ENTERPRISE PROJECT MANAGEMENT COURSES

Microsoft Project Server

How to manage projects, resources, and enterprise portfolios successfully with Microsoft Project Server

Overview

Microsoft Project Server is the most widely used Enterprise Project Management system in the world. Our Microsoft Project Server courses provide practical, hands-on training to participants based on the four most common roles in enterprises using Project Server:

- Administrator
- Project Manager
- Team Member
- Executive / Portfolio Manager

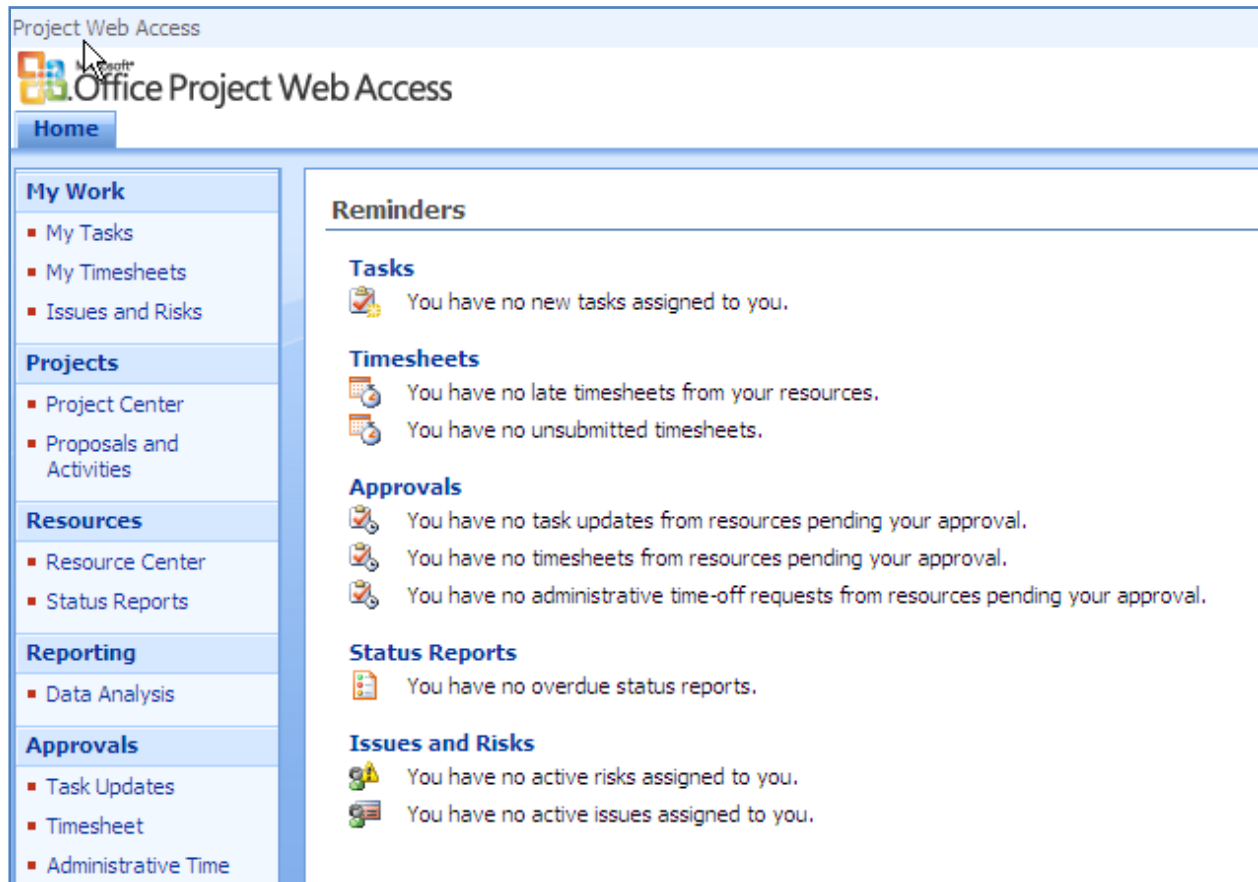| EPM	Target Audience	Days
Microsoft® Project Server 2003 / 2007 Administrator	System Administrators	3 days
Microsoft® Project Server 2003 / 2007 Project Manager	Project Managers	3 days
Microsoft® Project Server Team Member **v 2003** **v 2007**	Team Members	½ day 1 day
Microsoft® Project Server Executive & Portfolio Manager **v 2003** **v 2007**	Executives & Portfolio Managers	½ day 1 day

Each course teaches participants how they will need to use Microsoft® Project Server to support their organization's projects and overall management objectives.

Administrator
Administrators are those individuals within an enterprise who are tasked with configuring, customizing, and supporting the Project Server system. This course trains participants how to set up and support enterprise-wide project management standards, templates, resource pools, custom fields, management metrics and reporting, as well as how to use Project Web Access. This course also provides training in how to use Microsoft Project Professional to create, modify, and manage project schedules and how to create project portfolio visibility standards and reports for an organization.

Project Manager

Project Managers are those individuals within an enterprise who are create, track and manage project schedules with Microsoft Project Professional and Project Server. This course trains participants how to create and manage project schedules, templates, allocate and manage resources and resource pools, custom fields, management metrics and reporting, as well as how to use Project Web Access.

Team Member

Team Members are those individuals within an enterprise who contribute to projects. Team Members are assigned tasks in project schedules in Microsoft Project Professional and Project Server. This course trains participants how to update and manage their project tasks, report and enter risks, issues, documents and new tasks through Project Server's Project Web Access.

Executive & Portfolio Manager

Executives & Portfolio Managers are those individuals within an enterprise who are use the Project Server system to monitor and analyze management metrics and reports. This course trains Executives & Portfolio Managers how to use Project Server and Project Web Access to work with and manage project views, reports, Portfolio Analyzer, and resource and scheduled visibility tools for the organization's entire portfolio of projects.

Save Link... | Link Risks | Link Issues | Link Documents | ⊕ | ⊖ |

❶	Task Name	Budget Indicator	Schedule Indicator	Start	Finish
	⊟ 1 Exabyte Desktop Drive	🟡	🟡	2/10/2003	11/16
	⊟ 1 Exabyte Desktop Drive	🟡	🟡	2/10/2003	11/16
	⊟ Initial New Product Screening Stage	🟡	🟢	2/10/2003	1/3
	New product opportunity identified	🔴	🟡	1/3/2005	1/
	Describe new product idea (1-page written disclosure)	🟢	🟢	2/10/2003	2/1
	Gather information required for go/no-go decision	🟢	🟢	2/12/2003	2/1
	Convene opportunity of screening committee (decision to pursue ide	🟢	🟢	2/19/2003	2/1
	Decision point - go/no-go to preliminary investigation	🔴	🟢	2/20/2003	2/2
	⊟ Preliminary Investigation Stage	🟡	🟢	2/20/2003	5/14
	Assign resources to preliminary investigation	🟢	🟢	2/20/2003	2/2
	Develop preliminary investigation plan	🟢	🟢	2/21/2003	2/2
	Evaluate the market	🟢	🟢	2/21/2003	3/1
	Analyze the competition	🟢	🟢	2/21/2003	2/2
	⊟ Technical Feasibility Analysis	🟢	🟢	2/28/2003	3/28
	Produce lab scale product	🟢	🟢	2/28/2003	3/1

Who should to take this course?

Anyone working with Microsoft Project Server

Tools and Templates

Course participants receive a course manual and CD with tools and templates for gathering, recording, and managing requirements.