

Administering Microsoft Office Project Server 2003 & Microsoft Office Project Professional 2003

Important announcement from Dominic Moss; Director of Projectability: [Click Here to Read](#)

Project Server 2010 is now available, if you are using 2003 then see the Project Server Upgrade packages from WellingtonPPM.

This page is no longer maintained, for up to date information on MS Project or Project Server training please see our pages on WellingtonPPM.

Administering Microsoft Office Project Server 2003 & Microsoft Office Project Professional 2003 Course Description

This project server training course is aimed at users who will be tasked with Administering Microsoft Office Project Server 2003 & Microsoft Office Project Professional 2003 and is designed to help and their business exploit the potential of this powerful tool to both deliver consistent and timely project information across the Enterprise and to promote consistency in the creation and management of Project Plans.

Booking Details

To book this course contact us on 01753 621200 or email us to register your interest.

Pricing - £275.00 per person attending this 1 day course, we recommend that a minimum of 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Location - either "in-house" , at our Harpenden offices or a suitable 3rd party venue.

Course Duration

1 Day – training can be delivered either at your place of work, our offices or a suitable 3rd party venue.

Course Objectives

Participants will learn how to Exploit Project Web Access Administrative tools, define security procedures for Web Access users, establish unique user categories to present appropriate & relevant custom views and access to relevant data, enhance their organisations internal project status reporting and communication process and customize Microsoft Office Project Server 2003 & Microsoft Office Project Professional 2003 to reflect the way they work.

Pre-Requisites

Ideally participants will have attended our Microsoft Office Project 2003 Professional Advanced course and have had regular experience of using it to manage projects using Microsoft Office Project Professional 2003.

Post Course Support

Attending a training session with Projectability entitles you to unlimited on-going support of course subject matter by e-mail as well as access to a wealth of helpful information in registered users section of our website.

Course Content

- Define user security using security templates and Windows NT or Microsoft Project authentication
- Create user accounts from Workgroup messages or status reports
- Associate project plans with the security and permission options in Web Access
- Explore the security implications of Users, Groups, Categories & Security Templates
- Maintaining a manageable, secure and consistent user environment
- Creating custom reports for programme managers and executives
- Appreciate how Project will be used in the organization so that you can be actively involved in the administration process
- Use categories to control or restrict access to Project information
- Configure access to external data, including SQL/Oracle databases and Project files

Learning Path

Essentials>Intermediate>Advanced>Managing Portfolios with Microsoft Office Project Professional 2003> Administering Microsoft Office Project Server 2003 & Microsoft Office Project Professional 2003

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