

## PWA for Team Members

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This page is no longer maintained, for up to date information on MS Project or Project Server training please see our pages on WellingtonPPM.

### Project Web Access for Team Members Course Description:

This course is aimed at all members of the project team and explains the full scope of the collaborative features available to them through use of this workgroup tool. We can offer training in the 2002, 2003 and 2007 versions of this tool.

#### Course Objectives:

On completion of this course participants will be able to:

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Utilize Project Web Access to create an effective project schedule

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Ensure projects are kept-up-to date by using the tracking features of Project Web Access

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Enhance the project status communication process

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Customize Project Web Access to reflect the way they work

## Course Booking:

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

## Course Duration:

Half a Day &ndash; training can be delivered either at your place of work, our offices or a suitable 3rd party venue. Due to the nature of this course it is suggested that customers book two half day sessions in a single day to be attended by different groups.

## 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 the registered members section of our Website.

## Course Content

This course introduces the many features of Project Web Access. During this course you will learn how to:

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Manage your tasks across all projects using the Personal Gantt Chart

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Utilise the Documents, Risks and Issues Tracking to improve project performance.

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Discover how to enter your actual and remaining work using the TimeSheet feature

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Communicate vital project information using the Status Reporting features

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Learn how a project manager can compile a consolidated status report incorporating information submitted by all team members

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Integrate Project Web Access with your Microsoft Outlook tasks and calendar information

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Advise the project manager of new tasks that should be added to the project schedule

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Discover how to use Project Web Access to keep track of non-project related activities such as holidays, sick days, and other administrative time

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Communicate holidays and other non-working time to your project manager

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Delegate task assignments and assign a lead role

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Communicate resource assignments through the TeamAssign function

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Keep the team informed of task changes via the TeamUpdate function

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Customise your Timesheet and Gantt views using filters, sorting, and grouping features

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Learn how to establish rules to "auto-accept" task status information

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Use Project Web Access in an "offline" mode when an Internet or intranet connection is not available

#### Related Courses:

Project Web Access for Team Members>Managing Enterprise Projects with Project Professional and Project Server

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