



**Microsoft® Project
YJTJ™ Series –
Initiation and 3-Step Planning
Course Information and Outline**



Gold Project and Portfolio Management

Course Duration: 1 Day

Course Overview

This course introduces the student to highly effective, globally accepted processes for understanding and working with Microsoft Project on a day-to-day basis.

Learning Objectives

- To discuss basic principles of project management.
- Identify and discuss primary features of Microsoft Project.
- Understand the core foundation of Microsoft Project and obtain skills to build upon that foundation.
- To use Microsoft Project in applicable phases of a normal project life cycle.
- 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 programming biases built into the scheduling engine.
- Describe project validation.
- Describe critical in Microsoft Project.
- Prepare and communicate the overall schedule of the project.

Business Outcomes

- Manage projects more efficiently by correctly thinking about and 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.

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.

Although targeted to the new user of Microsoft Project, experienced users will benefit from this innovative approach to the product.

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
- Learning Objectives
- Business Outcomes
- Course Structure
- Course Lesson Map
- Document Conventions

Lesson 1: Getting Started with Microsoft Project

- Project Management Definitions
- Opening and Configuring Microsoft Project
- Fluent User Interface
- Microsoft Project Data Model
- Microsoft Project Views, Tables, Filters, and Groups
- Microsoft Project Recommended Views
- Microsoft Project Help Features

Lesson 2: YJTJ (Your Job Tool's Job)™

- YJTJ (Your Job Tool's Job)™ – Auto Schedule Mode

Lesson 3: Project Initiation

- Project Initiation in Microsoft Project

Lesson 4: Task Planning

- Task Planning Step 1: Work Breakdown Structure
- Task Planning Step 2: Activity Sequencing
- Task Planning Step 3: Date Management

Lesson 5: Resource Planning

- Defining Project Resources
- Basic and Custom Resource Information
- Resource Working and Nonworking Time
- Building the Project Team

Lesson 6: Assignment Planning

- Task and Resource Assignments
- Locations for Creating Assignments
- Microsoft Project Scheduling Engine
- Effort Driven Scheduling
- Estimated Duration (Validation)

Lesson 7: Project Analysis

- Critical Path Introduction

Lesson 8: Project Communication

- Project Communication
- Microsoft Project Reporting
- Project Timeline

Lesson 8: Putting it All Together

- Steps to a Healthy Project Schedule