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| Project Web Access Quick Reference Guidefor project managers | | | |
|  | | | This section describes typical team member activities on Project Web Access. Project managers can use this information to troubleshoot problems your team members may be having with updating task information.  Team members can use Project Web Access in two ways:   * **Record the status of project tasks** Team members can enter task status on their My Tasks pages, which enables the administrator to accurately track the status or progress toward the completion of tasks. * **Record time in a timesheet** Timesheets record the actual hours worked on tasks, projects, and other items, and are important if you track utilization, billable time, and other time-based metrics.   **Note:** Before team members can record timesheet hours or their task status, the administrator must set up timesheets, task status, or both. |
| Update the status of your tasks | In the left pane, click **My Tasks**. In the **Progress** column, enter the status of each task. Depending on the requirements of your organization, you may be required to enter progress for a task in one of three ways:   * Hours of work done per day, such as 1h or 5h * Hours of work done to date or remaining work, such as 5d * Percent of work complete, such as 40% | | |
| Update your timesheet | In the left pane, click **My Timesheets**. In the **Timesheet Name** column, point to **Click to Create** for the reporting period you want, and then click the arrow that appears. Click one of the four options, and then click **Save** to save your time entries for later submission. You can also click **Save and Submit** to submit your time immediately, or **Recalculate** to see the impact of your time entries before saving them.   * **Create with default Settings** Create your new timesheet with the default settings identified by your server administrator. This can include tasks, projects, and non-project tasks. * **Create with tasks** Create your new timesheet with all of your assigned tasks. * **Create with Projects** Create your new timesheet with all of your allocated projects. * **Do not Autopopulate** Create your new timesheet without any lines. To report time, you need to manually add lines to the timesheet. | | |
| Add a task | In the left pane, click **My Tasks**. Click **New**, and then click **Task**. Fill out the information about the task, and then click **Submit** to notify your project manager of your request for a new task or task assignment.  **Note:** If **Project** and **Subordinate to Summary task** lists do not include the project or summary task that you need, or if you are unsure which item to select, contact your manager or administrator. | | |
| Report vacation | **Step 1:**  In the left pane, click **My Timesheet**. In the **Timesheet Name** column, click the timesheet where you will report your vacation time.  **Step 2:** At the top of your timesheet, select the type of nonworking time that you are reporting. If you don't see a **Vacation** or **Other** category, click **Add Lines** to add the category.  Click **Recalculate** to see the total number of hours.  **Note:** If you do not see the timesheet that you want to modify, use the **View** list on the right side of the toolbar to see timesheets for different time periods. | | |
|  | | Project managers need to look at the entire project or even a collection of projects throughout the organization.  Team members may want to look at the single projects that they are assigned to in order to learn the major dates (or milestones) throughout the project. | |
| View projects | Depending upon your permissions, you can view different levels of project information.  In the left pane, click **Project Center**. On the **Project Center** page, you can see a list of all published projects, including master projects, within the organization.  In the **View** list, click the view that contains the information that you want. | | |
| Create a project | In the left pane, click **Project Center**. Click **New**, and then click one of the following:   * **Proposal** A proposal is project idea or initiative that requires approval from your organization before it becomes an enterprise project. * **Activity** An activity is a simplified project that enables you to track and manage a smaller project, such as coordinating a corporate event. * **Project** A project can be checked in to and out of Microsoft Office Project Server and can be seen by anyone in the organization who has the correct permissions. Create and save the new project in Microsoft Office Project Professional, which opens when you select this option. | | |
| Add documents to your project | In the left pane, click **Project Center**. Select the project to which you want to add a document (to its workspace site), click **Go To**, and then click **Documents**. On the **Document Library** page, click **Project Documents**.  **Note:** After you add documents to a project workspace site, they can be linked to project issues, risks, and tasks.  In addition to adding documents, you can also create discussion boards and lists of related files by selecting the project and clicking **Project Workspace**.  **Note:** Typically, a workspace site for your project is automatically created when you first publish a project, but if this hasn't happened, ask your server administrator about creating a workspace site for your project. | | |
