55097: Managing Projects Using Microsoft® Project Server 2010

Duration: 3 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Course Description

This course will provide participants with the knowledge and skills necessary to effectively manage projects using Microsoft Project Server 2010.

Target Audience

This course is intended for individuals who are involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting and staffing of projects and supporting other users of Microsoft Project Server 2010, such as:

- Project Managers
- Project Schedulers
- Managers
- Supervisors
- Team Leads
- Consultants.

Prerequisites

To attend this course, candidates must have:

- Completed the *55100: Managing Projects using Microsoft Project 2010 Desktop* course or have the equivalent knowledge and skills.
- Basic understanding of project management concepts and terminology.
- Basic Windows® networking skills.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Explain the new user interface of Microsoft Project Server 2010.
- Create and manage project schedules using Project Web App.
- Work with project sites, documents, risks, issues and deliverables.

Course Objectives *Continued*

- Create and manage resources with Project Web App.
- Assign resources and manage over allocations.
- Explain advanced task assignment options.
- Set a project baseline, track and update project schedules.
- Work with Timesheets.
- Work with Project Web App views.

Course Topics

Module 1: Installing, Upgrading, and Migrating to Windows 7

- Introduction to Project Server 2010
- Components of Project Server 2010
- Overview of Project Server 2010 Settings
- Overview of Project Web App

Module 2: Installing, Upgrading, and Migrating to Windows 7

- Creating a New Schedule – Project Professional
- Importing Projects
- Managing Project Permissions

Module 3: Working with Project Sites

- Managing Documents
- Managing Risks and Issues
- Managing Deliverables
- Managing Team Features

Module 4: Creating Enterprise Resources

- Overview of Enterprise Resources
- Creating Enterprise Resources
- Defining Enterprise Resources

Module 5: Assigning and Working with Resources

- Assigning Resources using Project Web App (PWA)

- Assigning Resources using Project Professional 2010
- Working with Resource Options
- Managing Overallocations
- Managing Out of Office Situations

Module 6: Advanced Task Assignment Options

- Managing Delegation
- Managing Team Tasks
- Managing Tasks by Team Members

Module 7: Finalizing and Tracking Project Schedules

- Setting a Project Baseline
- Overview of Tracking Methods
- Updating Task Progress Manually

Module 8: Tracking Task Progress

- Working with Task Status
- Approving Task Updates

Module 9: Updating Time Progress with Timesheets

- Managing Timesheet Settings
- Working with Timesheets
- Approving Reported Progress on Timesheets

Course Topics *Continued*

Module 10: Working with Reports and Dashboards

- Working with the Business Intelligence Center
- Creating Custom Reports using Excel®
- Working with Dashboards

Module 11: Creating Master Projects/Programs

- Inserting Projects into a Master Project
- Using Cross Project Links
- Viewing Critical Path Options

Module 12: Customizing Project Web App

- Managing Viewing Options
- Managing the Cache
- Managing Personal Settings

Module 13: Customizing Project Web App

- Managing Views in Project Web App
- Managing Groups and Filters
- Customizing the Look and Feel of Project Web App
- Managing Custom Fields

LABS INCLUDED