



YJTJ™ Education Series

MCG400 YJTJ™ Seminar

**Course Information and Outline
for
On-Demand, Self-Paced Course**



Gold Project and Portfolio Management

Course Duration: approximately 1 hour

Course Overview

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, Your Job Tool's Job, 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.

During this class, you will be asked a couple times to pause the video, read information, and then resume the lesson video. The two videos combined without pausing consume 46 minutes and 51 seconds (00:46:51). The live instructor-led seminar is approximately 2 hours.

Course Objectives

- To be properly introduced, or reintroduced, to Microsoft Project
- To understand Milestone's YJTJ Process for Microsoft Project
- To convey proven project management practices

Business Outcomes

- To understand and work efficiently within the design intent of Microsoft Project
- To increase organizational project management maturity through proven project management and Microsoft Project practices
- To improve the return on investment made in Microsoft Project

Course Structure

- Delivered as a seminar
- No hands-on exercises

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

Training Overview

- Brief overview

Lesson 1 – YJTJ

- At a high level, YJTJ defined
- YJTJ testimonials
- YJTJ and initiating a project
- YJTJ and activity sequencing (task dependencies)
- YJTJ and date management (constraints)
- YJTJ and building a project team
- YJTJ and task/resource assignments
- YJTJ updating the project schedule with actual data
- YJTJ and remaining work in past time periods
- YJTJ updating the project schedule with percent complete
- YJTJ and rescheduling the project
- YJTJ and task closure (closing tasks properly)
- Closing comments and what's next