



Microsoft® Project YJTJ™ Education Series – Part 2 Course Information and Outline



Gold Project and Portfolio Management

Course Duration: 1 day

Course Overview

This course provides the student with enhanced techniques in task, resource, and assignment planning, and introduces the project baseline and tracking project progress.

Learning Objectives

- Utilize Milestone Consulting Group's YJTJ process for Microsoft Project.
- Schedule projects more efficiently through use of highly effective task, resource, and assignment planning principles.
- Describe primary components of Microsoft Project's scheduling engine, and the programming biases built into the scheduling engine.
- Describe a project baseline.
- Discuss Microsoft Project percent complete tracking tools.
- Track project progress using percent complete, percent work complete, Mark on Track, and the Tracking table.

Business Outcomes

- Manage projects more efficiently by correctly using Microsoft Project.
- Increase organizational project management maturity through proven project management and Microsoft Project best practices.
- Improve the return on investment made in Microsoft Project by the organization.

Course Structure

This course is structured in a manner that provides the ability to be immediately productive with Microsoft Project based on the content of the course. At the conclusion, you will be able to effectively build a properly structured assignment-based schedule, baseline the schedule, and track project progress using percent complete tracking tools.

Target Audience

This course is designed for anyone who is responsible for creating and/or maintaining project schedules.

Prerequisites

Students taking this class should have the following background:

- A general understanding of basic project management concepts.
- Basic computer and software skills, in particular familiarity with Microsoft Windows and Microsoft Office applications.
- Microsoft Project YJTJ™ Series – Part 1.

System Requirements

For the best experience we recommend student computer systems include:

- A modern computer (>1Ghz) running Windows Vista, Windows 7, 8 or 10
- Microsoft Internet Explorer 7 or higher
- A Cable, DSL or WAN Internet Connection (greater than 1Mb speed)
- Two displays capable of 1280X1024 pixel resolution

Course Outline

Training Overview

- General Classroom Information
- Introductions
- Learning Objectives
- Business Outcomes
- Course Structure
- Milestone Consulting Group Education
- Course Lesson Map
- Document Conventions

Lesson 1: YJTJ (Your Job Tool's Job)™

- Task Planning
- Assignment Planning
- Project Tracking

Lesson 2: Task Planning

- Task Planning Step 1: Work Breakdown Structure
 - Overview
 - Inactive Tasks
 - Creating Recurring Tasks
- Task Planning Step 2: Activity Sequencing
 - Overview
 - Lag Time
 - Lead Time
- Task Planning Step 3: Date Management
 - Overview
 - Constraints: Semi Flexible and Inflexible Constraints (Red Dot Constraints)
 - Planning Wizard Message Regarding Red Dot Constraints
 - Using Deadlines and Constraints Together

Lesson 3: Resource Planning

- Overview
- Resource Calendars

Lesson 4: Assignment Planning

- Task and Resource Assignments
 - Overview
 - Estimating Task Work Effort
 - Expert Judgment
- Locations for Creating Assignments
 - Task Entry View
 - Assign Resources Dialog Box
- Microsoft Project Scheduling Engine
 - What are Units?
 - What is Peak?
 - What is Work?
 - What is Duration?
 - Task Types
 - Task Types Advanced
 - Additional Task Type Information
 - Practical Uses for Task Types

- Relationship between Units and Peak
- Calculation Table
- Estimated Duration
 - Validating Estimates

Lesson 5: Project Baselines

- Baseline
 - What is a Baseline?
 - Setting a Baseline for the Entire Project

Lesson 6: Project Tracking

- Project Execution and Tracking
- Percentage Complete Tracking Tools
 - % Complete
 - % Work Complete
 - Mark on Track
- Microsoft Project Tracking Table

Lesson 7: Putting it All Together

- Steps to a Healthy Project Schedule
 - Set Up
 - Tracking your Project using % Complete and/or % Work Complete
 - In Closure
- What's coming next in Milestone's Microsoft® Project YJTJ™ Series – Part 3 course?
 - Expanded task, resource, and assignment planning concepts
 - Expanded baseline concepts
 - Microsoft Project tracking methods
 - Management of completed and remaining work
 - Variance analysis
 - Microsoft Project customization