



**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