

MS Project Server 2007 for Team Members – ½ or full day

The goal of this instructor-led course is to provide team members with the knowledge and skills necessary to effectively to manage their tasks, report time, and manage their respective issues and documents in a Project Server environment. The length of this course varies depending upon the permissions granted to the team member audience attending. (3.5 PDU classroom hours)

Course Topics**Using Project Web Access 2007**

- The Office Project Server 2007 Environment
- Accessing Project Server using PWA
- Viewing Projects on the Server
- Viewing Resources on the Server
- Customizing Alerts & Reminders
- Submitting a Status Report

Reporting Task Status

- Updating Task Assignments
- Viewing Assignment Details
- Reporting Task Progress
- Printing and Exporting Tasks
- Deleting Tasks
- Adding a Task or Assignment
- Reassigning Work
- Self-assigning Team Tasks

Using Timesheets *(topics may not be required)*

- Understanding the data flow with Timesheets
- Accessing your Timesheets
- Adding Lines to the Timesheet
- Posting Timesheet Hours
- Planning Time Away
- Importing Timesheet Hours to Tasks

Working in the Project Workspace

- Accessing the Project Workspace
- Create and View Project Issues
- Create and View Project Risks
- Viewing Project Deliverables
- Uploading Project Documents

Appendix A: Outlook Add-In *(topic may not be required)*

Appendix B: Proposals and Activity Plans *(topic may not be required)*