



Course Syllabus

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