Configuring and Administering Microsoft Project Server and Project Online -- BOOT CAMP

EPMA

TRAINING COURSE OVERVIEW

This in-depth, hands-on, instructor-led training course provides the Implementer, Analyst, or Administrator with the skills needed to configure a Microsoft PPM environment (Microsoft Project Server or Project Online) and administer the application on a continuing basis.

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 their own live independent Microsoft PPM training system. Each student will configure their own Microsoft PPM environment and follow the same steps that they would follow if they were configuring and administering a live production system.

Course Number: EPMA-400

Course Duration: Four (4) days

Student Roles: PMO, System Administrators, Application Administrators, Implementers

Course Prerequisites: Prior knowledge of Project Management and Microsoft Project is helpful.

Course Pricing: Please contact EPMA at http://EPMAinc.com or 888.444.EPMA for individual or group pricing.

TRAINING COURSE TOPICS

Introduction and Implementation Overview

Review Microsoft PPM main features and terminology; review how Project and Program Managers, Functional Resource Managers, Team Members, Portfolio Managers, and Executives use Microsoft PPM throughout the lifespan of a project and the interfaces that they use.

Technical and Installation Overview

Review the Project Server system architecture and topology; review the technical requirements for installing Project Server; Review the Project Server installation process.

Using the Project Web App (PWA) Interface

Learn how to open Project Web App (PWA) web site, navigate through its interface, and use the main features of the interface, including the 'PWA Settings' administration area.

Using the Project Professional Interface

Learn how to open Project Professional desktop software, navigate through its interface, and connect it to Microsoft PPM.

Managing Enterprise Data Fields

Learn how to create and update Project, Task, and Resource enterprise custom data attributes, including simple fields for free text entry, fields with pick lists, and fields which are calculated with a formula; learn how to create custom Lookup Tables; learn how to attach Graphical Indicators to a custom data field to visualize data.

Managing Enterprise Calendars

Learn how to create and update custom enterprise working calendars to be used throughout the system, including work weeks, daily working hours, non-working time exceptions, and recurring events.

Managing Enterprise Resources and Users

Learn how to create and update enterprise Work, Material, and Cost resources to be used on all projects in the system, including their attributes such as cost rates, working calendars, and other custom attributes; learn how to create Generic and Team enterprise resources; learn how to automatically add users to the system through Active Directory synchronization.

Managing Task and Time Tracking

Learn how to enable and configure all aspects of time tracking in Microsoft PPM, including timesheet periods, administrative time categories, and synchronization between timesheets and task updates; learn how to set the tracking method for task progress and other behaviors of the task tracking workflow; learn how to disable the Timesheet functionality in Microsoft PPM.

Importing Enterprise Projects and Templates

Learn how to import local Microsoft Project schedules into Microsoft PPM; learn how to save a project schedule as a template for reuse on future projects; learn how to transfer ownership of a project.

Managing the PWA Interface

Learn how to create, update, and format data views used throughout the PWA interface; learn how to manipulate the PWA Quick Launch menu; learn how to control the notifications that people see on the PWA home page.

Managing Project Detail Pages

Learn how Project Detail Pages are used in the system to capture and display summarized and detailed schedule information for enterprise projects; learn how to create and modify Project Detail Pages for capturing and displaying project information in the system.

Managing Project Sites and Templates

Learn how to control the provisioning of Project Sites in Microsoft PPM to allow for tracking of Risks, Issues, Documents, and Deliverables on all projects; learn how to manage existing Project Sites and configure the structure, behaviors, and appearance of those sites.

Managing Enterprise Project Types

Learn how to encapsulate a project schedule template, a Project Site template, and Project Detail Pages into a custom Enterprise Project Type in Microsoft PPM.

Managing Security

Learn how to configure Users, Groups, and Categories in Microsoft PPM to grant access to the features and data that people need based on their role; learn how to add people automatically to their respective security Groups through Active Directory synchronization.

Managing other Application Settings

Learn how to configure other application settings such as e-mail notifications, server currency settings, and resource capacity calculations.

Performing Day-to-Day Administrative Tasks

Learn how to back up and restore projects and other configuration items with the Project Server Archive repository; learn how to check in projects for other Microsoft PPM users; learn how to delete Projects, Resources, and other types of items from Microsoft PPM; learn how to use the Queue and user delegation for troubleshooting system issues.

Managing the Project Professional Interface

Learn how to create and update data Views, Tables, Filters, and Groups used in the Microsoft Project Professional interface; learn how to save the Views, Tables, Filters, and Groups into the Enterprise Global Template to allow all Project Professional users access to them.

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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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