

Student's Name/Initials

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Date

Teacher's Initials

Date

Fundamentals of Project Management Course Code 5480 STUDENT PROFILE

DIRECTIONS: Evaluate the student using the applicable rating scales below and check the appropriate box to indicate the degree of competency. The ratings 3, 2, 1, and N are not intended to represent the traditional school grading system of A, B, C, and D. The description associated with each of the ratings focuses on the level of student performance or cognition for each of the competencies listed below.

PERFORMANCE RATING

- 3 - Skilled--can perform task independently with no supervision
- 2 - Moderately skilled--can perform task completely with limited supervision
- 1 - Limitedly skilled--requires instruction and close supervision
- N - No exposure--has no experience or knowledge of this task

COGNITIVE RATING

- 3 - Knowledgeable--can apply the concept to solve problems
- 2 - Moderately knowledgeable--understands the concept
- 1 - Limitedly knowledgeable--requires additional instruction
- N - No exposure--has not received instruction in this area

A. Safety and Ethics

3 2 1 N

- 1. Identify major causes of work-related accidents in offices.
- 2. Describe the threats to a computer network, methods of avoiding attacks, and options in dealing with virus attacks.
- 3. Identify potential abuse and unethical uses of computers and networks.
- 4. Explain the consequences of illegal, social, and unethical uses of information technologies, e.g., piracy, illegal downloading, licensing infringement, inappropriate uses of software, hardware, and mobile devices.
- 5. Differentiate between freeware, shareware, and public domain software copyrights.
- 6. Discuss computer crimes, terms of use, and legal issues such as copyright laws, fair use laws, and ethics pertaining to scanned and downloaded clip art images, photographs, documents, video, recorded sounds and music, trademarks, and other elements for use in Web publications.
- 7. Identify netiquette including the use of e-mail, social networking, blogs, texting, and chatting.

- 8. Describe ethical and legal practices in business professions such as safeguarding the confidentiality of business-related information.
- 9. Discuss the importance of cyber safety and the impact of cyber bullying.

B. Employability Skills

3 2 1 N

- 1. Identify positive work practices, e.g., appropriate dress code for the workplace, personal grooming, punctuality, time management, organization.
- 2. Demonstrate positive interpersonal skills, e.g., communication, respect, teamwork).

C. Student Organizations

3 2 1 N

- 1. Explain how related student organizations are integral parts of career and technology education courses.
- 2. Explain the goals and objectives of related student organizations.
- 3. List opportunities available to students through participation in related student

- organization conferences/competitions, community service, philanthropy, and other activities.
- 4. Explain how participation in career and technology education student organizations can promote lifelong responsibility for community service and professional development.

D. Nature of Projects

3 2 1 N

- 1. Define project scope and goals.
- 2. Identify requirements for each phase of project management.
- 3. Identify criteria used to determine the effectiveness of a project.
- 4. Work with team members to complete a project.
- 5. Respond positively to change.

E. Planning Projects

3 2 1 N

- 1. Develop project scope and goals.
- 2. Identify stakeholders and decision-makers.
- 3. Obtain tools and resources to accomplish the project.

- ___ ___ ___ ___4. Develop a project flow chart.
- ___ ___ ___ ___5. Develop a timeline for completing tasks.
- ___ ___ ___ ___6. Identify and evaluate risks.
- ___ ___ ___ ___7. Establish a project budget.
- ___ ___ ___ ___8. Secure resources and tools.
- ___ ___ ___ ___9. Communicate with other project members.

F. Executing Projects with Microsoft Office Project

- 3 2 1 N
- ___ ___ ___ ___1. Understand file types.
 - ___ ___ ___ ___2. Navigate the project interface.
 - ___ ___ ___ ___3. Configure options within MS Office Project/Oracle Primavera software.

