MOC5928 Microsoft Office Project Server 2007, Managing Projects

Course Summary

Description

This course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2007 enterprise tool. This is the second course in the Microsoft Office Project 2007 Official Curriculum series and covers the Microsoft Enterprise Project Management (EPM) Solution.

Objectives

At the end of this course, students will be able to:

- Get started with Office Project Server 2007.
- Initiate projects.
- Understand the project planning processes.
- Plan projects through scope and schedule management.
- Plan projects through staffing management plans.
- Plan resource assignments for projects.
- Plan projects through cost, risk, and other planning documents.
- Execute projects through processes, resources, and deliverables.
- Execute projects by managing timesheets and personal settings.
- Monitor and control projects by tracking task and project progress.
- Monitor and control projects through measuring project performance and reporting progress.
- Close projects.

Topics

- Getting Started with Office Project Server 2007
- Initiating Projects
- Planning Projects Context and Framework
- Planning Projects Scope and Schedule Management
- Planning Projects Staffing Management Plan
- Planning Projects Resource Assignments
- Planning Projects Cost, Risk, and Other Management Plans
- Executing Projects Processes, Resources, and Deliverables
- Executing Projects Managing Timesheets and Personal Settings
- Monitoring and Controlling Projects Tracking Task and Project Progress
- Monitoring and Controlling Projects Measuring Performance and Reporting Progress
- Closing Projects

Audience

This course is intended for experienced project managers and schedulers. These individuals are capable of managing projects in the Microsoft Office Project 2007 EPM environment, including project and non-project efforts, risks, issues, documents, task progress, and timesheets. These individuals should be familiar with key project management concepts and terminology found in the Project Management Institute's A Guide to the Project Management Body of Knowledge (PMBOK Guide), Third Edition, and advanced knowledge and use of Microsoft Office Project 2007.

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

MOC5928 Microsoft Office Project Server 2007, Managing Projects

Course Summary (cont'd)

Prerequisites

Before attending this course, students must have:

- Experience using Microsoft Office Project to create project schedules
- Fundamental knowledge of project management
- Experience with the Windows XP or Windows Vista operating system
- Experience with Microsoft Office Excel 2003
- Familiarity with the key project management concepts and terminology found in the Project Management Institute's *PMBOK Guide*, Third Edition

In addition, it is recommended, but not required, that students have completed:

- Course 5927: Microsoft Office Project 2007, Managing Project

Duration

Three days

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

Course Title

Course Outline

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