

IMPLEMENTING AND ADMINISTERING ENTERPRISE PROJECTS USING MICROSOFT PROJECT SERVER 2007

MODULE 01: PREPARING TO CONFIGURE PROJECT SERVER 2007

- Understand the Initial Configuration Process
- Understand and Use the Project Web Access User Interface
- Access the Project Web Access Administration Features
- Create a Project Server Login Account in Microsoft Project Professional 2007

MODULE 02: CREATING CUSTOM ENTERPRISE FIELDS AND CALENDARS

- Understand the Importance of Custom Enterprise Fields
- Create a Custom Lookup Table
- Create Custom Enterprise Fields Using Lookup Tables, Formulas, and Graphical Indicators
- Edit Custom Enterprise Fields and Lookup Tables
- Delete Custom Enterprise Fields and Lookup Tables
- Set the Working Schedule on the Enterprise Standard Calendar
- Create Custom Enterprise Base Calendars
- Import a Base Calendar from a Non-Enterprise Project

MODULE 03: MANAGING ENTERPRISE RESOURCES

- Understand the Importance and Purpose of the Enterprise Resource Pool
- Understand the Difference between Enterprise and Local Resources
- Understand Resource Types
- Create Work, Material, Generic, Cost, and Team Resources
- Open the Enterprise Resource Pool and Check out Resources
- Edit Existing Enterprise Resources
- Mass Edit Enterprise Resources from the Resource Center
- Prepare Resource Data for Import into the Enterprise Resource Pool
- Import Resource Data
- Deactivate Enterprise Resources.

MODULE 04: INITIAL PROJECT SERVER CONFIGURATION

- Understand the Functional Approach for Configuring Project Server 2007 Options
- Set Options for Enterprise Features
- Configure Project Server's Notification Engine
- Set Options for OLAP cube building and Resource Availability Information
- Set Options for Queuing and Events
- Backup Individual Project Server 2007 Entitles
- Configure Quick Launch Menus.

MODULE 05: CONFIGURING TIME AND TASK TRACKING

- Understand the Difference between Task Tracking and Time Tracking
- Define Financial Periods
- Define Timesheet Periods
- Configure Timesheet Options
- Configure the Use of Administrative Time
- Specify the Default Method for Tracking Task Progress

MODULE 06: CONFIGURING PROJECT SERVER SECURITY

- Understand Each Aspect of Project Server 2007 Security
- Set Organizational Permissions
- Manage Security and Permissions with Categories
- Create a Custom Category
- Use Categories in Conjunction with the RBS Field
- Manage Permissions with Group
- Create a Custom Group
- Set Permissions with Security Templates
- Manage Active Directory Synchronization for Groups
- Mange Individual User Accounts
- Edit a Batch or Group of User Accounts
- Deactivate a User Account

MODULE 07: BUILDING THE PROJECT ENVIRONMENT

- Use Project Templates to Control the Enterprise
- Create and Save Enterprise Templates
- Import Projects and Templates to the Enterprise
- Change the Owner and Manager of an Imported Project
- Build an OLAP cube

MODULE 08: CREATING AND MANAGING VIEWS

- Manage Gantt Chart Formats
- Create and manage Grouping Formats
- Create and Modify Project Web Access Views
- Create Enterprise Task and Resource Views in Project Professional 2007