

5928 Microsoft Office Project Server 2007: Managing Projects

Days of Training: 3

Overview

This three-day instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2007 enterprise tool. This is the second course in the Microsoft Office Project 2007 Official Curriculum series and covers the Microsoft Enterprise Project Management (EPM) Solution.

Prerequisites

- Microsoft Project Levels 1 and 2
- Excel 2003 Level 1
- Familiarity with the key project management concepts and terminology found in the Project Management Institute's PMBOK Guide, Third Edition

At Course Completion

Upon successful completion of this course, students will be able to:

- Get started with Office Project Server 2007.
- Initiate projects.
- Understand the project planning processes.
- Plan projects through scope and schedule management.
- Plan projects through staffing management plans.
- Plan resource assignments for projects.
- Plan projects through cost, risk, and other planning documents.
- Execute projects through processes, resources, and deliverables.
- Execute projects by managing timesheets and personal settings.
- Monitor and control projects by tracking task and project progress.
- Monitor and control projects through measuring project performance and reporting progress.
- Close projects.

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Lesson 1: Getting Started with Office Project Server 2007

Describe the enterprise project management context.
Describe Office Project Server 2007.
Identify the users of Office Project Server 2007.
Work with Office Project Professional 2007 within Office Project Server 2007.

Lesson 2: Initiating Projects

Describe the project management initiation processes.
Differentiate the initiating processes between Office Project Professional 2007 and Office Project Web Access.
Create and manage proposals, activity plans, and resource plans.
Manage documents in Project Web Access 2007

Lesson 3: Planning Projects—Context and Framework

Describe the project management plan.
Compare the uses of Office Project Web Access and Office Project 2007 in the planning processes.

Lesson 4: Planning Projects—Scope and Schedule Management

Establish the scope management and schedule management plans.
Work with deliverables.

Lesson 5: Planning Projects—Staffing Management Plan

Build a project team
Manage resource availability.

Lesson 6: Planning Projects—Resource Assignments

Describe the assignment cycle
Resolve resource overallocation

Lesson 7: Planning Projects—Cost, Risk, and Other Management Plans

Develop components of the cost management plan.
Develop components of the risk management plan.
Link planning documents and use the Team Discussion feature.

Lesson 8: Executing Projects—Processes, Resources, and Deliverables

Describe the executing processes.
Manage the executing processes by working with various resources

Lesson 9: Executing Projects—Managing Timesheets and Personal Settings

Work with timesheets.
Report administrative time.
Configure personal settings.

Lesson 10: Monitoring and Controlling Projects—Tracking Task and Project Progress

Describe the monitoring and controlling processes.
Work with task progress and updates by using Office Project Web Access.
Work with task progress and updates by using Office Project 2007.
Track and view task information by using Office Outlook 2007.

Lesson 11: Monitoring and Controlling Projects—Measuring Performance and Reporting Progress

Describe status reports and their function.
Review performance metrics and progress reports.

Lesson 12: Closing Projects

Describe the closing process.
Support the closing process with Office Project 2007.