

# Microsoft Project Server 2010 for Project Managers

## Overview

This course is for individuals working in an Enterprise Project Management (EPM) environment. Students will learn how to use MS Project Professional and the PWA interface to manage projects and resources in the EPM environment.

## Prerequisites

To ensure your success, we recommend you have some working knowledge of your computers operating system, Microsoft Project Professional 2010 and MS Office Suite.

## Recommended

Microsoft Project 2010-Fundamentals

## Course Outline

### Module 1: Introducing Microsoft's EPM Solution

- What is an EPM Solution?
- The role of the Project Manager
- Components of an EPM Solution
- PWA and the MS Outlook Add-In
- Installation and Configuration

### Module 2: Managing Tasks in Project Web Access (PWA)

- Using PWA to track task progress
- Using PWA to update task progress

### Module 3: Managing Tasks in MS Outlook

- Using MS Outlook Integration Features
- Importing New Assignments
- Viewing Task Information
- Update Progress on Assignments in MS Outlook

### Module 4: Working with Issues, Risks and Documents

- Managing Issues
- Managing Risks
- Managing Documents



### **Module 5: Collaborating in the Project Workspace**

Collaborating in the Project Workspace

### **Module 6: Working with Status Reports**

Managing Status Reports

### **Module 7: Working in the Resource Center**

Analyzing availability and assignments and Team Building

### **Module 8: Working in the Project Center**

Viewing and Opening Projects

Checking-in Projects

Editing Custom Fields

Changing Ownership and Republishing

### **Module 9: Proposals and Demand Management**

Creating and managing proposals

### **Module 10: Working with MS Project Professional**

Creating a new project from a template

Saving an Enterprise Project

Building a Team from the Enterprise

Publishing projects to Project Server

### **Module 11: Updating Progress against Tasks**

Working with Task Updates

Approving or Rejecting Task Updates

### **Module 12: Portfolio Management & Analysis**

Management and Analyze project and resource data

### **Module 13: Business Intelligence, Reporting & Data Analysis**

Analyze data and run OLAP Reports

Work with Business Intelligence

