

Microsoft - Managing Projects with Project Server 2013

Code:	55107
Length:	2 days
URL:	View Online

This two-day instructor-led is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also would like to improve effective project team communication and collaboration.

Skills Gained

- Create a project plan with MS Project and publish to MS Project Server 2013/Project Server Online
- Managing project task
- Managing project tasks resources
- Reporting status
- Generating project reports

Who Can Benefit

This course is intended for both novice and experienced project team member or project manager who will be managing a team or involved in project task management tasks

Prerequisites

- Experience with managing projects or project tasks
- Basic Windows and Active Directory knowledge.

Course Details

Outline

Module 1: Understanding Projects and Project Management

This module explains the basic elements of project and what is the common tasks to perform when managing a project

Lessons

- What is a Project?

- Determining Project Objectives
- The Project Triangle
- Optimize the Schedule
- Introduction to Project Web App

Lab 1: Understanding Project Web App

- Experience the Project Web App
- Experience the Project site

After completing this module, students will be able to:

- Understand the basics of project management
- Create Project Site
- Create Project Web App

Module 2: Create a new Project

This module explains how to create a new project with MS Project 2013 and publish it to Project site

Lessons

- Understand MS Project
- Define the Project Scope
- Create a Project

Lab 1: Create a new project

- Create a new project with MS Project 2013
- Editing Project Properties
- Editing Project Calendar
- Publish to Project Site

After completing this module, students will be able to:

- Describe the scope of a project
- Create a new project
- Editing project properties
- Publish the project to project site

Module 3: Managing Project Task

This module explains how to manage project tasks in the project. Also explain the considerations for creating work breakdown schedule (WBS)

Lessons

- Project Task
- Managing Project Task

Lab 1: Managing Project Resources

- Creating tasks in MS Project
- Defining task properties
- Creating dependancies

After completing this module, students will be able to:

- Describe the key concept of WBS
- Create task in project
- Creating dependancies between tasks

Module 4: Managing Project Resources

This module explains how to manage project resources in MS Project. This module also describe the concept of centralized resources pool with Project Server.

Lessons

- Create Enterprise resources
- Define Project resources

Lab 1: Managing Project Resources

- Create project specific resources
- Create centralized resources
- Estimating project cost

After completing this module, students will be able to:

- Describe the key concept of managing project resources
- Assigning resources to project plan
- Estimate project cost

Module 5: Using Timesheet

This module explains how to report project task status from project member prospective. This module also describe the configuration tasks for enabling timesheet

Lessons

- Understanding timesheet
- Configuring timesheet
- Completing timesheet

Lab 1: Using timesheet

- Configuring timesheet
- Completing timesheet

After completing this module, students will be able to:

- Describe the features of timesheet
- Configuring timesheet
- Completing timesheet

Module 6: Managing Issues and Risks

This module explains how to manage issue and risk with Project Site. This also explain the basis of project issues and risks.

Lessons

- Understanding Issue
- Understanding Risk
- Managing Issue and Risk in Project Site

Lab 1: Managing Issues and Risks

- Managing Issue
- Managing Risk

After completing this module, students will be able to:

- Describe the key concept of managing project issue and risk
- Using Project Site to manage Issue and Risk

Module 7: Project Reporting

This module explains how to use project report and project site report to understand the project status.

Lessons

- Using Project Report
- Using Project Server Report
- Building Custom report with Excel

Lab 1: Project Reporting

- Using Project Report
- Using Project Server Report
- Building Custom Report with Excel

After completing this module, students will be able to:

- Describe the reportings needs
- Using built-in reporting
- Create custom reporting

Schedule (as of 4)

Date	Location
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