

Enterprise Resource & Collaboration Management – Project Server & SharePoint 2010

Vendor Course Code:

Course Length: 1 day

Overview: This fast paced one day workshop is designed for Project Managers, Resource Managers, Team Members and PMO staff who need to be able to operate efficiently and effectively in the Microsoft EPM Environment through the use of Project Server and SharePoint. This workshop is also ideal for those interested in evaluating the EPM Products prior to internal deployment. The workshop takes trainees through the tools provided by Project Server and SharePoint to collaborate on a project – including the capture of project actual effort through the use of task updates and timesheets, Resource Capacity forecasting and management, Document Management, Risks and Issues, Change Requests and Project Artefact management using SharePoint features.

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

- Manage a resource pool
- Resource utilisation forecast for committed vs. proposed assignments
- Monitor and report on resource workload vs. capacity (for individuals and teams)
- Use generic resources and resource substitution
- Understand and effectively use task updates and timesheets
- Use SharePoint to collaborate on Documents, Risks/Issues, and Custom Lists
- Use SharePoint to communicate with features such as Discussion Boards, Wikis, Team Calendars and Meeting workspaces

Key Topics:

Managing Resources in the Enterprise

- Enterprise Resource Pool
- Resource Availability (Proposed/Committed)
- Resources Skills Matrix and Matching Criteria
- Resources Assignments
- Resources Reports and Data Analysis

Timesheets and Task Tracking

- Project Web Access “My Tasks”
- Project Web Access “My Timesheet”
- Integration Between “My Timesheet” & “My Tasks”
- Third Party Add-Ons for Integration

Collaboration Using Project Workspaces (SharePoint)

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

Target Audience:

Team Members, Project Managers, Resource Managers, PMO staff, EPM support staff. Users interested in evaluating the MS EPM solution suite of products.

Prerequisites:

Experience with MS Project/Project Server, and attendance at “Enterprise Project Management” is preferable.