

Managing Enterprise Projects with Project 2007

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

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Managing Enterprise Projects with Microsoft Office Project Professional 2007, Project Web Access and Project Server 2007

Course Benefits:

Project Managers and the PMO (Project Management Office) function are regularly confronted by significant project management challenges such as remote or virtual teams, uncoordinated data and inconsistent practices, conflicting and changeable priorities and deadlines. Keeping track of this welter of information can be a full time job on its own.

Harmonising these disparate components is crucial for project success. In this course, you gain the skills and knowledge to exploit the potential of Microsoft Project Server 2007 to achieve order, co-ordination and consistency for all the projects your organisation undertakes throughout the entire project life cycle.

Course Objectives:

In attending this course you will learn how to:

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- Construct an Enterprise Project Management Solution with Microsoft Office Project Server 2007
- Initiate new and existing project plans using proposals, activity plans and Microsoft Office Project Professional 2007
- Plan, manage and efficiently utilise project resources across the Enterprise
- Collaborate with remote and virtual project team members using Project Web Access
- Capture and update project progress, monitor project performance and analyse trends of projects in the enterprise
- Report key information relating to project, programme and portfolio performance across the Enterprise

- Introduce efficient archiving and reporting for all projects, past, present and future

This course has been designed to provide participants with an appreciation of how the Microsoft Office Project Professional 2007 and Project Server 2007 EPM solution can support the management of projects from inception to completion.

The training to be delivered will cover elements of the following tools:

- Microsoft Office Project Server 2007
- Microsoft Office SharePoint Server 2007
- Windows SharePoint Services 3.0
- Microsoft Office Project Professional 2007
- Microsoft Office Project Web Access 2007.

This course can be run either using a preconfigured instance of the EPM solution running on Microsoft Virtual PC image provided by Projectability or the customers own instance of Project Server 2007, ideally using a development or test instance rather than the live deployment.

The course is designed to illustrate the full functionality of the solution and as a result attendees will adopt different roles when using Virtual PC. They will see information from the perspective of an Administrator, a high level manager, a project manager and a team member in order to appreciate how differing roles are invested with differing levels of information and functionality within the solution.

The training covers all aspects of the project lifecycle from creating a project plan through to recording progress and analysing aspects of project performance.

On completion of this course participants will be able to exploit the full potential of the Microsoft Office Project Server 2007 EPM solution to plan, manage and report on their projects to the enterprise.

Course Duration:

3 Days:

Course Pricing:

The cost for attending this course is £900.00 per person, we recommend that at least 2 people from your organisation attend this training. Ask us about discounts for larger groups. Prices exclude VAT at the prevailing rate.

Booking Details:

This course can be delivered either at your offices, a suitable 3rd party venue or our offices in Harpenden, Hertfordshire. The price indicated above is for training delivered at your premises. To book this course contact us on 01753 621200 or ask for information about this course by email to register your interest

Pre-requisites:

Attendees need some experience in using previous versions of Microsoft Project and should be Project Managers, Resource Managers or Portfolio Managers - users with an interest in more than just managing personal workload and inputs to projects.

If using the Virtual PC image the customer needs to provide computers capable of running Microsoft Virtual PC with a hard disk capacity of at least 30GB and memory of at least 2 Gigabytes in order to cope with the demands of the EPM image. More details with regards to requirements are provided when booking enquiries are made.

Qualifications and Examinations:

This course prepares you to sit the Microsoft Exam 70-633 Microsoft Office Project Server 2007, Managing Projects

Course Content: The EPM Solution

Overview of the EPM Solution and basic security concepts

Windows Authentication and Forms Authentication

Project Web Access Home Page navigation

Reminders

Project Workspaces

Project Centre

Project Views

Project Professional 2007

Opening and Editing a Project Plan in Project 2007.

