

Course Syllabus

Collaborating on Enterprise Project Teams using Microsoft Project Server 2003

Course Overview

In this 3½-hour course, project team members learn how to effectively use Project Web Access for task updating, reporting, and team collaboration.

Target Audience

This course is for everyone who is a member of an enterprise project team and is expected to update progress in the Project Server system and to use the team collaboration tools.

Pre-Requisites

None

Learning Objectives

After completing this course, you will be able to:

- Describe the project communication life cycle used with Project Server
- Understand and use the Project Web Access user interface
- Track and update task progress in Project Web Access and in Outlook
- Create new tasks and assignments, delegate tasks, and add notes to tasks
- Set up e-mail notifications and reminders from Project Server
- Submit risks, issues, and documents associated with a project
- Respond to Status Report requests
- Create and manage To-Do lists

Topical Outline

Module 1: Introducing Microsoft Project Server

What Is Microsoft Project Server?

Applying Enterprise Project Management Terminology to Microsoft Project Server

Understanding the Project Communications Life Cycle in Project Server

Additional Collaboration and Management Tools

Module 2: Project Web Access Overview

Using the Project Web Access User Interface

Menu Bar

Actions Pane

Customization Tabs

Action Bar

Manipulating the Data Grid

Printing the Data Grid

Exporting the Data Grid to Excel

Module 3: Tracking Progress through Project Web Access

Working with Tasks in Project Web Access

Understanding the Timesheet

Timesheet indicators

Understanding the Timesheet Toolbar

Activities Available from the Actions Pane

View Options

Filtering, Grouping and Searching the Timesheet View

Displaying the Gantt Chart View

Current Tasks vs. All Tasks

Reporting Progress in the Timesheet

Setting Up the Timesheet to Enter Actuals

Entering and Submitting Progress

Using Other Task Activities

Rejecting a Task

Delegating a Task

Creating a New Task

Assigning Yourself to an Existing Task

Hiding Tasks

Inserting Task Notes

Linking Documents to Tasks

Linking Issues to Tasks

Linking Risks to Tasks

Managing Project Tasks in Outlook
Notifying Managers of Working Day Changes

Module 4: Working with Outlook

Managing Project Tasks in Outlook
Automatically Import Project Tasks into Outlook
Displaying Project Web Access in Outlook

Module 5: Using the Home Page

Using Features from the Home Page
Changing Your Password
Setting Alerts and Reminders for Yourself
Taking Project Web Access Offline

Module 6: Working with Risks, Issues, and Documents

Working with Risks, Issues, and Documents
Working with Risks
Viewing Risks
Creating and Editing Risks
Attaching Risks to Tasks, Issues, Documents, and Other Risks
Working with Issues
Viewing Issues
Creating and Editing Issues
Attaching Issues to Other Issues, Tasks, Risks, and Documents
Working with Document Libraries
Viewing Document Libraries
Creating a New Document Library
Using a Document Library
Uploading Documents to a Library
Creating a New Document in a Library
Creating a New Folder in a Library
Working with Existing Documents in a Library
Viewing Document Properties
Editing Document Properties
Editing in a Microsoft Office Application
Deleting a Document
Checking Out/Checking In a Document
Working with the Versions History
Discussing a Document
Using the Project Workspace
Discussing a Document

Module 7: Working with Status Reports

Responding to a Status Report Request

Submitting an Unrequested Status Report

Viewing the Status Reports Archive

Module 8: Working in the Project Center

Working in the Project Center

Accessing Risks, Issues, and Documents from the Project Center

Using Project Center Views

Working with Detailed Project Views

Organizing Your Saved Links

Working with To-Do Lists