



Course details...

- Location:** At customer's site.
- Cost and duration:** One day at a cost of £1,200 plus VAT and trainer's expenses
- Course overview:** A practical workshop demonstrating how the Project Server/Microsoft Enterprise Project Management (EPM) solution is supported on a daily basis. Attendees are given an overview of the general architecture and Project Server/EPM functionality. They learn about system security concepts and how to enrol new users. They are introduced to the concepts of creating Project Center views as well as working with project sites. Various other administrative functions are explained, such as forcing the check-in of projects, understanding the job queue etc.
- Designed for:** Non-IT technical application administrators of the Project Server/EPM solution who need to provide application support to ensure smooth day-to-day running.
- Prerequisites:** A basic understanding of Project Server/EPM will be useful. Successful completion of the following would provide this prerequisite:
- Project Server 2010 Fundamentals PF1002
- Follow on learning:** To expand upon the competences developed, the following should be considered:
- Project Server 2010 Advanced PF1003

Course details...

EPM Architecture

This first section introduces you to the Enterprise Project Management architecture and how the various products fit together.

Understanding Custom Fields

You will learn how to look at, set up and delete new enterprise custom fields and associated look up tables.

Project Web Access vs Project Pro

A review of Project Web Access with its main functional areas is followed by a discussion of how Microsoft Project Professional works within the enterprise environment, including the concept of checking out projects, saving and publishing.

Using and Customizing the Project Center

The Project Center is the centralised distribution hub for project and portfolio information in Project Web App. In this module you will learn how to use and modify Project and Task views in the Project Center.

Course content

- Components of the Project Server architecture
- Queuing service
- Understanding Enterprise Global concepts
- Project Server terminology
- Understanding custom fields

Course content

- Understanding Resource Breakdown Structure look-up tables
- Creating an enterprise custom field and associated look-up table
- Creating a Milestone RAG formula and associated graphical indicators

Course content

- Opening projects from the Project Centre
- Editing project properties
- Checking in a project
- Queuing of save and publish job
- Understanding the Local Cache, including cleaning it up and resolving Local Cache issues

Course content

- Understanding available views
- Customising Project Center views
- Customising Project views
- Understanding group and Gantt Chart formats



Course details...

Managing the Project Site

Within Project Server 2010 you can edit each individual type of content in the Project Site. You will learn how to modify the Home page, create new site content such as surveys, work with high-level site settings and modify lists and document libraries.

Course content

- Create new site content
- Edit the layout and content displayed on the Home page
- Specify the high-level site settings
- Modifying site libraries
- Modifying list settings

Project Server Security Concepts and User Setup

Security is a very important aspect of any system. Users are set up according to profiles based on their roles, with the associated permissions. These permissions control what users can see and do on the system. You will learn how to set up users according to predefined user types. You will learn how to manage groups and categories.

Course content

- Understanding security groups
- Understanding security categories
- Project Web Access permissions
- Setting up a new user
- Editing a user

Server Settings – Deleting enterprise objects, force check-in enterprise objects

This section deals with deleting and checking-in enterprise objects e.g. in the instance where a user has forgotten to check in their project.

Course content

- How to delete an enterprise project and the associated Windows SharePoint site
- Check-in an enterprise project

Server settings – Time and Task setting

This module introduces the various administration functions that are available to support Project Server's timesheet functions.

Course content

- Understanding your organisation's timesheet configuration
- Administering timesheet periods
- Closing tasks to update

Other Server Settings

Introducing other functions within the Server Settings area, in particular expanding on the subject of job queues and work space provision settings.

Course content

- Seeing the additional server settings
- Managing queues, interpreting queue status
- Looking at Active Directory enterprise Resource Pool synchronization
- Create, Edit and Delete a Project Workspace Site
- Setting up the system to automatically create a workspace for a newly created project

