



**CTREC
HILTON**
IT ACADEMY

BUILDING TRAINING SOLUTIONS
FOR THE IT WORLD

MS Project (Part 2): Project Validation, Baseline and Tracking using Microsoft Project

Days: 1

Format: Instructor-Led

Class Code: MSPRJ-2

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 Validation, Baseline, and Tracking using Microsoft Project 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 learn best practices for validating, baselining, and tracking Microsoft Project work schedules.

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, and for management personnel in charge of setting standards for baselining and tracking project data.

Prerequisites:

MS Project (Part 1): Project Initiation & Planning

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 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 Execution phase of a normal project life cycle.
- To gain an understanding of Microsoft Project's baseline capabilities in preparation for analysis and reporting of project data.
- To gain an understanding of Microsoft Project tracking methods; and to determine which method will fit your organization's tracking and analysis needs.

MS Project (Part 2): Project Validation, Baseline and Tracking using Microsoft Project

Course Outline

| |
|---|
| Lesson 1: YJTJ (Your Job Tool's Job) |
| <ul style="list-style-type: none">■ YJTJ and Microsoft Project■ YJTJ and project management |
| Lesson 2: Project Validation |
| <ul style="list-style-type: none">■ Project validation definition■ Estimated Duration definition■ Estimated Duration options |
| Lesson 3: Project Baseline |
| <ul style="list-style-type: none">■ Baseline definition■ Why baseline?■ Setting the project baseline■ Baseline strategies■ Baseline options■ Working project baselines |
| Lesson 4: Project Tracking |
| <ul style="list-style-type: none">■ Scheduling engine review■ Tracking definitions■ Tracking methods<ul style="list-style-type: none">○ Task Total○ Task Timephased○ Assignment Total○ Assignment Timephased■ Tracking options<ul style="list-style-type: none">○ %Complete and %Work Complete○ Managing completed and remaining parts |