as it applies to planning and managing real world projects**
  - **CO9. Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding**

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 1 Discussion**

#### Recommended Optional Reading

#### Recommended Media

### **Week 2: Resource and Task Assignment Fundamentals**

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#### Learning Outcomes

- **CO2. Assign resources to tasks using Microsoft Project®**

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 2 Discussion**
- **Week 2 Project Assignment**

#### Recommended Optional Reading

#### Recommended Media

### **Week 3: Fine Tuning Tasks and Resources**

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#### Learning Outcomes

- **CO3. Fine-tune tasks and resources using Microsoft Project®**
- **CO9. Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding**

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 3 Discussion**
- **Week 3 Project Assignment**

Recommended Optional Reading

Recommended Media

## **Week 4: Sorting, Grouping, Filtering, and Formatting Fundamentals**

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Learning Outcomes

- **CO4: Format project plan, charts and reports**

Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

Assignments

- **Week 4 Discussion**
- **Week 4 Project Assignment**

Recommended Optional Reading

Recommended Media

## **Week 5: Customized Printing and Advanced Schedule Tracking**

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Learning Outcomes

- **CO5. Apply project schedule tracking feature in Microsoft Project ®**
- **CO9. Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding**

Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

Assignments

- **Week 5 Discussion**
- **Week 5 Project Assignment**

Recommended Optional Reading

Recommended Media

## **Week 6: Advanced Schedule Tracking and Other Programs**

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Learning Outcomes

- **CO6: Integrate Microsoft Project® with other programs and features**

Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 6 Discussion**
- **Week 6 Project Assignment**

Recommended Optional Reading

Recommended Media

### **Week 7: Plan Optimization and Advanced Plan Formatting**

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#### Learning Outcomes

- **CO7. Optimize the use of project schedule using Gantt Charts**

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 7 Discussion**
- **Week 7 Project Assignments**

Recommended Optional Reading

Recommended Media

### **Week 8: Multiple Projects and Resource Pools**

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#### Learning Outcomes

- **CO8. Explain how to manage multiple projects while working with a resource pool**
- **CO9. Collaborate on relevant ideas and concepts in a substantive manner, showing a clear understanding**

#### Required Readings

The Learning Material section contains the weekly lesson along with readings, videos, and other material that conveys this week's topics.

#### Assignments

- **Week 8 Discussion**

Recommended Optional Reading

Recommended Media

## **Evaluation**

### **Assessment Component**

Grading will be based on the following:

Name	Grade %
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- **Discussion - 24%**
- **Project Assignments - 76%**

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## Materials

### Required Text

- Lewis, C., Chatfield, C., & Johnson, T. (2021). Microsoft Project 2019 Step by Step. O'Reilly Media, Inc. ISBN: 9781509307425 7th edition of the PMBOK available in the APUS Online Library <http://ezproxy.apus.edu/login?url=https://learning.oreilly.com./library/view/a-guide-to/9781628256642/?ar&orpq&email=^u>
- CompTIA Project+ Study Guide : Exam PK0-004 <https://ebookcentral.proquest.com/lib/apus/detail.action?docID=4790359&query=Project+Scheduling+and+Cost+Control+%3A+Planning%2C+Monitoring+and+Controlling+the+Baseline>

Link to an e-Book version of the text are available in the classroom.

### Software Requirements

- Microsoft Project® Standard
- Microsoft Word any word processor with the ability to export a \*.txt file.
- Microsoft PowerPoint viewer to be able to open and read PowerPoint files.
- Adobe Acrobat Reader (Click here for free download) for reviewing weekly review question feedback.
- Course Delivery Method Course Resources Students must have access to Microsoft Project®
- Standard 2016 or higher version. You may purchase the 2019 version from Get started with Project
- Plan 3 for \$30.00 user/month: [Compare Project Management Solutions and Costs | Microsoft Project](#)

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## Course Guidelines

Students are expected to maintain routine contact with the instructor throughout the course. While the number of contacts may vary according to the specific course and individual student need, the University requires periodic weekly contacts during the semester. Contact will consist of professor notes, Discussion interaction, and email feedback. The method of discussion will be on-line related to issues concerning Discussion assignments, quizzes, assignments, the midterm project, and final project.

### TEXTBOOK READINGS

Review the assigned textbook and support materials for this course! Review the table at the end of the syllabus to see assigned readings for each week.

## PROJECTS

The projects for this course are located throughout each Lesson. The projects that are required for grading with this course are created from scratch.

## DISCUSSION

The Discussion assignments for this course are designed to promote interactivity among students and enhance the online learning process. The Discussion provides maximum flexibility because you do not have to be online at the same time as another person and you can read what other students have written.

**Discussion Timing:** For the Discussion, post your initial response by midnight on Thursday, continue to follow your classmates' posts for the remainder of the week, and post the follow-up peer responses prior to midnight on Sunday. Your follow-up posts can add additional insight to a classmate's opinions or can challenge their opinions. Use examples from the readings, or from your own research, to support your views, as appropriate. Be sure to read the follow-up posts to your own posts and reply to any questions or requests for clarification. You are encouraged to conduct research and use other sources to support your answers. **Evaluation Procedures Required Participation:** Please keep in mind that the Discussion assignments require you to make at least 1 substantive post to the Discussion and also respond to at least 2 peers' posts in a substantive manner. Please be advised that there will be point deductions if you do not comply with these requirements of the assignment. Each one of you will have a different and unique experiences that we can all learn from. Your participation in the Discussions unleashes the power of synergy in our classroom. To facilitate this interaction, please be prompt when posting your Discussion work for each week; this effort provides time for others to actively engage in the dialogue. For practical reasons, when you respond to other learners' posts, please start your response by referencing their name. I will read and grade your participation by reading the Discussion. There is no need to also post your Discussion work in the assignments area of the classroom. Refer to the Discussion and the syllabus for more details on grading.

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## Communications

### Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the [Student Handbook](#), and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

### Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.

- Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
  - The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
  - Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.
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## University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

## Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society.

## Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

## Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.