

Microsoft® Office Project Server 2007 for Project Managers e-Learning

**Prepares you for Microsoft Exam 70-633:
Microsoft Office Project Server 2007, Managing
Projects**

**Complete the course and get 18 Project
Management Institute PDU Credits***

Learning at your level — An intermediate level course, this comprehensive program is specifically for people who must manage and support projects using Microsoft Office Project Professional and Microsoft Office Project Server 2007. The material covers all aspects of planning, managing and supporting project schedules, proposals and activity plans in the context of the Project Management Institute's A Guide to the Project Management Book of Knowledge (PMBOK Guide) with videos, exercises, and quizzes delivered by industry expert James Bulmer, MCP.

Train anywhere with no IT hassles — The course is delivered over the web to any modern browser using industry standard technology. There is no software to install and no license keys to manage. Users self-register and begin training right away.

Prerequisites — This course assumes that people have:

- Experience using Microsoft Office Project to create project schedules
- Fundamental knowledge of project management
- Experience with the Microsoft Windows XP or Windows Vista operating system
- Familiarity with the key project management concepts and terminology found in the PMI PMBOK Guide, third edition

The PM Practice / Keystone course "Microsoft Office Project 2007 Core Essentials e-Learning" is a recommended prerequisite for people who require knowledge of the use of Microsoft Office Project.

Outline — If you are or will be working with Microsoft Office Project Professional and Microsoft Office Project Server in an Enterprise Project Management [EPM] solution, this PM Practice / Keystone e-Learning course will help you to quickly get up to speed.

*Subject to final PMI Review

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Learn to manage multiple sub projects as a single project.

Projects



Track task status, actual work hours, project budget, and more.

Tracking



Create project views, filters, and groups and generate different formatted reports.

Reporting



Share project deliverables with internal and external clients/customers.

Sharing



Plan effectively by utilizing WBS, estimated duration, dependencies, and resources.

Planning

1.0 Introduction to Managing Projects with Microsoft Office Project Server 2007

1.1 Overview of Microsoft Office Project Server 2007

2.0 Initiating Projects

- 2.1 Authentication of Project Professional to Project Server
- 2.2 Project Professional for project initiation
- 2.3 Saving Vs. Publishing with Project Server 2007
- 2.4 Opening / Closing / Deleting / Renaming project schedules
- 2.5 Creating proposals / activity plans using PWA
- 2.6 Building and working with Resource Plans
- 2.7 Managing project documents
- 2.8 Managing project deliverables

3.0 Planning Projects

- 3.1 Creating the basic project schedule
- 3.2 Constraints and deadlines
- 3.3 Creating and managing dependencies
- 3.4 Creating and managing deliverables
- 3.5 Creating resources – work, material and cost
- 3.6 Building a project team
- 3.7 Creating resource assignments for work, material and cost resources
- 3.8 Resource leveling
- 3.9 Project baselines
- 3.10 Creating programs
- 3.11 Creating and managing budgets

4.0 Executing Projects

- 4.1 PWA's [Project Web Access] Home Page
- 4.2 PWA's Project Center
- 4.3 PWA's Resource Center
- 4.4 PWA's Timesheets and Administrative time
- 4.5 Managing Issues
- 4.6 Managing Risks

5.0 Monitoring and Controlling Projects

- 5.1 PWA [Project Web Access] for reporting task progress
- 5.2 Office 2003 or 2007 as an alternative for reporting progress
- 5.3 Processing task progress data using PWA
- 5.4 Processing task progress data using Project Professional
- 5.5 PWA's status reports
- 5.6 Performance Metrics: PWA's Data Analysis views and Enterprise Custom Fields
- 5.7 PWA's personal settings

6.0 Closing Projects

- 6.1 Create, save and work with Enterprise templates

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