

Course Title : Project Server 2007

Duration: 2 days

MS-Project server 2007 is a Web based product for Microsoft Project designed to facilitate collaborative planning and store project information across project teams, business units or organization.

Program Objectives

Project Server training course will provide you with understanding of the following topics in details:

- How to work on Risk, Issues and Documents
- Status Report
- How to update Tasks from IE and send to PM for approvals

Audience

This training course is designed for Project Managers who want to deploy there projects on project server and users who wants to update there task through web.

Prerequisites

Should have a basic knowledge of:

- Ms-Project Professional 2007
- Ms-Office 2007

System Requirement

- MS-Office 2007
- Internet Explorer
- SQL SERVER 2005
- .NET framework 3.0

Day-wise Break-up

Day	Module	Topic
Day 1	Module 1	Introduction to Project Server 2007
	Module 2	Project Server 2007 Installation
	Module 3	Project Server 2007 Configuration
	Module 4	PWA Home Page
	Module 5	Overview of Project Server Components
	Module 6	Resource Management
Day 2	Module 7	Managing Task
	Module 8	Timesheet
	Module 9	Status Report
	Module 10	Collaboration
	Module 11	Manage Views
	Module 12	Email Notification and Reminders using Ms-Outlook

Course Outline

Module 1: Introduction to Project Server 2007 (EPM)

- Understanding Project Server
- Advantages of using Project Server over Project Professional
- Basic architecture of Project Server
- Enterprise templates

Module 2: Project Server 2007 Installation

- .Net 3.0 Framework installation
- SQL Server 2005 Installation
- How to Create Sites
- How to configure SSP(Sharepoint Service Provider)
- Project Server 2007 Installation

Module 3: Project Server 2007 Configuration

- How to Add Users and Groups
- Active Directory Synchronization
- Configuration of Project Server 2007 web page
- Delete Users, project etc.
- Assign permission

Module 4: PWA Home Page

- Changing Password
- PWA web page navigation

Module 5: Overview of Project Server Components

- Project Center
- Collaboration
- Home
- Status Report
- Admin

Module 6: Resource Management

- Resource Pool
- Enterprise Resource
- How to Create Resource pool
- Active Directory
- Address Book
- Project Server
- How to assign resources from a resource pool to project

Module 7: Managing Task

- Working with Task
- Creating new Task

- Assign himself to an existing Task
- Accept and Reject Task
- Update task
- Adding notes, issues, risk and documents to task

Module 8: Timesheet

- Working and updating Timesheet

Module 9: Status Report

- Viewing Status Report
- Submitting Status Report
- Request a Status Report

Module 10: Collaboration

- Document Library
- Issue Tracking
- Working with Risk
- Project Center
- Resource Center

Module 11: Manage Views

- Add View
- Modify View

Module 12: Email Notification and Reminders using Ms-Outlook

- Overview of E-mail Notification and Reminder
- Configuring Personal Notification and Reminders
- Using the Outlook Add-in
- Connecting to Project Server 2007 from Outlook