MOC5929 Microsoft Office Project Server 2007, Managing Projects and Programs

Course Summary

Description

This course provides students with the knowledge and skills to use the Microsoft Office Project Server 2007 enterprise tool to initiate, plan, execute, monitor and control, and close enterprise programs and to customize the enterprise environment. This is the third course in the Microsoft Office Project 2007 Official Curriculum series and addresses the Microsoft Office Enterprise Project Management (EPM) Solution.

Objectives

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

- Define project, program, and portfolio management and explain their interrelationships in an enterprise environment.
- Describe the architecture and components of the Microsoft Office Enterprise Project Management Solution and navigate the key interfaces of Office Project 2007, Project Server 2007, and Project Web Access.
- Define a standardized methodology for program governance.
- Propose and apply updates to an enterprise environment.
- Define a program by establishing its characteristics and parameters and delineate program benefits.
- Deliver the detailed plan of a program and optimize the program for time, cost, and resources in order to establish a program baseline.
- Define program resources, and after identifying the critical resources, review and update the program plan and baseline.
- Track the work of the program resources in timesheets and the task progress of the program in Project Web Access and Project 2007.
- Define Earned Value Management (EVM) and perform EVM, including metrics, variances, and performance indexes, in order to create forecasts and make effective adjustments to the program.
- Use Project Center and the Data Analysis (OLAP Cube) feature to view and report the status of a program and to make forecasts.
- Configure project workspaces to meet the needs of a program.
- Describe the closing process for a program and propose changes to the enterprise environment based on the lessons learned through a program life cycle.

Topics

- Managing Enterprise Projects, Programs, and Portfolios
- Working with the Enterprise Project Management Solution 2007
- Program Management
- Defining and Creating the Enterprise Environment
- Setting Up the Program
- Planning the Program
- Managing the Resources
- Tracking Timesheets and Task Progress
- Performing Earned Value Management
- Reporting and Analyzing the Program Data
- Managing Project Workspaces for Programs and the Queue
- Closing the Program and Refining the Environment

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Course Summary (cont'd)

Audience

This course is intended for project managers, program managers, members of the project management office, or participants in the deployment of an EPM solution, who are responsible for managing, analyzing, and reporting on projects and programs in the Microsoft Office EPM environment. Further, these individuals are able to refine the Office EPM environment to create solutions to business problems. A solid understanding of key project management concepts and terminology as found in the Project Management Institute (PMI), A Guide to the Project Management Body of Knowledge (PMBOK Guide), Third Edition, and The Standard for Program Management is recommended. Additionally, substantial hands-on experience is recommended in Microsoft Office Project Professional 2007, Project Server 2007, and Project Web Access prior to attending the course.

Prerequisites

Before attending this course, students must have:

- Fundamental knowledge of project management.
- Experience using Microsoft Office Project to create project schedules.
- Experience using Microsoft Office Project Web Access.
- Experience with Microsoft Office Project Server, preferably Office Project Server 2007.
- Experience with the Windows XP or Windows Vista operating system.
- Experience with Microsoft Office Excel 2003 or 2007.

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

- Familiarity with the key project management concepts and terminology found in the PMI PMBOK Guide - Third Edition.
- Familiarity with the key program management concepts and terminology found in PMI's The Standard for Program Management.
- Completed MOC Course 5927: Microsoft Office Project 2007, Managing Projects.
- Completed MOC Course 5928: Microsoft Office Project Server 2007, Managing Projects.

Duration

Five days

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