

Enterprise Project Management – MS Project & Project Server 2010

Vendor Course Code:

Course Length: 1 day

Overview: This fast paced one day workshop is designed for Project Managers and PMO staff who need to be able to operate efficiently and effectively in the Microsoft EPM Environment through the use of MS Project, and Project Server (via Project Web Access). This workshop is also ideal for those interested in evaluating the EPM Products prior to internal deployment. The workshop takes trainees through the typical project lifecycle, from the online creation of a project using Enterprise Project Types and a Resource Plan, through to the management of a detailed Project Schedule and Resource allocations. The workshop also demonstrates how to use the new functions available in the 2010 Product suite to enhance the project management process. Trainees will also learn how to use Project Server to communicate project task assignments and capture actual effort.

Skills Gained: At course completion students will be able to:

- Create an online project using Web Based Scheduling
- Create a Resource Plan
- Create and use MS Project Templates
- Use MS Project efficiently to produce a realistic project schedule
- Use MS Project to manage all types of project costs
- View/Track actuals in comparison to a Baseline
- Use Project Server to communicate Project Task assignments
- Publish Project data to Project Server and populate Project Server Dashboards and reports

Key Topics:

Planning Projects in the Enterprise

- Project Initiation (Proposals, Activities and MS Project Schedules)
- Project Template and Project Metadata
- Project Schedule and Task Metadata
- Resource Assignments
- Cost Management

Tracking Projects in the Enterprise

- Project Baseline
- Project Actuals
- Project Reports and Dashboards
- Project Closure

Collaboration Using Project Workspaces (SharePoint)

- Project Workspace Templates
- Project Workspace SharePoint Lists
- Project Workspace Document Management
- Project Workspace Wikkis, Blogs, Contacts, Links and Discussion Boards

Target Audience: Project Managers, PMO staff, EPM support staff. Users interested in evaluating the MS EPM solution suite of products.

Prerequisites: Before attending this workshop, trainees should be familiar with MS Project. Project Management experience is preferable. This workshop focuses on the use of MS Project and Project Server based around a typical project managers usage.