



## Course Syllabus

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### **Collaborating on Enterprise Projects using Microsoft Office Project Server 2007**

#### Course Overview

In this half-day course, project team members learn how to effectively use Project Web Access for task updating, reporting, and team collaboration.

#### Target Audience

This course is for everyone who is a member of an enterprise project team and is expected to update progress in the Project Server system and to use the team collaboration tools.

#### Pre-Requisites

None

#### Learning Objectives

After completing this course, you will be able to:

- Describe the project communication life cycle used with Project Server
- Use the Project Web Access user interface
- Enter time and task progress in Project Web Access
- Create new tasks and assignments, reassign tasks, add Notes to tasks, and delete tasks
- Enter task progress in Microsoft Outlook
- Set up e-mail notifications and reminders from Project Server
- Work with the Project Workspace to manage Risks, Issues, and Documents
- Respond to Status Report requests
- View your projects in the Project Center



## Topical Outline

### **Module 01: Introducing Microsoft Project Server**

#### **What Is Microsoft Office Project Server?**

#### **Understanding Project Management Theory**

Understanding Enterprise Project Management Terminology

#### **Understanding the Project Communications Lifecycle**

Additional Collaboration and Management Tools

### **Module 02: Preparing to Use Project Server**

#### **Using the Project Web Access User Interface**

Using the Quick Launch Menu

Using Context-Sensitive Menus

Using the Action Bar

Manipulating the Data Grid

Printing the Data Grid

Exporting the Data Grid to Excel

### **Module 03: Tracking Time and Task Progress**

#### **Tracking Time in Project Web Access**

Creating a New Timesheet

Understanding the My Timesheet Page

Entering Time in the Timesheet

Editing an Existing Timesheet

Submitting a Timesheet for Approval

Recalling a Submitted Timesheet

Deleting a Timesheet

Responding to a Rejected Timesheet

Planning Administrative Time

Creating a Surrogate Timesheet

#### **Tracking Task Progress in Project Web Access**

Understanding the My Tasks Page

Understanding the Assignment Details Page

Reporting Progress from the My Tasks Page



Reporting Progress from the Assignment Details Page  
Importing Progress from the My Timesheet Page



## **Using Other Task Activities**

- Reassigning Work to Another Resource
- Self-Assigning Team Tasks
- Creating a New Task
- Deleting Tasks
- Creating a New Personal Activity Plan

## **Using the Task Center**

### **Module 04: Working with Outlook**

#### **Installing the Outlook Add-In**

#### **Using the Outlook Add-in**

- Setting Outlook Add-in Options

#### **Managing Project Tasks in the Outlook Calendar**

- Managing Project Tasks in the Outlook Tasks List

### **Module 05: Managing Personal Settings**

#### **Personal Settings Overview**

#### **Changing Your Password**

#### **Managing Alerts and Reminders for Yourself**

#### **Managing My Queued Jobs**

### **Module 06: Working with the Project Workspace**

#### **Understanding the Project Workspace**

#### **Managing Risks**

- Creating a New Risk
- Working with Existing Risks
- Restoring a Deleted Risk from the Recycle Bin

#### **Managing Issues**

- Creating a New Issue
- Working with Existing Issues

#### **Viewing Your Assigned Issues and Risks**



## **Managing Project Documents**

- Viewing Document Libraries
- Uploading Documents to a Document Library
- Creating a New Folder in a Documents Library

## **Working with Existing Documents in a Documents Library**

- Viewing Document Properties
- Editing Document Properties
- Editing a Document
- Checking Out a Document Manually
- Viewing the Version History for a Document
- Deleting a Document
- Sending a Document to another Location or Application
- Subscribing to E-Mail Alerts about a Document

## **Accessing the Public Documents Library**

### **Managing Deliverables**

### **Managing Tasks**

- Creating a New Task
- Working with Existing Tasks

### **Using Calendars**

- Creating a New Calendar Event
- Working with Existing Calendar Events

### **Using Team Discussions**

- Creating a New Team Discussion
- Working with a Team Discussion

## **Module 07: Working with Status Reports**

### **Responding to a Status Report Request**

- Submitting an Unrequested Status Report

### **Viewing the Status Report Archive**

- Editing a Submitted Status Report

## **Module 08: Working in the Project Center**

### **Using the Project Center**



Using Project Center Views  
Working with Detailed Project Views  
Navigating to the Project Workspace

## **Understanding Proposals and Activity Plans**

### **Creating a Proposal**

Creating a Proposal from a SharePoint List  
Editing an Existing Proposal

### **Creating an Activity Plan**

Creating an Activity plan from a SharePoint List  
Editing an Existing Activity Plan