



5929 Managing Enterprise Projects and Programs with Microsoft Office Project 2007

Course Overview

This five-day instructor-led course provides students with the knowledge and skills to use the Microsoft Office Project Server 2007 enterprise tool to initiate, plan, execute, monitor and control, and close enterprise programs and to customize the enterprise environment. 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:

- Define project, program, and portfolio management and explain their interrelationships in an enterprise environment.
- Describe the architecture and components of the Microsoft Office Enterprise Project Management Solution and navigate the key interfaces of Office Project 2007, Project Server 2007, and Project Web Access.
- Define a standardized methodology for program governance. Propose and apply updates to an enterprise environment.
- Define a program by establishing its characteristics and parameters and delineate program benefits.
- Deliver the detailed plan of a program and optimize the program for time, cost, and resources in order to establish a program baseline.
- Define program resources, and after identifying the critical resources, review and update the program plan and baseline.
- Track the work of the program resources in timesheets and the task progress of the program in Project Web Access and Project 2007.
- Define Earned Value Management (EVM) and perform EVM, including metrics, variances, and performance indexes, in order to create forecasts and make effective adjustments to the program.
- Use Project Center and the Data Analysis (OLAP Cube) feature to view and report the status of a program and to make forecasts.
- Configure project workspaces to meet the needs of a program.
- Describe the closing process for a program and propose changes to the enterprise environment based on the lessons learned through a program life cycle.

Course Modules

Module 1: Managing Enterprise Projects, Programs, and Portfolios

This module defines and explains project, program, and portfolio management, their interrelationships, and how they work and are managed in an enterprise. Participants will be able to describe general program management standards and define general program management terminology.

Module 2: Working with the Enterprise Project Management Solution 2007

This module explores the features, benefits, components, and architecture of the Office EPM Solution. Also, the different client interfaces that are available as part of Microsoft Office Project Server 2007 are described and demonstrated so that you can become familiar with techniques for navigating the interfaces as various users.

Module 3: Program Management

This module explains how to define a standardized methodology for program management. It also defines the necessary policies, procedures, and required infrastructures to establish program management properly in enterprise organizations.

Module 4: Defining and Creating the Enterprise Environment

This module explains the default configurations in Office Project Server 2007. You will then learn how to propose and apply configuration changes to an enterprise environment as they pertain to program management activities.

Module 5: Setting Up the Program

This module explains how to establish the characteristics and parameters of a program and define the program benefits in the context of Office Project Server 2007. It also describes how to identify ways to optimize the Project Server 2007 enterprise environment to effectively and efficiently implement and execute your programs.

Module 6: Planning the Program

This module explains how to deliver the detailed plan of a program and optimize the program for time, cost, and resources in order to establish a program baseline in the context of Office Project Server 2007.

Module 7: Managing the Resources

This module explains how to define program resources and, after identifying the critical resources, review and update the program plan and baseline.

Module 8: Tracking Timesheets and Task Progress

This module explains how to track the work of program resources in timesheets and the task progress of a program in Office Project Web Access and Office Project 2007.

Module 9: Performing Earned Value Management

This module explains how to define Earned Value Management (EVM) and use EVM, including metrics, variances, and performance indexes, to create forecasts and make effective adjustments to a program.

Module 10: Reporting and Analyzing the Program Data

This module explains how to use the Project Center and the Data Analysis (OLAP Cube) features to view and report the status of a program and to make forecasts.

Module 11: Managing Project Workspaces for Programs and the Queue

This module explains how to configure project workspaces to meet the needs of a program. You will also learn how to properly configure and manage the queue to help you to control and optimize the availability of Office Project Server 2007.

Module 12: Closing the Program and Refining the Environment

This module explains how to define and apply the closing process for a program and propose and apply changes to the enterprise environment based on the lessons learned through a program life cycle.