Microsoft® Project Server: Successfully Delivering Enterprise Projects

You will learn how to

- Build an Enterprise Project Management (EPM) solution based on Microsoft Project Server
- Create a portfolio of projects using new and existing project plans
- Manage and optimise project resources across the Enterprise
- Collaborate with geographically distributed project team members using Project Web Access
- Identify and assign responsibility for project risks and issues
- Monitor and analyse performance of Enterprise projects and portfolios

Course Benefits

A project-centred environment is becoming the standard for product and service delivery. This requires coordination of multiple projects with distributed teams, and the ability to make high-level strategic decisions based upon consolidated project progress, risk and resource usage information. Microsoft Project Server is an enterprise-wide project management tool designed to meet these challenges.

In this course, you learn to optimise Project Server to manage Enterprise projects. You also learn to centralise project plans, organise processes, streamline communication and control performance factors.

Who should attend?

This course is valuable for those involved with managing and supporting projects using Microsoft Project Professional and Microsoft Project Server. Participants should have a clear understanding of project management concepts. Pre-requisite knowledge should include attendance of Microsoft Project introduction Course.

Course Content

Microsoft Project Server Overview
- Introduction to Microsoft Enterprise Project Management Solution
- Project Server concepts and terminologies
- The benefits of Project Web Access
- Organisational roles in Project Server

Building a Portfolio of Projects
Getting started
- Setting up Project Professional for use with Project Server
- Creating enterprise projects
- Opening and closing project plans

Leveraging optional features
- Migrating existing project plans from Microsoft Project
- Working offline

Customising Project Server for Your Enterprise Environment
Employing the Enterprise Global Template
- Creating calendars
- Standardising custom fields

Microsoft® Project Server: Successfully Delivering Enterprise Projects

Customising Project Web Access

- Establishing menus and tracking settings

- Selecting Gantt task bar styles

- Defining the default home page appearance

Managing Resources Across Projects

Administering project resources

- Establishing an Enterprise Resource Pool

- Updating resource information

- Defining generic resources

Building project teams

- Collaborating for efficiency

- Assembling project resources

- Delegating tasks

Solutions for over allocation

- Implementing the Resource Substitution Wizard

- Levelling resources across multiple projects

Taking advantage of the Resource Centre

- Viewing resource availability

- Efficiently tracking task allocation with the Assignments View

Integrating Project Server with other Microsoft technologies

- Creating e-mail notifications

- Project Web Access and MS Outlook

- Attaching supporting documents to your project

Tracking Enterprise Projects

Updating progress in Project Web Access

- Reporting progress in the time sheet

- Setting rules for accepting task updates

- Approving or rejecting task updates

Collaborating in Project Server

- Centralising documents with libraries

- Leveraging Project Workspace

Identifying Risks and Addressing Project Issues

Mitigating project risks

- Adding and monitoring risks in the risk area

- Assigning responsibility for specific risks

- Closing out risks

Dealing with project issues

- Entering issues in the issues area

- Recording resolutions for lessons learned

Monitoring Performance of Enterprise Project Portfolios

- Creating, editing and viewing status reports

- Responding to a status report request

- Developing custom Portfolio Analyzer views

- Leveraging the Portfolio Modeler