



## **MS Project (Part 1): Project Initiation and Planning**

BUILDING TRAINING SOLUTIONS  
FOR THE IT WORLD

**Days:** 1

**Format:** Instructor-Led

**Class Code:** MSPRJ-1

**Certification Exams:**

**Certification Track:**

**Recommended Course Sequence**

Knowledge of prerequisites  
noted below.

*Course content is subject to change  
without notice.*

### **Course Description:**

MS Project: Project Initiation and Planning (part 1 of a 3 part series) course provides proven tools and techniques for successfully using Microsoft Project to assist with managing projects. Aligned with Milestone's YJTJ (Your Job Tool's Job) process and Project Management Institute's standards and guidelines, class participants will learn best practices for initiating and planning Microsoft Project work schedules.

This course is the first of three in a series of courses for Microsoft Project. Each course targets specific areas of a normal project lifecycle process including initiation, planning, execution, and closure.

### **Target Student:**

This course is designed for all levels of experience in using Microsoft Project, as well as all levels of experience in project management. In particular, this course is designed for persons who need to author Microsoft Project work schedules including Project Managers and Project Assistants.

### **Delivery Method:**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **At Course Completion:**

Upon successful completion of this course, students will be able to:

- To be properly introduced, or reintroduced, to Microsoft Project.
- To gain an understanding of a proven mindset Microsoft Project users should possess each time they open and work Microsoft Project schedules.
- To gain an understanding of globally accepted project management principles.
- To be able to effectively apply Microsoft Project into the Initiation and Planning phases of a normal project life cycle.
- To gain an understanding of highly effective strategies for Task, Resource, and Assignment planning in Microsoft Project.

# MS Project (Part 1): Project Initiation and Planning

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## Course Outline

<b>Lesson 1: YJTJ (Your Job Tool's Job)</b>
<ul style="list-style-type: none"><li>■ YJTJ and Microsoft Project</li><li>■ YJTJ and project management</li></ul>
<b>Lesson 2: Getting Started</b>
<ul style="list-style-type: none"><li>■ The Gantt Chart view and related screen components</li><li>■ Microsoft Project help features</li></ul>
<b>Lesson 3: Inside Microsoft Project</b>
<ul style="list-style-type: none"><li>■ Microsoft Project Data Model</li><li>■ Views, tables, filters, and groups</li></ul>
<b>Lesson 4: Project Initiation</b>
<ul style="list-style-type: none"><li>■ Project templates</li><li>■ Project start date</li><li>■ Project properties</li><li>■ Saving the project</li></ul>
<b>Lesson 5: Task Planning</b>
<ul style="list-style-type: none"><li>■ Work Breakdown Structure: Deliverable task definition, Non-deliverable task definition</li><li>■ Activity Sequencing: Mandatory and discretionary dependency logic</li><li>■ Constraints and Deadlines: Contractual date management, Internal date management</li></ul>
<b>Lesson 6: Resource Planning</b>
<ul style="list-style-type: none"><li>■ Defining project resources</li><li>■ Building the project team</li></ul>
<b>Lesson 7: Assignment Planning</b>
<ul style="list-style-type: none"><li>■ Task and resource assignments</li><li>■ Locations for creating assignments</li><li>■ Microsoft Project scheduling: Units, Work, and Duration, Duration equation, Task types, Effort driven</li></ul>