YJTJ™ Education Series

MCG401 YJTJ™ - Project Management Using Microsoft® Project

Course Information and Outline for Live Course

Course Duration: 3 Days

Course Overview

This course is a 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.

The Milestone course is designed for all levels of Microsoft Project experience. Prospective students should have good computer skills and a basic understanding of project management. Previous exposure to the Microsoft Project desktop tool is beneficial.

Learning Objectives

- To discuss basic principles of project management
- To discuss the core foundation of Microsoft Project and skills to build upon that foundation
- To use Microsoft Project in applicable phases of a normal project life cycle

Business Outcomes

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

Course Structure

This course is designed to maximize the educational experience through a structured learning process. Each lesson will begin with a group discussion regarding the topic at hand, followed by an instructor demonstration of Microsoft Project where necessary. At specific points throughout the course, students will complete hands-on exercises to reinforce lesson objectives. Some of the hands-on exercises will be worked with the instructor, while others will be completed independently. Some of the exercises only provide broad directions, although the complete step by step solutions are provided in an appendix.

Target Audience

This course is designed for anyone who uses Microsoft Project to assist in managing projects.

Prerequisites

Students taking this class should have the following background:

- Basic computer and software skills, in particular familiarity with Microsoft Windows and Microsoft Office applications.
- Exposure to project management is helpful, but not required.

Course Outline

Lesson 1: Getting Started

- Project Management Definitions
- Fluent User Interface (UI)
- Microsoft Project Data Model
- Microsoft Project Views, Tables, Filters, and Groups

Lesson 2: YJTJ (Your Job Tool's Job)™

- YJTJ Process and Microsoft Project
- YJTJ – Auto Schedule Mode
  - Project Initiation: Project Start or Finish Date
  - Project Task Planning: Task Dependencies
  - Project Task Planning: Task Constraints
  - Project Assignment Planning: Creating Assignments
  - Project Execution: Entering Actual Work
  - Project Execution: Remaining Work in Past Time Periods
  - Project Execution: Percent Complete
  - Monitoring and Controlling: Rescheduling
  - Project Closure: Closing Open Tasks

Lesson 3: Project Initiation

- Project Initiation in Microsoft Project

Lesson 4: Task Planning

- Task Planning Step 1: Work Breakdown Structure
  - Creating Tasks
  - Task Information
  - Inactive Tasks
- Task Planning Step 2: Activity Sequencing
  - Task Dependency Types
  - Lag Time
  - Lead Time
- Task Planning Step 3: Date Management
  - Date Management
  - Flexible, Semi-Flexible, and Inflexible Constraints
  - Deadlines

Lesson 5: Resource Planning

- Defining Project Resources
- Building the Project Team
- Basic and Custom Resource Information
- Resource Overallocation
  - Leveling Sensitivity
  - Interactive Scheduling and Leveling

Lesson 6: Assignment Planning

- Task and Resource Assignments
- Locations for Creating Assignments
- Microsoft Project Scheduling Engine
  - Units, Peak, Work, and Duration
  - Task Types
  - Effort Driven
- Estimated Duration

Lesson 7: Project Baselines

- Baseline Definition
- Working with Baselines
  - Baseline Positions
  - Setting Baselines

Lesson 8: Project Execution

- Project Execution
- Updating the Microsoft Project Schedule

Lesson 9: Variance Analysis

- Variance Defined
  - Types of Variance (Schedule, Work, and Cost)
  - Actual and Anticipated Variance
- Locating Variance in Microsoft Project

Lesson 10: Project Communication

- Project Communication Defined
- Microsoft Project Reporting
  - Timeline
  - Standard Reports

Lesson 11: Plan Revision

- Scope Management Defined
- Plan Revision Alternatives
- Introduction to Critical Path

Lesson 12: Project Closure

- Project Closure Defined
- Closing the Microsoft Project Plan