



# **YJTJ™ Education Series**

## **All Courses – High Level Descriptions**

### **Course Outline List**



Gold Project and Portfolio Management

## Additional Information and Course Outlines

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<https://www.milestoneconsultinggroup.com/education>

## On Demand Self-Paced Classes

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### **MCG400 YJTJ™ Seminar (approximately 1 hour)**

This self-paced 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.

### **MCG401 YJTJ™ - Project Management using Microsoft Project (approximately 8 hours of recorded content)**

This course is a self-paced, comprehensive hands-on class using Microsoft Project on the desktop. The course provides students with a detailed understanding of the core foundation of Microsoft Project based on globally accepted principles for project management and proven Microsoft Project practices. Students will learn proven practices for initiating, planning, executing, monitoring and controlling, and closing projects by assuming the roles of Project Manager and Project Team Member throughout the course.

## Instructor-Led Live Classes

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### **MCG100 YJTJ™ Part 1 of 4 - Project Management Using Microsoft Project (1 day)**

This 1-day, online instructor-led, hands-on class is focused on Microsoft Project on the desktop and the core foundation of MS Project based on globally accepted PMI principles for project management. This course gets the student started with Microsoft Project, introduces Milestone's highly effective YJTJ™ (Your Job Tool's Job) process for Microsoft Project, and provides students with the ability to create an effective schedule centered on duration based scheduling. Key skills taught include general orientation, YJTJ™, and a four-step task planning process.

### **MCG100 YJTJ™ Part 2 of 4 - Project Management Using Microsoft Project (1 day)**

This 1-day, online instructor-led, hands-on class is focused on Microsoft Project on the desktop and the core foundation of MS Project based on globally accepted PMI principles for project management. This course begins with a brief review of key items from Milestone's Part 1

course, and then proceeds to add more skills in task planning, resource planning, and assignment planning. Key skills taught include the scheduling engine, the project baseline, and percent complete tracking.

### **MCG100 YJTJ™ Part 3 of 4 - Project Management Using Microsoft Project (1 day)**

This 1-day, online instructor-led, hands-on class is focused on Microsoft Project on the desktop and the core foundation of MS Project based on globally accepted PMI principles for project management. This course begins with a brief review of key items from Milestone's Part 2 course, and then proceeds to add more skills in task planning, resource planning, assignment planning, project baselines, and project tracking. Key skills taught include creating and scheduling of material and cost resources, effort driven scheduling, working with project baselines, management of completed and uncompleted work, variance analysis, and customizing Microsoft Project.

### **MCG100 YJTJ™ Part 4 of 4 - Project Management Using Microsoft Project (1 day)**

This 1-day, online instructor-led, hands-on class is focused on Microsoft Project on the desktop and the core foundation of MS Project based on globally accepted PMI principles for project management. This course begins with a brief review of key items from Milestone's Part 3 course, and then proceeds to add skills in master projects, shared resource pools, critical path analysis, and resource over allocation and leveling. The course completes the project life-cycle process by introducing the concepts of plan revision and project closure.

### **MCG100 YJTJ™ Parts 1-3 Mix (1.5 – 2 days)**

This 1.5 day, online instructor-led, hands-on class is focused on Microsoft Project on the desktop. This course introduces the student to highly effective, globally accepted processes for understanding and working with Microsoft Project on a day-to-day basis. Key skills taught include properly initiating, task planning, resource planning, and assignment planning of Microsoft Project schedules, all based on globally accepted PMI project management principles. This class concludes with an introduction to critical task/path analysis and communicating project schedule data through reports and timelines. This class is a blend of Parts 1-3 from our 4 part series of the desktop tool.

### **MCG401 YJTJ™ - Project Management using Microsoft Project (3 days)**

This 3-day, hands-on course (includes a course manual) uses Microsoft Project on the desktop. This course is designed for all levels of Microsoft Project experience.

This course provides students with a detailed understanding of the core foundation of Microsoft Project based on globally accepted Project Management Institute (PMI) principles for project management and proven Microsoft Project practices.

## **MCG402 YJTJ™ - Project Portfolio Management using Microsoft Project and Microsoft Project Server (3 days)**

This 3-day, hands-on course (includes labs and a course manual) that integrates the use of Microsoft Project Professional, Microsoft Project Web App, and Project Server. This course is designed for all levels of Microsoft Project experience.

This course provides students with a detailed understanding of the core foundation of Microsoft Project based on globally accepted Project Management Institute (PMI) principles for project management and proven Microsoft Project practices.

## **MCG500 - Microsoft Project Server Administration Overview (2 days)**

This 2-day, hands-on course prepares the Project Server Administrator to maintain a Project Server (on-premises or Project Online) installation. The material is reinforced with numerous hands-on exercises that students complete in class, preparing them to not only maintain an installation, but to participate in the decision-making process regarding the installation!

## **Additional Project and Resource Manager Offerings**

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### **MCG600 - The Accidental Project Manager (1 day)**

This class is designed for individuals who may have significant business experience; however, they may not have previously held the formal role of project manager. Individuals attending this course will receive training in formal project management. Aligned with PMI's PMBOK® Guide, this course provides recommended project management skills and techniques.

### **MCG601 - Resource Manager using Microsoft Project and Microsoft Project Server/Project Online (2 hours)**

In many matrixed organizations, the Resource Manager has few tools available to manage the department's resources. The Microsoft PPM suite of tools provides that ability and gives the Resource Manager numerous tools with which to manage the department's capacity to do work and balance against the organization's resource demands. This seminar style course acquaints the resource manager with a variety of tools to be used to facilitate managing resources.