



## Managing Projects with Project Server 2013

### Course 55107: 2 days; Instructor-Led

#### Introduction

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.

#### At Course Completion

After completing this course, students will be able to:

- Create a project plan with MS Project and publish to MS Project Server 2013/Project Server Online
- Managing project task
- Managing project tasks resources
- Reporting status
- Generating project reports

#### 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.

#### Prerequisites

Before attending this course, students must have:

- Experience with managing projects or project tasks
- Basic Windows and Active Directory knowledge.

#### Course Outline

##### 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

- What is a Project?
- Determining Project Objectives
- The Project Triangle
- Optimize the Schedule
- Introduction to Project Site

##### Lab: Understanding Project Site

- Create a new Project Site
- Experience the Project Site

After completing this module, students will be able to:

- Understand the basics of project management
- 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**

- Understand MS Project
- Define the Project Scope
- Create a Project
- Overview of Project calendars

**Lab: Create a new project**

- Create a new project with MS Project 2013
- Editing Project Properties
- Editing Project Calendar
- Publish to Project Site

After completing this module, students will be able to:

- Describe the scope of a project
- Create a new project
- Editing project properties
- 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**

- Defining WBS
- Entering task information into project
- Create milestone and timeline
- Using Dependencies

**Lab: Managing Project Resources**

- Creating tasks in MS Project
- Defining task properties
- Creating dependencies

After completing this module, students will be able to:

- Describe the key concept of WBS
- Create task in project
- 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**

- Defining Resources
- Assigning Resources to Task
- Estimating Project Cost

- Resources leveling

**Lab: Managing Project Resources**

- Create project specific resources
- Create centralized resources
- Estimating project cost

After completing this module, students will be able to:

- Describe the key concept of managing project resources
- Assigning resources to project plan
- Estimate project cost

**Module 5: Using Timesheet**

This module explains how to report project task status from project member perspective. This module also describe the configuration tasks for enabling timesheet.

**Lessons**

- Understanding timesheet
- Configuring timesheet
- Completing timesheet

**Lab: Using timesheet**

- Configuring timesheet
- Completing timesheet

After completing this module, students will be able to:

- Describe the features of timesheet
- Configuring timesheet
- 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**

- Understanding Issue
- Understanding Risk
- Managing Issue and Risk in Project Site

**Lab: Managing Issues and Risks**

- Managing Issue
- Managing Risk

After completing this module, students will be able to:

- Describe the key concept of managing project issue and risk
- 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**

- Using Project Report
- Using Project Server Report
- Building Custom report with Excel

**Lab: Project Reporting**

- Using Project Report
- Using Project Server Report
- Building Custom Report

After completing this module, students will be able to:

- Describe the reporting needs
- Using built-in reporting
- Create custom reporting