

Content marked with * are taught in 3-days private training only.
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MANAGING ENTERPRISE PROJECTS USING MICROSOFT PROJECT SERVER 2007

MODULE 01: INTRODUCING MICROSOFT PROJECT SERVER 2007

- What Is Microsoft Office Project Server?
- Understand Project Server Terminology
- Using Enterprise Resource Management Tools
- Understanding Windows SharePoint Services
- Understanding Project Server Data Analysis
- Understanding Custom Fields
- Understanding Tracking Methods
- Understand Project Management Theory *
- Understanding the Communications Life Cycle *
- Understanding Project Server Databases *
- Understanding Enterprise Global Concepts *

MODULE 02: PREPARING TO USE PROJECT SERVER

- Using the Project Web Access User Interface
- Creating a Login Account in Project Professional 2007

MODULE 03: WORKING WITH PROPOSALS AND ACTIVITY PLANS

- Understanding Proposals and Activity Plan
- Creating a Proposal
- Creating an Activity Plan
- Creating a Resource Plan
- Building a Team on a Proposal or Activity Plan
- Publishing a Proposal or Activity Plan

MODULE 04: CREATING ENTERPRISE PROJECT

- Converting a Proposal to an Enterprise Project
- Creating an Enterprise Project Using Project Professional 2007
- Defining an Enterprise Project

- Understanding the Local Cache
- Opening and Closing Projects
- Working with Offline Projects
- Importing Projects

MODULE 05: TASK PLANNING*

- Using a Task Planning Process *
- Understanding Change Highlighting *
- Planning Project Tasks *
- Using Task Dependencies *
- Setting Task Constraints and Deadline Dates *
- Assigning Task Calendars *
- Estimating Task Durations *

MODULE 06: RESOURCE AND ASSIGNMENT PLANNING

- Understand Enterprise Resources
- Building a Project Team
- Assigning Resources Using the Task Entry View
- Assigning Resources Using the Assign Resources Dialog
- Assigning Cost Resources
- Using the Resource Substitution Wizard
- Leveling Overallocated Resources

MODULE 07: PROJECT EXECUTION

- Understanding Publishing
- Managing Project Deliverables
- Analyzing the Critical Path *
- Understanding Task Drivers *
- Working with Project Baselines *

MODULE 08: TRACKING TIME AND TASK PROGRESS

- Tracking Time in Project Web Access
- Tracking Task Progress in Project Web Access
- Using Other Task Activities
- Using the Task Center

MODULE 09: WORKING WITH OUTLOOK

- Installing the Outlook Add-in

- Using the Outlook Add-in
- Managing Project Tasks in the Outlook Calendar

MODULE 10: APPROVING TIME AND TASK PROGRESS

- Viewing Unsubmitted Timesheet
- Viewing the Adjusting Submitted timesheets
- Approving Timesheets
- Approving Administrative Time Requests
- Viewing Task Updates
- Approving Task updates
- Viewing the Task Updates History
- Creating Rules for Accepting Task Updates
- Closing Tasks to Update
- Axioms for Success with Tracking Progress *

MODULE 11: VARIANCE ANALYSIS AND PLAN REVISION*

- Understanding Variance *
- Analyzing Project Variance *
- Revising a Project Plan *
- Using a Change control Process *
- Rebaselining Your Project *

MODULE 12: MANAGING PERSONAL SETTINGS

- Personal Settings Overview
- Changing Your Password
- Managing Alerts and reminders for yourself
- Managing Alerts and Reminders for Your resources
- Managing My Queued Jobs

MODULE 13: WORKING WITH THE PROJECT WORKSPACE

- Understanding the Project Workspace
- Managing Risks
- Managing Issues
- Viewing Your Assigned Issues and Risks
- Managing Project Documents
- Working with Existing Documents in a Documents Library
- Accessing the Public Documents Library
- Managing Tasks
- Using Calendars *

- Using Team Discussions *
- Accessing the Project Workspace from Project Professional 2007 *

MODULE 14: PROJECT WORKSPACE ADVANCED FEATURES*

- Using Project Workspace Advanced Features *
- Editing in a Datasheet *
- Opening Document Libraries with Windows Explorer *
- Exporting to a Spreadsheet *
- Opening with Access *
- Creating a Visio Diagram *
- Connecting to Outlook *
- Viewing and RSS Feed *
- Setting Alerts *
- Creating a Column *
- Managing Project Workspace Views *
- Modifying List Settings *
- Managing the Project Workspace *

MODULE 15: WORKING WITH STATUS REPORT

- Requesting a Status Report
- Responding to a Status Report Request
- Viewing Status Report Response

MODULE 16: WORKING IN THE RESOURCE CENTER

- Using the Resource Center
- Viewing Resource Availability
- Viewing Resource Assignments
- Editing Resource Details

MODULE 17: WORKING IN THE PROJECT CENTER

- Using the Project Center
- Staffing a Project from the Project Center

MODULE 18: WORKING WITH DATA ANALYSIS

- Understanding Data Analysis Views
- Using Data Analysis Toolbars