

**MS Project Server 2007 for Project Managers – 2 days**

*(Prerequisite: MS Project Professional for Project Managers 1 day)*

The goal of this 2 day, instructor-led course is to provide program managers, project managers, project schedulers the knowledge and skills necessary to effectively to create, update & maintain projects using Project Professional in a Project Server environment. Project Managers are taught how to collaborating with Team Members using Project Web Access and maintain their project documents, issues, risks and track key deliverables within Project Server.

(14 PDU classroom hours)

**Course Topics****Using the Project Server Environment**

- Enterprise Project Management
- Microsoft Office Project Server 2007 Architecture
- Accessing Project Server
- Viewing Projects on the Server
- Proposals and Activity Plans

**Creating a Project Schedule**

- Overview to Enterprise Projects
- Using Enterprise Templates
- Changing Project Information
- Editing Task Detail
- Saving a Project
- Publishing a Project to the Server

**Checking In and Out Projects**

- Checking Out a Project
- Checking In a Project
- Keeping a Project Checked Out
- Forcing a Check In
- Save my project for sharing with others
- Saving a Local Copy
- Working Offline

**Scheduling Considerations**

- Understanding Task Types
- Effort Driven Setting
- Setting Task Dependencies
- Using Constraints
- Viewing Task Drivers
- Using Deadlines

**Managing a Resource Team**

- Resource Types
- Adding Local Resources
- Adding Enterprise Resources to a Team
- Show resource availability
- Assigning Team Resources
- Viewing Resource Allocations
- Viewing Resource Workloads Graphically
- Publishing Resource Assignments
- Changing the Status Manager

**Setting Project Baselines**

- Understanding Baseline Data
- Understanding Baseline Variances
- Saving a Baseline
- Resetting a Baseline

**Task Updates from Project Web Access (PWA)**

- Viewing and Updating Assignments in PWA
- Reporting Task Progress
- Printing and Exporting Tasks
- Adding a Task or Assignment from PWA
- Reassigning Work from PWA
- Self-assigning Team Tasks from PWA
- Understanding the data flow with Timesheets
- Opening the Timesheet Center
- Adding Lines to the Timesheet
- Posting Timesheet Hours
- Planning Time Away
- Importing Timesheet Hours to Tasks

**Managing Updates**

- Accepting Task Updates
- Understanding the Impact of Updates
- Viewing Task Splits
- Viewing Progress on Assignments
- Replacing a Resource with Actual Work

**Managing Project Workspace**

- Accessing the Project Workspace
- Issues
- Risks
- Deliverables
- Documents