



Microsoft Project Server 2003 + 2007

Introduction

Microsoft Project Server 2007 offers expanded communication and project management capabilities to project-driven organizations. Microsoft Project is no longer used exclusively by the project manager, but by various people in different roles that relate to the project differently. A team member might want to see the project SharePoint and use it as a communications tool, updating tasks, reviewing control documents, identifying and resolving issues and risks. Likewise, an executive might want to analyze a portfolio of projects that are managed by several project managers in their department, and play what if games with resources, or analyze their portfolio to determine which projects are doing well and which are in trouble. A resource manager might want to take responsibility for assigning their direct reports to projects based on skill matching and availability, and provide an additional level of timecard authorization. The project manager can leverage the power of the project server to gain visibility into and manage all of their projects from the same Web interface.

Configurable Product, Configurable Training

When you implement Microsoft Project Server 2007, you will configure it to match the way your firm manages projects. Our training is designed around the configurable functions in the product. That means your team will get trained on your process using your data. For example, Microsoft Project offers several methods of tracking progress including tracking actual hours vs. percent complete.

A Rare Combination of Knowledge and Experience

RG Freeman Group provides the best instruction and the best instructors on this new product. Our instructors have investigated all the options the tool has to offer, and they've learned even more as they installed and configured this product in customer organizations.

Audience

This 2 Day course is designed for Project Managers who will use Microsoft Project Server 2007 to manage projects from conception to completion.

At Course Completion

At the end of this course the student will be able to use Microsoft Project Server 2007 to manage projects from conception to completion.

For more information please contact Rick Freeman at 781.784.5721 or rffreeman@rgfgroup.com

Prerequisites

Before attending this course, students must have Project Management experience.

Student Materials

The student kit includes a comprehensive workbook and other necessary materials for this class.

Microsoft Project Server 2007 Enterprise Project Management

1. **Introduction to Microsoft's EPM Solution**
An overview of the features, design, and benefits
2. **Microsoft Project Professional Client**
How Project Professional connects to Project Server
3. **Introduction to Project Web Access**
How to navigate and manipulate the PWA user interface
4. **Activity Plans and Proposals**
Managing projects using only Project Web Access
5. **Managing Enterprise Resources**
The tools and concepts for optimizing enterprise resources
6. **Submitting Timesheets**
Reporting time on project and non-project activities
7. **Approving Timesheets**
Administration procedures for managers that approve timesheets
8. **Submitting Task Updates**
Tools for team members to report project progress
9. **Approving Task Updates**
Procedures for project managers to accept updates to the project plan
10. **Collaboration Tools**
SharePoint tools to improve communication within project teams
11. **Enterprise Reports**
Mining the enterprise data for program and portfolio management reports

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