

Managing Projects with Project Server 2013

Duration: **2 days**

COURSE OVERVIEW

This two-day instructor-led course 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.

TARGET AUDIENCE

This course is intended for both novice and experienced project team members or project managers who will be managing a team or will be involved in project management tasks.

COURSE OBJECTIVES

After completing this course, students will be able to:

1. Create a project plan with MS Project and publish to MS Project Server 2013/Project Server Online
2. Managing project task
3. Managing project tasks resources
4. Reporting status
5. Generating project reports

COURSE CONTENT

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

1. What is a Project?
2. Determining Project Objectives

3. The Project Triangle
4. Optimize the Schedule
5. Introduction to Project Site

Lab : Understanding Project Site

After completing this module, students will be able to:

1. Understand the basics of project management
2. Create a Project Site

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

1. Understand MS Project
2. Define the Project Scope
3. Create a Project
4. Overview of Project calendars

Lab : Create a new project

After completing this module, students will be able to:

1. Describe the scope of a project
2. Create a new project
3. Editing project properties
4. 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

1. Defining WBS
2. Entering task information into project
3. Create milestone and timeline
4. Using Dependencies

Lab : Managing Project Resources

After completing this module, students will be able to:

1. Describe the key concept of WBS
2. Create task in project
3. Creating dependencies 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

1. Defining Resources
2. Assigning Resources to Task
3. Estimating Project Cost
4. Resources leveling

Lab : Managing Project Resources

After completing this module, students will be able to:

1. Describe the key concept of managing project resources
2. Assigning resources to project plan
3. 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

1. Understanding timesheet
2. Configuring timesheet
3. Completing timesheet

Lab : Using timesheet

After completing this module, students will be able to:

1. Describe the features of timesheet
2. Configuring timesheet
3. 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

1. Understanding Issue
2. Understanding Risk
3. Managing Issue and Risk in Project Site

Lab : Managing Issues and Risks

After completing this module, students will be able to:

1. Describe the key concept of managing project issue and risk
2. 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

1. Using Project Report
2. Using Project Server Report
3. Building Custom report with Excel

Lab : Project Reporting

After completing this module, students will be able to:

1. Describe the reporting needs
2. Using built-in reporting
3. Create custom reporting