

Student's Name/Initials

/

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.