G. Creating Projects

- 3 2 1 N
- ___ ___ ___ ___1. Establish a project in the software program.
 - ___ ___ ___ ___2. Define properties and options.
 - ___ ___ ___ ___3. Create and organize the task list.
 - ___ ___ ___ ___4. Import data.
 - ___ ___ ___ ___5. Modify and apply calendars.
 - ___ ___ ___ ___6. Set scheduling options.

H. Estimates and Dependencies

- 3 2 1 N
- ___ ___ ___ ___1. Enter task estimates.
 - ___ ___ ___ ___2. Use a PERT analysis to estimate task duration.
 - ___ ___ ___ ___3. Link and unlink tasks by using the Gantt chart view.
 - ___ ___ ___ ___4. Link and unlink tasks by using the Network Diagram View.
 - ___ ___ ___ ___5. Add lag or lead time to a linked task.

I. Deadlines, Constraints, and Calendars

- 3 2 1 N
- ___ ___ ___ ___1. Set deadlines, constraints, and task calendars for project members.
 - ___ ___ ___ ___2. Communicate with project members.
 - ___ ___ ___ ___3. Create and modify deadlines.
 - ___ ___ ___ ___4. Create and modify constraints.
 - ___ ___ ___ ___5. Create and modify task calendars.
 - ___ ___ ___ ___6. Identify critical tasks.
 - ___ ___ ___ ___7. Work with task driver.

J. Budgets and Resources

- 3 2 1 N
- ___ ___ ___ ___1. Determine resources, assignments, and budgets.
 - ___ ___ ___ ___2. Enter project budgets.
 - ___ ___ ___ ___3. Analyze costs.
 - ___ ___ ___ ___4. Develop contingency plans.

K. Task Types and Scheduling Formula

- 3 2 1 N
- ___ ___ ___ ___1. Use task types and the scheduling formula.
 - ___ ___ ___ ___2. Change variables and predict behavior.
 - ___ ___ ___ ___3. Apply task types to produce predictable behavior.
 - ___ ___ ___ ___4. Allow special situations with effort-driven scheduling.

L. Project Effectiveness

- 3 2 1 N
- ___ ___ ___ ___1. Evaluate project effectiveness related to processes, procedures, and production.
 - ___ ___ ___ ___2. Improve project plan as needed.

M. Customizing and Formatting

- 3 2 1 N
- ___ ___ ___ ___1. Format screen elements.
 - ___ ___ ___ ___2. Create and modify templates.
 - ___ ___ ___ ___3. Create and modify fields, tables, and formulas.
 - ___ ___ ___ ___4. Create and modify filters and groups.
 - ___ ___ ___ ___5. Create and modify custom views.

N. Resource Utilization

- 3 2 1 N
- ___ ___ ___ ___1. Introduce resource utilization concepts.
 - ___ ___ ___ ___2. View resource assignments, allocation, and utilization.
 - ___ ___ ___ ___3. Manage resource availability.
 - ___ ___ ___ ___4. Optimize and level resource assignments.

O. Tracking Progress

- 3 2 1 N
- ___ ___ ___ ___1. Work with baselines.
 - ___ ___ ___ ___2. Enter duration updates.
 - ___ ___ ___ ___3. Enter work updates.
 - ___ ___ ___ ___4. Enter cost updates.
 - ___ ___ ___ ___5. Discover variances.
 - ___ ___ ___ ___6. Troubleshoot.

P. Reports

- 3 2 1 N
- ___ ___ ___ ___1. Select, edit, and create basic reports.
 - ___ ___ ___ ___2. Configure print and page setup options.
 - ___ ___ ___ ___3. Export reporting data.
 - ___ ___ ___ ___4. Create and modify visual reports.

Q. Multiple Projects

- 3 2 1 N
- ___ ___ ___ ___1. Create links between projects.
 - ___ ___ ___ ___2. Calculate single or multiple paths.
 - ___ ___ ___ ___3. Share resources and analyze resource utilization across multiple projects.