

## Microsoft® Project Server 2010 for Enterprise Project Management: Hands-On - 3 Days

*Course 924 Overview*

- You Will Learn How To**
- Centralize and manage enterprise project data using Microsoft Project Server 2010
  - Develop project plans using Project Web App (PWA) and Microsoft Project Professional
  - Plan, manage and optimize project resources across the enterprise
  - Configure Project Server to track progress, monitor performance and analyze trends
  - Collaborate with geographically distributed project team members using Project Sites
  - Optimize portfolio selection and expedite reporting to stakeholders
- Course Benefits** Project leaders face critical project management challenges including geographically dispersed teams, decentralized information and diverse practices. Coordinating these distinct elements is key to project success. In this course, you gain the skills and knowledge to leverage Project Server 2010 to achieve organization, centralization and consistency for simple to complex projects across the entire project life cycle.
- Who Should Attend** Project managers, program managers, resource managers, and team members who create, plan and monitor projects. Participants should understand project management concepts. Experience with Microsoft Project at the level of Course 3702, "Microsoft Project 2010 Comprehensive Introduction," is helpful but not required.
- Hands-On Training** Exercises, performed on Microsoft Project Server and Project Professional, reinforce the concepts and skills you are learning, including:
- Creating, tracking and updating multiple project plans with Microsoft Project Server
  - Managing project life cycles with workflow
  - Migrating project plans from Project Professional 2010
  - Implementing enterprise custom fields, outline codes, calendars and resources for use across all projects
  - Publishing documentation and reports for stakeholders
  - Populating the Enterprise Resource Pool and resourcing tasks

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## Course 924 Outline

### Microsoft Project Server 2010 Overview

- Introduction to Microsoft Enterprise Project Management Solution (EPMS)
- Project Server concepts and terminologies
- The benefits of using Project Web App (PWA)
- Organizational roles in a Project Server operation
- Relationship of Project Server to SharePoint

### Initiating Enterprise Projects

#### Building projects with PWA workflows

- Selecting the project type
- Progressing through workflow stages
- Navigating project detail pages
- Setting project ownership and priority

#### Managing projects with Project Professional

- Connecting to Project Server and working off line
- Importing project plans to Project Server
- Forming master projects

#### Preparing and implementing the schedule

- Employing Enterprise Templates
- Building a project schedule with best practices
- Estimating and linking tasks
- Sharing project data

### Planning and Managing Enterprise Resources

#### Gathering and assigning project resources

- Creating the Resource Breakdown Structure (RBS)
- Populating the Enterprise Resource Pool
- Configuring resource calendars
- Applying resource plans

#### Managing resource groups

- Defining resource teams
- Creating and replacing generic resources
- Finding and resolving resource overallocations
- Rescheduling work with the Team Planner

### Executing the Project Plan

#### Aligning Project Web App (PWA)

- Selectively enabling PWA features
- Customizing project, task and resource fields
- Securing access to project server data

- Accommodating distinctive settings for enterprise departments

#### Enabling schedule control

- Interfacing with Microsoft Exchange
- Creating custom PWA views
- Managing project health indicators
- Configuring Enterprise Calendars

#### Monitoring project tasks

- Configuring time sheets and tracking methods
- Tracking project progress
- Assigning tasks and reporting task status with PWA
- Optimizing task delegation

### Monitoring and Controlling Projects

#### Collaborating with the project team

- Baselining enterprise project plans
- Approving time and task progress
- Customizing Project Sites
- Sending alerts for tasks and status reports

#### Analyzing and assessing project variance

- Employing the Variance Table to identify variance
- Analyzing date variance to calculate slippage
- Moving task parts to display remaining work
- Forecasting and revising work using the Tracking Gantt

#### Implementing change processes

- Applying change control to adjust project scope
- Revising project plan after approved changes
- Rebaselining to calculate new start and end dates
- Managing issues, risks and documents
- Employing the Enterprise Global Template

#### Managing a portfolio of projects

- Linking multiple projects and applying master projects
- Changing project scheduling and archiving information
- Creating programs and portfolios

### Portfolio Selection and Reporting

#### Ensuring portfolio alignment

- Setting business drivers
- Detailing selection criteria

#### Creating and delivering reports

- Reporting with Project Professional
- Auditing data with BI Center
- Analyzing data for future planning
- Providing dashboard information