| Change the project information | To change high-level information about a project, such as its name or its custom fields, click **Project Center** in the left pane. Then select the project and click **Edit Project Properties**.  To change information about tasks or their relationships, open the project with Microsoft Office Project Professional 2007. Select the project and then click **Open**. | | |
|  | | Project Web Access lets you view resource information in a variety of ways. You can view basic information, such as a resource’s department and e-mail address, or more complex information, such as availability to work on new projects based on the resource’s workload on other projects. | |
| View resource information | In the left pane, click **Resource Center**. Select the resources whose information you want to view, or click **View** to select a type of resource. Click **Actions**, and then click one of the following:   * **View Assignments** You can view the status of tasks that the selected resources are assigned to across all projects. * **View Availability** The availability of the resources across all projects is graphically displayed. Click **View** to filter the view to see a particular type of work:   + **Assignment work by resource**  Use this view to see assignment work grouped first by resources and then by the projects that the resource appears in.   + **Assignment work by project** Use this view to see assignment work grouped by the projects that the resource appears in.   + **Remaining Availability** Use this view to see the amount of time a resource has available to work during a particular time period.   + **Work** Use this view to see the amount of work that the resource is assigned to do. | | |
| Add resources to your project | You can add resources to a project plan in two ways:   * **Build a team** In the left pane, click **Project Center** . Select the project that you want, and then click **Build Team**. On the **Build Team** page, select the resources you want to add and then click **Add**. * **Create a high-level resource plan**. In the left pane, click **Proposals and Activities**. Select the project that you want, click **Resource Plan**, and then click **Build Team** to add members to the resource plan. Click **Save and Publish**. You can use a resource plan to represent the resource requirements for the project at a high level, even before you’ve created a detailed plan with tasks and assignments. | | |
| Change information about resources | In the left pane, click **Resource Center**. Select the resource whose information you want to change, and then click **Edit Details**.  **Tip:** You can change the same information for multiple resources at one time by selecting the resources and then clicking **Bulk Edit**. You cannot bulk edit information that is specific to individual resources | | |
|  | | Project Web Access provides a variety of reports and views that you can use to analyze project, task, and resource information within a project or across multiple projects.  All these reports help you to understand the health of your organization in terms of project and resource performance. | |
| View project reports | In the left pane, click **Data Analysis**. In the **View** box, select the view that displays the type of information that you want.  Task and resource information appears in either the PivotTable or PivotChart view on the **Data Analysis** page. To show more or less detail in the PivotTable or PivotChart views, on the **Actions** menu, click either **Expand** or **Collapse**.  **Note:** Your server administrator determines the types of views that you can see. | | |
| Change the information in a report | To change the information that is displayed in the PivotTable and PivotChart views, click the **View Options** view.bmp button. Select the **Show PivotTable Toolbar** check box, and then drag the fields from the **Fields** list onto the appropriate row and column areas of the PivotTable or PivotChart view.  **Tip:** Click the **Help** helpbutton.jpgbutton on the PivotTable and PivotChart toolbars to learn more about how information is displayed. | | |
|  | | There is much more to use to learn about how to use Project Web Access. | |
| [Role Guides](http://r.office.microsoft.com/r/rlidProjServerRoleGuides?clid=1033&app=winproj.exe&ver=12) | Use the [Role Guides](http://r.office.microsoft.com/r/rlidProjServerRoleGuides?clid=1033&app=winproj.exe&ver=12) to learn more about how to use Project Web Access. Depending on your role in your organization and what security permissions are assigned to you, you will have access to different features. | | |
| [Project Roadmap](http://office.microsoft.com/en-us/project/HA102143771033.aspx) | Use the [Project Roadmap](http://r.office.microsoft.com/r/rlidProjectRoadMap?clid=1033&app=winproj.exe&ver=12) to help you make the most of Project 2007 and accomplish your project goals by using the accepted standards and practices of project management methodology. | | |
| [Ask the community](http://office.microsoft.com/en-us/project/HA011587371033.aspx?pid=CH010685781033) | Ask the [community](http://r.office.microsoft.com/r/rlidCommunity?clid=1033&app=winproj.exe&ver=12). You can tap the collective wisdom of other Project users by posing questions in discussion groups, reading Project blogs, or using any of the other community resources. | | |