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

MCG100 YJTJ™
Part 1 of 4

Project Management
Using
Microsoft® Project

Course Information and Outline

Microsoft Partner | 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

- Identify and discuss primary features of Microsoft Project.
- Utilize Milestone Consulting Group's YJTJ process for Microsoft Project.
- Build effective work breakdown structures.
- Schedule projects through highly effective planning principles.
- Prepare and communicate the overall schedule of the project.

Business Outcomes

- Manage projects more efficiently by more 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 duration-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
- Introductions
- Learning Objectives
- Business Outcomes
- Course Structure
- Milestone Consulting Group Education
- 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)™

- Project Initiation
- Task Planning
- Assignment Planning
- Project Tracking
- Monitoring and Controlling
- Project Closure

Lesson 3: Project Initiation

- Project Templates
- Project Start Date
- Project Properties
- Project Working and Non-Working Time
- Saving the Project

Lesson 4: Task Planning

- Task Planning Step 1: Work Breakdown Structure
  - Creating Summary Tasks
  - Moving Tasks
  - Creating Milestone Tasks
  - Task Information
  - Task Notes
- Task Planning Step 2: Activity Sequencing
  - Mandatory and Discretionary Logic
  - Task Dependency Types
- Task Planning Step 3: Date Management
  - Task Constraints Defined
  - Flexible and Blue Dot Semi-Flexible Constraints
  - Task Deadlines
- Task Planning Step 4: Activity Duration Estimating
  - Duration Defined
  - Entering Duration Estimates
- Estimated Duration

Lesson 5: Resource Planning

- Defining Project Resources
- Basic and Custom Resource Information
  - General
  - Costs
  - Notes
  - Custom Fields
- Building the Project Team

Lesson 6: Assignment Planning

- Task and Resource Assignments
- Locations for Creating Assignments
  - Assign Resources Dialog Box
  - Resource Names Column
  - Task Entry View
- Estimated Duration (Validation)

Lesson 7: Project Communication

- Preparing and Presenting the Project Summary Report
- Preparing and Presenting the Project Timeline

Lesson 8: Putting it All Together

- Steps to a Healthy Project Schedule
  - Set Up
  - Task Planning
  - Resource Planning
  - Assignment Planning
  - Communication
  - In Closure
- What's coming next in Milestone's Microsoft® Project YJTJ™ Series – Part 2 course?
  - Expanded task, resource, and assignment planning concepts
  - Comprehensive overview of primary components of Microsoft Project's scheduling engine
  - Setting the project baseline
  - Percentage complete tracking tools and Microsoft Project's Tracking table