MILESTONE
CONSULTING GROUP

YJTJ (Your Job Tool's Job)™ Educational Series

MCG100 YJTJ™
Part 4 of 4

Project Management
Using
Microsoft® Project

Course Information and Outline

Microsoft
Partner | Gold Project and Portfolio Management
Microsoft

Course Duration: 1 day

Course Overview

This course provides the student with enhanced techniques in task, resource, and assignment planning. This course also expands upon tracking and analysis, and introduces master projects, shared resource pools, and critical path.

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 cross-project dependencies.
- Describe master projects.
- Describe a shared resource pool.
- Describe resource allocation, overallocation, and leveling.
- Describe assignment-timephased tracking.
- Discuss critical path analysis.

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, your knowledge will be enhanced in regard to tracking project progress through the use of assignment-timephased tracking. Also, you will be able to create cross-project dependencies through the use of master projects, share resources across multiple projects, analyze resource allocation and overallocation, resolve overallocation through resource leveling, and analyze critical tasks and critical path in Microsoft Project.

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 Parts 1, 2, and 3.

System Requirements

For the best experience we recommend students 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

- Cross-Project Task Dependencies
  - Creating Cross-Project Task Dependencies
  - Creating a Master Project
  - Understanding External Task Information

Lesson 3: Resource Planning

- Sharing Resources
  - Defining Project Resources
  - What is a Shared Resource Pool?
  - Creating a Shared Resource Pool

Lesson 4: Assignment Planning

- Resource Allocation
  - Percent Allocation (Resource Usage View)
  - Resource Overallocation
  - Resource Leveling

Lesson 5: Project Tracking

- Assignment-Timephased Tracking (Four Step Process)
  - Step 1: Preparing the Resource Usage View
  - Step 2: Enter Actual Work (Work Resources)
  - Step 3: Reschedule Remaining Work from Past Time Periods
  - Step 4: Revise Remaining Work

Lesson 6: Project Analysis

- Critical Path
  - Critical Path Defined
  - Critical Path Calculation
  - Critical Path in Microsoft Project

Lesson 7: Putting it All Together

- Steps to a Healthy Project Schedule
  - Task, Resource, and Assignment Planning
  - Project Tracking
  - Critical Path Analysis
  - In Closure