



# **YJTJ (Your Job Tool's Job)<sup>™</sup> Educational Series**

**MCG100 YJTJ<sup>™</sup>  
Part 2 of 4**

**Project Management  
Using  
Microsoft<sup>®</sup> Project**

**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