



COLLAT
PROFESSIONAL
EDUCATION

UAB THE UNIVERSITY OF ALABAMA AT BIRMINGHAM

Project Management Technology Workshop

Syllabus

UAB Collat School of Business
L02 Professional Education Office
710 13th Street South
Birmingham, AL 35294

Project Management Technology Workshop

Course Outline

This hands-on workshop provides face-to-face detailed instruction into integrating the best practices of project management into industry standard tracking and reporting software. This course will cover several project management technology software options including the commonly used Microsoft Project and Trello allowing insight into your daily project management design.

Summary of Topics Covered with Microsoft Project:	Summary of Topics Covered with Trello:
Powerful Scheduling Tool	Kanban
Duration vs Effort	Trello Boards / Cards
Activities and Dependencies	User Stories
Resource Utilization	Labels
Calendar (Standard / Adhoc)	Checklist
Gantt Chart	Power up: Burndown Chart
Resource View	Members

Learner Outcomes

Participants will learn advanced project management skills including resource utilization, schedule smoothing, and reporting with Gantt and burndown charts. Hands on working examples with Trello and Microsoft Project will allow participants time to work on individual projects with one-on-one help. At the end of the session, each participant should walk away with a greater understanding of the many project management options available. Each participant will have at least two project templates for future use.