Project Web Access 2007 for Team Members

Course Summary

Description

The goal of this course is to provide team members with the knowledge and skills necessary to effectively to manage their tasks, report their time, and manage their respective issues and documents.

Topics

- Introducing Microsoft Project Server
- Reporting Task Updates
- Status Reports
- Documents, Issues & Risks

Audience

Candidates for this course are team members who are familiar with being a member of a project management team.

Prerequisites

There are no prerequisites for this course.

Duration

One day

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically

Project Web Access 2007 for Team Members

Course Outline

I. Introducing Microsoft Project Server
- A. Overview to the Project Server Environment
- B. Assessing your Home Page
- C. Viewing the Project Center
- D. Viewing Task Assignments
- E. Viewing the Resource Center

II. Reporting Task Updates
- A. Overview to Tracking Progress
- B. Reporting Methods
- C. Reporting Task Progress
- D. Adding a Task
- E. Reject or Hide a Task
- F. Add a New Task or Assign to Existing Task
- G. Notify Manager of Time Away
- H. Delegate task assignments

III. Status Reports
- A. Requesting a Team Status Report
- B. Submitting a Status Report
- C. Viewing Status Reports

IV. Documents, Issues & Risks
- A. Viewing Project Documents
- B. Uploading Project Documents
- C. Viewing & Filtering Issues
- D. Create & Edit Issues
- E. Viewing & Filtering Risks
- F. Create & Edit Risks

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically