



Course Weekly Outline

Course Lecturer	Mustafa Taha Yaseen			
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Title	MS Project 2019			
Course Coordinator				
Course Objective	It aims to teach the students how to create a project schedule, how to put tasks in the project, how to define the scope of work, calculate the project cost, and determine the budget with project monitoring and reports.			
Course Description	(Features, functions and uses of Microsoft Project, creating a calendar and linking tasks, creating a project, resources, (variable and fixed cost			
Textbook				
References	MS Project 2010			
Course Assessment	Term Exam	Project	Quizzes and Attendance	Final Exam
	30		10	60
General Notes				



Week	Date	Topics Covered	Number of Hours	Notes
1	2022/2/28	Familiarize yourself with the program and the main interface	3	
2	2022/3/7	Create and save a project in a ready-made template	3	
3	2022/3/14	Close the current project and open a project saved on the device	3	
4	2022/3/21	Project information	3	
5	2022/3/28	Setup calendar of the project	3	
6	2022/4/4	Save the project and create a task list	3	
7	2022/4/11	(Splitting task)	3	
8	2022/4/18	Create relationships between tasks and types	3	
9	2022/4/25	Notes and merge files and link	3	
10	2022/5/2	Create Resources	3	
11	2022/5/9	Exam	1	
12	2022/5/16	Variable cost and fixed cost	3	
13	2022/5/23	critical missions	3	
14	2022/5/30	print settings	3	
15	2022/6/6	Practical exam	1	

Lecturer signature

Head of Department Signature