Managing Projects with Microsoft® Project® Server

Course Overview
Microsoft Project Server takes project management to the next level. In this Microsoft Project Server training course you will learn to use Microsoft Project in the Microsoft Project Server environment creating a truly collaborative project management information system.

Key Outcomes
After attending this course you will be able to efficiently use all of the components of Microsoft’s Enterprise Project Management system (Microsoft Project Professional, Microsoft Project Server, Project Web App (PWA), Microsoft SharePoint, and Microsoft Outlook) to plan, manage and communicate status about the schedule, spending plan, and staffing plan for projects in any for-profit or non-profit organization. In addition, you will be able to identify and manage risks, issues and documents associated with the project. For those with the need to do so, you will be able to understand resource utilization and capacity across the enterprise.

You will learn:
- The role that each of the components of the Project Server enterprise project management system plays in helping project managers plan and manage their projects
- How different people in an organization (team members, managers, project managers, resource managers) can utilize and benefit from the various Microsoft enterprise project management components
- How to efficiently navigate through Project Professional and Project Web App
- How to define scope in Project Professional 2010 in order to better manage the project
- Best practices and real world techniques for assembling a network diagram which will be the basis for determining the schedule and that will accommodate change with a minimal amount of effort as the project progresses
- How to assemble schedules in PWA in addition to assembling them in Project Professional
- Exactly how Microsoft Project determines schedules
- Key settings in the Project Server environment that affect how the schedule is determined and presented
- The different types of resources that can be planned and managed in Project Server
- How to assign resources to tasks in the plan
- How Project calculates project costs and where the project’s cost can be seen in Project Professional and Project Server
- Methods for understanding how resources are utilized within and across projects and what availability resources might have for taking on additional work
- Methods for managing risk and issues in the Project Server environment
- How to assess the schedule’s risk, methods for shortening the schedule, and where the project manager should focus his or her attention in order to maximize the likelihood of finishing the project on time
- How to establish a baseline that represents the committed and agreed-to plan for the project
- How to make use of Project Professional’s reporting capabilities as well as how to export data in a variety of formats for use by those without Microsoft Project
- Techniques for managing project documents in Project Server
- What project information is available to other project stakeholders such as team members and managers via Project Server
- Ways of presenting and sharing data about the project for improved communications among project stakeholders
- The various methods of tracking progress in Project and the pros and cons of each
• How to incorporate changes into the plan
• How to give an individual access to your plan so that he or she can fill in for you as the project manager
• How to evaluate the project’s status

Course Outline
(Note that not all areas of this agenda may be covered depending on how Project Server has been implemented in the organization.)

Day 1
• Orientation to the Microsoft Enterprise Project Management (EPM) Environment
• Working with Project Files in the Server Environment
• Understanding the Role of the Enterprise
• Getting Oriented in Microsoft Project Professional
• Developing a Preliminary Plan
• Case Study—Defining Project Scope

Day 2
• Day 1 Review
• Detailed Planning in Project Professional
• Case Study—Building a Network Diagram
• Case Study—Assigning Resources
• Detailed Planning in Project Web App
• Understanding, Evaluating and Optimizing

Day 3
• Day 2 Review
• Identifying & Documenting Risks
• Improving the Schedule
• Setting the Baseline
• Case Study—Evaluating & Optimizing the Project Schedule
• Collaboration and Communication
• Communicating the Plan to Others via Project Professional
• Execute the Plan
• Identifying and Managing Issues
• Revising the Plan
• Case Study—Tracking Project Progress
• Evaluating Project Status
• Course Wrap-up and Next Steps

Additional topics to be covered if desired:
• Identifying and Resolving Resource Over-allocations
• Updating Task Status via Outlook
• Timesheets
• Working with Master Projects
• Working with Deliverables
• Utilizing Team Resources