

# MILESTONE

## MCG401 Mastering Microsoft® Project- with YJTJ™

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



Gold Project and Portfolio Management

## 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 a Project Manager role 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.

**During this class, you will be asked at many points to pause lesson videos, read information, complete exercises, and then resume lesson videos. All videos combined without pausing consume 7 hours, 12 minutes, and 53 seconds (7:12:53). The live instructor-led course is held over 3 days.**

## 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 on 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

### Training Overview (video time 4:35)

- Course Objectives
- Business Outcomes
- Course Structure
- Course Lesson Map
- Document Conventions

### Lesson 1: Getting Started (video time 34:19)

- 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)™ (video time 21:21)

- 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 (video time 8:42)

- Project Initiation in Microsoft Project

### Lesson 4: Task Planning (video time 1:34:11)

- 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 (video time 16:03)**

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

**Lesson 6: Assignment Planning (video time 2:12:49)**

- 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 (video time 25:43)**

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

**Lesson 8: Project Execution (video time 16:55)**

- Project Execution
- Updating the Microsoft Project Schedule

**Lesson 9: Variance Analysis (video time 9:19)**

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

**Lesson 10: Project Communication (video time 21:07)**

- Project Communication Defined

- Microsoft Project Reporting
  - Timeline
  - Standard Reports

**Lesson 11: Plan Revision (video time 38:13)**

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

**Lesson 12: Project Closure (video time 9:36)**

- Project Closure Defined
- Closing the Microsoft Project Plan