Wageningen University

Department of Social Sciences
Information Technology Group
Hollandseweg 1
6708 KN Wageningen

INF-65100 Project Planning and Organizing

Name:	Project Planning and Organizing
Code:	INF-65100
Load:	1.5 credit points ECTS (42 hours)
Contact person:	Ir. MA Zijp, room 6.026, phone: 0317 484079 e-mail: inf-65100@wur.nl
Lecturers:	Ir. MA Zijp
Examiners:	Ir. MA Zijp, dr. HM Scholten
Scheduling:	2nd, 3rd, **5th** or 6th period
First meeting:	Monday 20th of March 2017; **13.30-17.15** PC0432 FORUM **OR** Thursday 23rd of March 2017; **13.30-17.15** PC0432 FORUM
Language:	Instruction: English Other materials: English.
Assumed prerequisite knowledge	basic Excel skills
Blackboard:	Yes
Contact hours:	(see detailed schedule for assistance)
Contents:	1. Profile of the course 2. Intended learning outcomes 3. Learning materials and resources 4. Educational activities 5. Assessment strategy (examination) 6. The principal themes of the contents 7. Outline and schedule of the programme of the course

1. PROFILE OF THE COURSE

Aim

This is a course of 1.5 ECTS in the Modular skills training (YMC-60300), second category. Planning concepts and definitions are explained including critical path planning and project work break down and more advanced techniques. How to organise projects and keep control of the process. Understand project budgets, project monitoring and control. Use simple and more advanced tools for planning and re-planning of projects.

Target group

See also information on the MOS-modules at YMC-60300:

Contents:

The modular skills training teaches skills that are necessary for graduates to function in jobs at MSc level. In consultation with the MSc study advisor an assessment can be made on which skills (competencies) are already mastered and which are necessary to develop further. Based on this, you select modules to a total of 3 credit points (or 6 credit points).
It is important for students to reach an agreement with their study adviser about which and how many modules to follow, at a very early stage in the MSc programme. Once you both agreed on which modules to take, you should register as soon as possible at SSC online for each of the modules chosen. (There is no need nor possibility to register for YMC 60300 or YMC 60400, since these are only umbrella codes).
In the MOS we make a distinction between two categories of modules.
More information on each of the modules can be found under the respective course codes and chair groups.

INF-65100 is a second category module.

Benefit for students

After this course, you have some idea what project management is all about. You also have gained some skills and knowledge on using tools for project planning and (re) scheduling.

Assumed prerequisite knowledge

Since Excel is used for an assignment, basic Excel skills are required. Master students from several programmes have already access to the CCI Office 2010 module on BlackBoard that also contains materials on Excel. First year master students from MAB, MCL, MEE, MES, MFN, MFQ, MFS, MFT, MGI, MIL, MLE, MLP, MME, MPS, MOA, MPB, MNH and MUE have access to this module to enable those students with a deficit in computer skills to upgrade their knowledge. On the course's Blackboard students can also study the Excel part, available under menu item "Software".

2. INTENDED LEARNING OUTCOMES

After successful completion of this course students are expected to be able to:
- re-plan projects taking duration of activities, resources, costs and customers into account;
- prepare an activity network and identify critical paths;
- analyse PERT charts;
- implement a simple project in project management software;

3. LEARNING MATERIALS AND RESOURCES

Most materials are available from Blackboard. The software to be used is installed in the scheduled PC-labs.

4. EDUCATIONAL ACTIVITIES

Lectures, demonstrations, reading literature and work on assignments using planning software. We will develop project plans and schedules. We start from pencil and paper, and use Excel software to reschedule a simple project, and Microsoft Visio to create a PERT chart to find out the earliest finish of a project. You will explore Microsoft Project (currently version 2010) to prepare a simple project.

During most of the scheduled hours assistance is available to help you with problems. There will be three assignments:
1. Reschedule a project with Excel and report what you want to learn.
2. Prepare a PERT chart for a given list of activities and durations and analyse this chart
3. Prepare a Microsoft project file and report what you learned.

There is one assignment per week; the answers must be submitted before the next lecture through Blackboard. Besides the assignments you should read a large part of the book and inspect a number of documents or websites available through Blackboard.

There is an introduction lecture of about 30 to 45 minutes before the actual practical starts in the PC lab. The introductions and practicals are compulsory.

5. ASSESSMENT STRATEGY (EXAMINATION)

Assignments (each week one assignment: so three in total) will be graded. Assignments are considered to be the examination of this course. **Each student must prepare the assignment on its own**. If you submit files from another student(s) or if your file is submitted by another student then this could be considered to be fraud: in that case the chair of the Examining Board will be notified and be in charge to impose sanctions (which could be severe).
You will receive your mark if the assignments are graded above 5.5 and if you were present at the compulsory lectures. If you have really good reasons for not being present at one of the practicals in advance: then mail me in advance (use E-mail inf-65100@wur.nl). If your absence was not to be foreseen then mail me afterwards (also use E-mail inf-65100@wur.nl). If I accept your reason you are excused to miss in total one practical. If you miss more then you have to redo the course in another term.
See also the text in the Study handbook YMC-60300:

Your results of the modules you followed will be available through SSC online. If you take this 3 credits Modular skills course, you need to have finalized successfully two modules from the list above. For individual modules you can receive marks but no credits are shown at ssc.wur.nl. However, for the whole MOS course you will receive a definite pass, once you have passed the examination of each of the two modules and have enrolled for graduation.

The assignments are graded on about twenty indicators on a scale of 1 (very wrong) to 5 (perfect). These and a bonus for special indicators will be used to calculate a grade of 1 to 10. If the grade is below 5.5, you will have to redo one or more assignments during the next occurrence of the PPO course.

6. THE PRINCIPAL THEMES OF THE CONTENTS

This course will give a quick overview of projects and project planning: Type of schedules, stakeholder analysis, resources, project proposals and evaluation. Schedules of WBS, GANTT will be dealt with. This course will go into more detail of planning and re-planning issues, deadlines, activity breakdown, Activity Network Planning and PERT charts, Monitoring and Control.

7. OUTLINE AND SCHEDULE OF THE PROGRAMME OF THE COURSE

Application

Students are kindly requested to apply timely for the course through SSC. When application gives problems or the deadline for course registration has passed, students should contact inf-65100@wur.nl

PPO consists of three sessions either on three Monday afternoons or three Thursday afternoons, each with an introduction at 13.30. **Please register for the Monday or Thursday sessions using the link on the course's blackboard.**

You will also have to timely submit three assignments (one per week) and study books, documents and/or websites. You can do the assignments at scheduled hours with assistance available.

For each assignment you need only to come one afternoon: most students will need about two to four hours per assignment. Practicals period five (2016-207) are scheduled in three weeks on the afternoons of Monday (PC0432) or Thursday (PC0432) with assistance. On Friday afternoons a room is also available (PC0421) to finalise your assignment but without or limited assistance.

Look at Blackboard for scheduling, availability and location of assistance. For doing the practicals, one afternoon per PPO session is enough.

Schedule

The course is given in period 2, 3, 5 and 6.
Note: some practical locations might still change!