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Course guide 2019/2020

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, Ir. G. Moerland
Examiner:	Ir. MA Zijp
Scheduling:	3rd or **6**th period
First meeting:	Online: four groups: starts 13.00 or 15:00 on Mondays or Tuesdays
Language:	Instruction: English Other materials: English.
Assumed prerequisite knowledge	basic Excel skills
Brightspace:	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-courses at YMC-60300:

Contents:

The modular skills courses train skills that are necessary for graduates to function in jobs at MSc level. In consultation with your MSc study advisor you could made an assessment on which skills (competencies) you already master, and which skills may need further development. Based on this, you select courses to a total of 3 credit points (or 6 credit points when your programme allows this).

It is important for you to reach an agreement with your study adviser about which and how many courses to follow, at a very early stage in the MSc programme. Once you both agreed on which courses to take, you should register for each of the courses chosen, the normal course registration procedures and deadlines apply. Please use the course codes as indicated in the list below. There is no need nor possibility to register for YMC-60300 or YMC-60400.

In the MOS we make a distinction between two categories of courses.

The second category courses cover competencies at MSc level and either provide skills enhancing your general research competencies or skills for your professional career.

More information on each of the courses can be found in the study handbook under the respective chair group and course codes (between brackets)..

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 2016 module on Brightspace 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 Brightspace 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 Brightspace. The software to be used is installed in the scheduled PC-labs.

4. EDUCATIONAL ACTIVITIES

Online lectures, demonstrations (by video), 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 2016) to prepare a simple project.

During the scheduled hours for your group 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/practical through Brightspace. Besides the assignments you should inspect a number of documents and websites available through Brightspace.

There is an introduction lecture in the PC lab of about 30 to 45 minutes before the actual practical starts. This introduction will now be offered online. The introductions and tutorials/practicals are compulsory.

5. ASSESSMENT STRATEGY (EXAMINATION)

Assignments (each week one assignment: so, three in total) will be graded. Assignments are 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 also are not allowed to share your files with other students.
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 good reasons for not being present at one of the practical sessions in advance: then mail me in advance (please 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 must redo the course in another term.

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 must 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 Tuesday afternoons, each with two groups: one starting 13.00 until 15.30 and one starting 15.00 until 17.30. **Please register for one of these sessions using the link on the course's Brightspace.**

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. Tutorials/practicals period six (2019-2020) are scheduled in three weeks on the afternoons of Monday and Tuesday.

For doing the tutorials/practicals, one afternoon session per PPO session is generally enough.

Schedule

The course is given in period 3 and 6.