Managing Projects with Microsoft Project Server and Project Online

EPMA

TRAINING COURSE OVERVIEW

This in-depth, hands-on, instructor-led course provides the Project Manager, Planner, or Scheduler with the skills needed to create and manage enterprise projects using Microsoft PPM (Project Server or Project Online) while following a leading practice scheduling process.

Students can attend this course in conjunction with our *Managing Projects with Microsoft Project, Essentials* course for a full 4-day introduction to Microsoft Project, Project Server, and Project Online. You can also take this course standalone if you already have significant experience with Microsoft Project.

Each student will follow the instructor and complete hands-on exercises on their own computer workstation that is pre-loaded with the Microsoft Office application suite and Microsoft Project Professional, and is connected to a live Microsoft PPM training system that is shared with other students in the class. Each student will create and manage projects in the Microsoft PPM environment and follow the same steps that they would follow if they were creating and managing live projects in a production system.

Course Number: EPMA-300

Course Duration: Two (2) days

Student Roles: Project and Program Managers, Project and Program Planners, Project and Program Schedulers, Functional Resource Managers

Course Prerequisites: Prior knowledge of Project Management and Microsoft Project is helpful; attending our *Managing Projects with Microsoft Project, Essentials* course (EPMA-100) is highly recommended.

Course Pricing: Please contact EPMA at www.epmainc.com or 888.444.EPMA for individual or group pricing.

TRAINING COURSE TOPICS

Introduction to Microsoft Project Server and Project Online

Review the main features of Microsoft PPM and terminology; review how Microsoft PPM facilitates the management of a project; review of the web and desktop interfaces and the people who typically use each interface; review how Microsoft PPM is used as part of a recommended project scheduling process.

Using the Project Web App (PWA) Interface

Learn how to navigate to the Project Web App (PWA) web site, navigate through its interface, and use its main features; learn how to view and analyze enterprise projects in the PWA Project Center; learn how to view and analyze enterprise resources in the PWA Resource Center.

Using Microsoft Project Professional with Microsoft PPM

Learn how to create a Microsoft PPM connection profile within Microsoft Project Professional; learn how to open and close enterprise project schedules from Microsoft PPM with Microsoft Project Professional; learn how to work with the local cache in Microsoft Project Professional; learn how to take an enterprise project schedule offline for remote working with Microsoft Project Professional.

Initiating Projects

Learn how Enterprise Project Types are used in Microsoft PPM; learn how to initiate, save, and close a project schedule in PWA. Learn how to create a new enterprise project schedule by using an enterprise project schedule template in Project Professional.

Planning Tasks with PWA

Learn how to open a project for editing in the PWA Project Center; learn how to modify the properties of a project; learn how to add, remove, and organize tasks and milestones with a Work Breakdown Structure; learn how to sequence tasks and milestones with dependencies; learn how to apply timing and work effort estimates to tasks; learn how to save, publish, close, and check in a project schedule.

Planning Resources with PWA

Review the types of resources available in the Enterprise Resource Pool; learn how to select resources from the Enterprise Resource Pool and add them to a project team in PWA; learn how a resource can be requested on a project and how a resource manager can approve or reject or suggest alternate resource in response to these requests; learn how to assign resources to tasks in a project schedule.

Base-lining and Publishing a Project

Review project base-lining; learn how to save a baseline and publish a project schedule with PWA and Microsoft Project Professional.

Tracking Time and Task Progress with PWA

Review task status tracking and time tracking in PWA; learn how to view and manipulate task information on the PWA Tasks and Time-sheet pages; learn how to track task progress on the PWA Tasks page; learn how to plan and track time against various project and non-project activities on the PWA Time-sheet page.

Reviewing and Approving Task Updates with PWA

Learn how to view and process submitted task status updates in the PWA Approval Center; learn how to view the task status updates history in the PWA Approval Center; learn how to prevent further task status updates for tasks in a project.

Collaborating on Risks, Issues, and Documents

Review Project Site usage and learn how to visit and navigate within the Project Site for an enterprise project; learn how to view, track, and update project risks in a Project Site; learn how to view, track, and update project issues in a Project Site; learn how to view, upload, share, and update project documents in a Project Site.

Working with PWA Status Reports

Learn how to request that project team members complete and submit a periodic PWA Status Report; learn how to respond to a PWA Status Report request; learn how to view PWA Status Report responses submitted by project team members.

Other Day-to-Day Administrative Functions

Learn how to change the ownership of an enterprise project; learn how to forcefully check in a locked project via the PWA Project Center; learn how to manage personal e-mail notifications sent by Microsoft PPM; learn how to temporarily delegate your system responsibilities to a co-worker.

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TRAINING COURSE INSTRUCTORS

EPMA instructors are certified in Microsoft Project and Microsoft Project Server, and have several years of practical hands-on experience deploying multiple versions of Microsoft Project, Microsoft Project Server, and Project Online in organizations of varying types and sizes. This breadth and depth of experience allows them to teach the mechanics of the tools, as well as share many practical tips, best practices, and pitfalls to avoid.

TRAINING COURSE LOCATIONS

EPMA Training and Solution Center

When delivered as a public, open enrollment training course, there typically are students from various companies and industries in the same class. Because of this diversity, class discussions often include a wide variety of comments, questions, and student experiences to supplement the standard material covered in the course.

The EPMA state of the art training and solution center, located in Houston, Texas, accommodates up to 26 concurrent attendees, and it is populated with an elaborate array of flexible training equipment that provides for several flexible configurations. Several high-powered computer workstations are loaded with the latest software and are connected over a high-speed training network to our Project Server / SharePoint training systems.

The training and solution center is located at 6300 West Loop South in prestigious Bellaire, Texas, and it is conveniently located minutes away from a wide variety of hotels, dining, shopping, and entertainment. The facility is located 15 minutes from downtown Houston, and it is accessible by air through two Houston-area airports.

Live Virtual

When delivered as a live virtual training course, students may attend from their office or home over the internet, but have many of the same benefits as attending in-person. This combines the quality of live, hands-on learning with the flexibility and convenience of remote attendance.

On Site

When delivered as an onsite training course, students may choose to have organization-specific discussions around how they should use the tool from a functional and process perspective (time permitting).

After coordinating onsite training schedules and logistics, an EPMA instructor travels to the training facility of your choice to deliver the training course for your personnel. Students are expected to supply their own computer equipment and internet connectivity as necessary.

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