Saving data to the Server

Creating a new Template based Project

Enterprise Custom Fields

Saving to the "Draft Database"

Building a Schedule

Summary Tasks

Milestones

Links/Dependencies/Predecessors

Lag & Lead Options

Constraints, Deadlines, Task Calendars

Enterprise Components

Enterprise Global

Enterprise "Assets"

Calendars

Tables

Views

Filters

Grouping Formats

Creating a new Enterprise Calendar

Custom Enterprise Fields

Look Up Tables

Server Queues

Local Project Cache

Force Check in of Enterprise Objects

Resource Centre

Resource Details

Resource Assignments

Resource Availability

Build Team from Enterprise Options

Filtering Resources

Grouping Resources

Implications of the RBS

Querying for Availability

Resource Types

Work Resources

Material Resources

Generic Resources

Cost Resources

Budget Resources

Team Resources

Adding Resources to your Team

Match and Replace Resources

Graph Resources

Resource Planning

Assigning Resources to Tasks

Resource Driven Scheduling

Task Types

Allocating Resources to Tasks

Resource Views and Reports

Publishing Project Plans

The "Published" Database

Workspace Creation

Programmes and Sub-Projects

Master Projects

Project Centre Programme Views

SharePoint Functionality
Document Libraries

Upload single and multiple documents to a SharePoint document library.

Create new documents in a SharePoint document library.

Edit the properties of documents, associate documents with Tasks, Issues or Risks.

Exploit the collaborative features of Office Word & Excel 2007 in a SharePoint site.

Explore Check In/Check Out options for documents.

Initiate document content approval and exploit "Security Trimming" to control access to documents.

Enable Versioning on documents and track document version history.

Subscribe to email alerts and RSS feeds on documents or document libraries.

Explore the potential of "Workflows" for approvals, comments and signatures.

Introduce Content types to support consistent documentation across SharePoint Sites.

SharePoint Lists

Risks

Issues

Deliverables

Alerts

Work with Task Lists in a SharePoint Site.

Subscribe to alerts on Tasks.

Calendar Lists and entries.

Sharing SharePoint Calendars with Outlook 2007.

Creating Recurring Calendar events with associated workspaces.

Work with Risk and Issue Lists in a SharePoint Site.

Subscribe to email alerts and RSS feeds on issues or risk lists.

Navigation within SharePoint

Navigate within a SharePoint workspace using the Quick Launch toolbar, "Bread-crumbing" and other navigation options.

SharePoint Security

Change Security permissions for a site, list or document library.

Understand the concept of "Inheritance" of security permissions in a SharePoint site collection.

Explore and understand security groups and permissions.

Customising Elements of SharePoint

Define Custom Columns for enhanced "Meta-Data" provisioning.

Utilise "site collections" and "site galleries" for columns and content types.

Create custom views for lists and document libraries.

Use filtering and grouping options in a list or document library.

Work with the Datasheet view in a list or document library.

Explore the options to save a SharePoint site as a Template with content.

Modify the look and feel of a SharePoint Site.

Customise a SharePoint site using Themes.

Edit a SharePoint page.

Work with Web Parts and add custom web parts from the Web Parts Gallery.

Create a custom SharePoint list

Save a list as a Template.

Creating SharePoint Sites & Workspaces

Create Sub-workspaces using Templates.

Initiate discussions and surveys.

Explore WIKI's and Blogs for Collaboration.

Create a Document Workspace.

Create a Meeting Workspace.

Use SharePoint Search to locate business critical information on demand.

Search Indexing and Crawling explained.

Provision a Workspace to be a sub-site of a Master Project Workspace.

Personalise a SharePoint page.

Explore the "My Settings" options.

Dashboards and Business Intelligence - concepts

InfoPath forms - concepts

Excel Reporting Services - concepts.

Project Web Access Project Centre

Project Centre Views

Project Views

Proposals

Activity Plans

Resource Plans

Administrative Time

Reporting

Reporting and Analysis

OLAP Cubes

SQL Server Reporting Services

Visual Reports in Project 2007

Updating Actual Progress

Task Updating in Project Web Access

My Tasks

My Timesheets

Recording Actuals

Submitting Timesheets

Self Assign Team Tasks

Timesheet Approval

Import Timesheet to Tasks

Submitting Updates for Approval

Processing updates

Previewing updates to a Project

Project Close and Review

Comparing actuals against the plan

Variance Analysis

Lessons Learned

Course Booking

To book this course contact us on 01753 621200 or ask for information about this course by email to register your interest