



YJTJ™ Education Series

Milestone's Your Job Tool's Job (YJTJ)™ Seminar Online Course (At Your Pace) Information and Outline



Gold Project and Portfolio Management

Course Duration: under 2 hours

Course Overview

Now available online, and at your pace! This course is designed to provide a simple, yet powerful understanding of a proven mindset project managers should possess each time they open Microsoft Project.

Microsoft Project is a powerful scheduling tool; therefore, a good mindset for allowing Microsoft Project to be a scheduling tool is warranted. YJTJ is designed to create a mindset for quickly beginning to understand the core responsibilities of the user and the tool.

YJTJ provides the foundational building blocks that enable successful project, resource, and portfolio management, and the foundational building blocks that enable successful Microsoft Project Online deployments, Power BI reports, executive metrics, etc.

Learning Objectives

- A day-to-day “Mindset” for successfully using Microsoft Project
- Exposure to day-to-day mindsets for activity sequencing, date management, task closure and more

Business Outcomes

- Greater awareness and long-term, sustained adoption of Microsoft Project
- Increased organizational project management maturity through proven project management and Microsoft Project best practices
- Improve the return on investment made in Microsoft Project

Course Structure

This course contains 11 videos ranging from approximately 5 minutes to 16 minutes each.

Target Audience

This course is designed for anyone/organization who uses Microsoft Project to assist with managing work.

Prerequisites

Exposure to project management is helpful, but not required.

Course Outline

YJTJ Course Overview

- Brief overview – getting started

Lesson 1 – YJTJ Introduction

- At a high level, YJTJ defined

Lesson 2 – Project Initiation

- YJTJ and initiating a project

Lesson 3 – Task Planning (Part 1)

- YJTJ and work breakdown structure
- YJTJ and activity sequencing (task dependencies)

Lesson 4 – Task Planning (Part 2)

- YJTJ and date management (constraints)

Lesson 5 – Resource Planning

- YJTJ and building a project team

Lesson 6 – Assignment Planning

- YJTJ and task/resource assignments

Lesson 7 – Project Execution

- YJTJ updating the project schedule with actual data
- YJTJ and remaining work in past time periods

Lesson 8 – Monitoring and Controlling

- YJTJ and rescheduling the project

Lesson 9 – Project Closure

- YJTJ and task closure (closing tasks properly)

YJTJ Course Review

- YJTJ principle
- YJTJ takeaway
- YJTJ testimonials
- YJTJ closing comments
- YJTJ what's next – a student challenge