



Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

Microsoft Office Project Server 2007, Managing Projects

MS-5928 Rev 03.10

3 days

Description

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.

Audience Profile

This course is intended for experienced project managers and schedulers. These individuals are capable of managing projects in the Microsoft Office Project 2007 EPM environment, including project and non-project efforts, risks, issues, documents, task progress, and timesheets. These individuals should be familiar with key project management concepts and terminology found in the Project Management Institute's *A Guide to the Project Management Body of Knowledge (PMBOK Guide)*, Third Edition, and advanced knowledge and use of Microsoft Office Project 2007.

Prerequisites

- *Experience using Microsoft Office Project to create project schedules*
- *Fundamental knowledge of project management*
- *Experience with Windows operating systems*
- *Experience with Microsoft Office Excel*
- *Familiarity with the key project management concepts and terminology found in the Project Management Institute's PMBOK Guide, Third Edition*

In addition, it is recommended, but not required, that students have completed:

- *Course 5927: Microsoft Office Project 2007, Managing Projects*

Course Outline

Module 1: Getting Started with Office Project Server 2007

Lesson 1: Describing the Enterprise Project Management Context

Lesson 2: Discovering Office Project Server 2007

Lesson 3: Differentiating the Users of Office Project Server 2007

Lesson 4: Working with Office Project Professional 2007 and Office Project Server 2007

Module 2: Initiating Projects

Lesson 1: Understanding Initiating Processes

Lesson 2: Differentiating the Initiating Processes in Project Professional 2007 and Project Web Access

Lesson 3: Managing Initiating Processes by Using Project Web Access

Lesson 4: Managing Documents in Office Project Web Access

Module 3: Planning Projects—Context and Framework

Lesson 1: Understanding the Project Management Plan

Lesson 2: Differentiating the Office Project Server 2007 Client Software

Module 4: Planning Projects—Scope and Schedule Management

Lesson 1: Developing Components of the Scope Management and Schedule Management Plans

Lesson 2: Working with Deliverables



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Module 5: Planning Projects—Staffing Management Plan

Lesson 1: Building a Project Team

Lesson 2: Managing Resource Availability

Module 6: Planning Projects—Resource Assignments

Lesson 1: Understanding the Assignment Cycle

Lesson 2: Resolving Resource Overallocation

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

Lesson 1: Developing Components of the Cost Management Plan

Lesson 2: Developing Components of the Risk Management Plan

Lesson 3: Linking Planning Documents and Using the Team Discussion Feature

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

Lesson 1: Understanding Executing Processes

Lesson 2: Managing Resources and Deliverables

Module 9: Executing Projects—Managing Timesheets and Personal Settings

Lesson 1: Working with Timesheets

Lesson 2: Reporting Administrative Time

Lesson 3: Configuring Personal Settings

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

Lesson 1: Understanding the Monitoring and Controlling Processes

Lesson 2: Working with Task Progress and Updates in Project Web Access

Lesson 3: Working with Task Progress by Using Office Project 2007

Lesson 4: Tracking and Viewing Task Information by Using Outlook 2007

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

Lesson 1: Understanding Status Reports

Lesson 2: Reviewing Performance Metrics and Progress Reports

Module 12: Closing Projects

Lesson 1: Understanding the Closing Process

Lesson 2: Supporting the Closing Process



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