



## Course details...

- Location:** At customer's site.
- Cost and duration:** Two days at a cost of £1,200 per day plus VAT and trainer's expenses (customisable around delegate requirements and current system specification and usage).
- Course overview:** A practical and thought-provoking workshop explaining techniques for planning and controlling projects using Microsoft Project Server/ Enterprise Project Management (EPM). Detailed working concepts of the system are explored to help plan and control people, tasks and time in an enterprise environment. Predefined or customer-specific exercises test skills and abilities and relate them to practical project environments.
- Designed for:** Microsoft Project Professional 2010 users who will be planning projects and utilising resources within a Project Server/EPM environment.
- Prerequisites:** A basic understanding of Microsoft Project, together with general project management knowledge is recommended for attendance. Successful completion of one or more of the following would provide these prerequisites:
- Microsoft Project Insights (2010) PF1010 or Microsoft Project Essentials (2010) PF1011
  - Project Mentor PFO813
- Follow on learning:** To expand upon the competences developed, the following should be considered:
- Project Server 2010 Advanced PF1003

## Course details...

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### Project Server Architecture

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

### Launching the Project Web App (PWA) client and reviewing the Project Centre

This is where information across the whole of the project portfolio can be looked at and analysed. Individual programmes and projects can be drilled into to look at the tasks within the project. You will also learn how to create a Project in the PWA client and how to set up a project's Resource Plan. You will understand Project Types and Project Detail Pages. You will then see how to update the project for reporting purposes and how to edit the project in the PWA client.

### Creating and setting up a project in the Microsoft Project Professional client

You will be shown how to open Microsoft Project from the Project Center, and use it effectively by customising the toolbars within it. You will be shown how to set up a project and define and schedule task and their dependencies. You will see how changes to a task will highlight other tasks that are affected by the change. You will also be shown how to create deliverables which can be shared between projects via making the other projects dependent upon the deliverables.

You will learn the importance of filtering and grouping tasks within your project and you will create a local custom field (while being aware that Global fields are created by Administrators).

You will be shown how to print a project and then save, publish and check it into the Project Server.

### Course content

- Project Server Overview of products and how they fit together

### Course content

- Logging into the system
- The Home page
- Reviewing the performance of all of the project in the Project Center top level views
- Seeing the Status Indicators
- Drilling down into individual projects
- Project Types and Project Detail Pages
- Create a new project and completing the project custom fields
- Updating a project in PWA

### Course content

- Opening MS Project Professional
- Customising the toolbars
- Mapping the project to Enterprise Global
- Enterprise views
- Change highlighting
- Task drivers
- Multiple-undo
- How to change the working calendar
- How to create deliverables and dependencies
- Master and Subprojects
- Looking at task constraints
- Filtering and grouping
- Creating and applying custom fields
- Printing the project
- Base lining the project plan
- Updating the project plan
- Understanding task level custom fields
- Saving and naming the project
- Closing , publishing and checking-in the project



## Course details...

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### Assigning Resources to your project

This section shows you how to use the Build Team functionality to assign Enterprise resources to your project. You will learn how to select the right resources and to check their availability and skills before you assign them to your project. You will learn how to see where the resources are working across all the portfolio of projects in the Resource Usage view.

### The Project Web Access Resource Centre

You will now see how to add and edit resource in the Enterprise Resource Pool (if you have permissions to do so). You will also be shown how to view a resource assignments and capacity across the portfolio of projects to see if they have any availability.

### Dealing with Task Assignments and Updates

This section shows you how task assignments are communicated to the team member. You will also learn how to delegate, self assign and reassign tasks, as well as updating timesheets and administrative time. You will then see how to approve or reject tasks updates and timesheets.

### Personal Settings

The personal setting section shows how to set up Alerts and Reminders which can be extremely useful for dealing with a large quantity of tasks and status reports.

### Course content

- The Build team functionality
- Assigning Enterprise resources to your project
- Checking resource availability and skills
- Seeing the resources shared across the project portfolio in the Resource Usage view

### Course content

- How to add a resource to the Enterprise resource pool
- How to edit a resource in the Enterprise resource pool
- How to bulk edit resources
- How to view a resource/s assignments and availability

### Course content

- Looking at your assignments
- Updating hours of work on a task
- Reassigning tasks
- Self-assigning tasks
- Creating new project tasks
- How to update timesheets, including Administrative time
- Approving or rejecting tasks
- Approving or rejecting timesheets
- Updating the project with the approvals

### Course content

- Setting up your own Alerts and Reminders
- Setting up Alerts and Reminders for your resources

## Course details...

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### Reporting

Providing an overview of the powerful reporting features of Project Server. Reports can be set up such as Programme Summary, Project Summary, Issues, Risks, Deliverables, Changes, Benefits, Lessons learned etc.

### Windows SharePoint Server

Accessing the Project's Site, you will see how to create, update and control a project related documents. You will see how to create a risk and issue and how to link them to a task/s within the project.

### Course content

- Looking at project performance using various reports
- Seeing how to run the reports and how to export them e.g. PDF
- Seeing the process for updating a project for the monthly highlight report etc.

### Course content

- Accessing the project site
- Creating a document library/file
- Creating, updating and control the versioning of a document
- Creating a new column, views and fields for a Risk or Issue
- Creating a risk
- Creating an issue
- Linking a risk or issue to a project task
- Setting up an Alert for a new Risk
- Editing risks in the Datasheet or Excel
- Creating a report of risks or issues
- Entering project events on the Calendar