



5928 Microsoft Office Project Server 2007, Managing Projects

Course Overview

This three-day instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2007 enterprise tool. This is Microsoft Office Project 2007 Official Curriculum and helps you prepare for the following Microsoft Certified Professional Exam #70-633. After completing this Course, students will know how to:

- Get started with Office Project Server 2007.
- Initiate projects and understand the project planning processes.
- Plan projects through scope and schedule management.
- Plan projects through staffing management plans.
- Plan resource assignments for projects.
- Plan projects through cost, risk, and other planning documents.
- Execute projects through processes, resources, and deliverables.
- Execute projects by managing timesheets and personal settings.
- Monitor and control projects by tracking task and project progress.
- Monitor and control projects through measuring project performance and reporting progress.
- Close projects.

Course Modules

Module 1: Getting Started with Office Project Server 2007

This module provides insight into the new features and benefits of Microsoft Office Project Server 2007 that are designed to meet enterprise project management (EPM) requirements. Additionally, it explains how to differentiate user interactions and interfaces in Microsoft Project Web Access and how to work with Office Project Server 2007 from Microsoft Office Project Professional 2007.

Module 2: Initiating Projects

Effectively managing the initiating processes includes setting up a central location to store potential and approved projects. In this module, students will become familiar with the project management initiating processes. They will initiate projects in Office Project Professional 2007 and Office Project Web Access through Office Project Server 2007. Finally, this module will illustrate how they can use Office Project Web Access to centrally store and manage project documents.

Module 3: Planning Projects—Context and Framework

This module describes the project management plan and then explains how students can effectively use Office Project Web Access and Office Project Professional 2007 to connect to Office Project Server 2007 in their planning processes.

Module 4: Planning Projects—Scope and Schedule Management

This module explains the scope management plan and the schedule management plan and describes how students can implement these two plans with Office Project Server 2007.

Module 5: Planning Projects—Staffing Management Plan

This module describes the concept of a staffing management plan and how students can implement that plan by using Office Project Server 2007 for different types of organizational structures. This module also identifies the other types of resources available for project teams along with how to manage an organization's overall resource capacity in Office Project Server 2007.

Module 6: Planning Projects—Resource Assignments

This module explains the new concepts and processes involved in the assignment cycle and shows how to resolve enterprise resource overallocations.

Module 7: Planning Projects—Cost, Risk, and Other Management Plans

This module begins by describing the concept and implementation of a cost management plan in Office Project Server 2007. Students will learn about the risk management plan and how Office Project Server 2007 supports their need to deal with project risk factors. Additionally, other types of management plans are explained in the context of how they are supported by Office Project Server 2007.

Module 8: Executing Projects—Processes, Resources, and Deliverables

In this module, students will learn how Office Project Server 2007 facilitates and expedites the execution of the project management plan through resource assignment, team building, and project deliverable management.

Module 9: Executing Projects—Managing Timesheets and Personal Settings

In this module, students will work with timesheets in the team member, resource manager, and project manager roles. They will learn how administrative time is captured. Finally, they will configure Office Project Web Access to provide personal alerts and reminders to help them keep track of project activities.

Module 10: Monitoring and Controlling Projects—Tracking Task and Project Progress

In this module students will track task progress and updates in Office Project 2007 and Office Project Web Access 2007. They will also use the Office Outlook 2007 integration as an alternative method to track task progress and submit updates.

Module 11: Monitoring and Controlling Projects—Measuring Performance and Reporting Progress

Office Project Web Access provides features that help the project manager make informed decisions. In this module students will learn about status reports and their functions, and they will review performance metrics and progress reports.

Module 12: Closing Projects

Office Project Server 2007 can also help with the management of closing activities and the storage and disposal of project information. In this module, students will learn about the Closing process and the support provided for it by Office Project Server 2007.