



Proactive Professional Project
Management Services
SBU of VINSYS



Explore Microsoft EPM - Project Server in Project Management



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Branch Offices :

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Introduction:

This module is designed to make participants comfortable & confident in exploiting the tool to suit their project needs. It will provide an insight to the additional advanced features of MS Project as a complete suite of managing multiple Projects. As the name suggests it is widely used for managing Enterprise-wide Projects. It gives various higher level options & features so an Organization can to have optimal control over the Projects' performance, utility of resources, Schedules on even multi-location Projects. Being a web based tool it can also be helpful for managing resources at various locations.

Learning Objective:

- Develop an easy to track project schedule in Microsoft Project 2003
- Learn the use and significance of various views, tables and reports.
- Track and analyze schedule progress by different methods
- Use Project Guide for planning and tracking projects
- Learn the use and significance of various views, tables and reports.
- Working with Enterprise projects
- Working with Enterprise resources
- Linking documents to document library
- Using web access for discussions
- Issue tracking & submission

Process Group:

Planning, Executing, Controlling Knowledge Area: Project Scope, Time, Cost

Prerequisite:

This course is designed for those who have some project management knowledge and preferably some know-how of using of Microsoft Project.

Platform Requirements:

Hardware Requirements for Microsoft Project Professional

- ◆ Processor : - P IV or Later
- ◆ RAM : - min 1 GB MB or More
- ◆ Disk Space : - min 40 GB or more
- ◆ Monitor : - SVGA (800 x 600) or Higher Resolution
- ◆ CD ROM : - Optional



Software Requirements for Microsoft Project Professional

- ◆ Microsoft XP Professional / Windows XP Home / Windows 2003/ 2007 Professional with Service Pack 3 or Later
- ◆ Internet Explorer 6.0 or above with Service Packs

Hardware Requirements for EPM – Project Server – (Server Side)

- ◆ Processor : P III – 700 MHz or Later
- ◆ RAM : 2 GB or More
- ◆ Disk Space: 120 GB or more
- ◆ Monitor : SVGA (800 x 600) or Higher Resolution
- ◆ CD ROM : Very much Preferable

Software Requirements for Microsoft EPM – Project Server – (Server Side)

- ◆ Microsoft Windows 2000 Server with Service Pack 3
- ◆ Microsoft IIS 6.0 or above
- ◆ Min SQL Server 2000 with Service Pack 3a
- ◆ SQL Server Analysis Services

Note: – For WSS it is necessary to have min Windows 2003 or above

Hardware Requirements for Microsoft Project Server 2003 – (Client Side)

Same as Hardware Requirements for Microsoft Project 2003 Professional

Software Requirements for Microsoft Project 2003 Professional – (Client Side)

Same as Software Requirements for Microsoft Project 2003 Professional

LCD Projector and One computer should be available to the trainer faculty for conducting the training, with due installations of the above S/w & H/w requirements.

Duration: - 3 Days

No. of Participants: - Up to 16

Course Outline

Day 1:

- ◆ Introduction to MSP 2003 User Interface Elements
- ◆ Reading Various Aspects of Completed Project
- ◆ Understanding Project Information Dialog
- ◆ Setting up Calendars and Calendar Options



- ◆ Entering Resource Information, Understanding Resource Attributes, Sharing Resources
- ◆ Entering Tasks, Understanding Task Attributes, Outlining, Linking Tasks Lists
- ◆ Practicing Assignment
- ◆ Understanding Work, Duration, Units, Effort Driven Calculations
- ◆ Understanding Assignment Information Dialog
- ◆ Various Techniques for Leveling Resources
- ◆ Saving Project as Baseline

Day 2:

- ◆ Customizing Project 2003
- ◆ Using Custom and Custom Outline Fields
- ◆ Managing Users or Groups
- ◆ Managing Enterprise Project Versions
- ◆ Working with the Enterprise Global Template
- ◆ Setting Up and Editing Enterprise Resources

Day 3:

- ◆ Importing Projects
- ◆ Importing Resources
- ◆ Setting Up Administrative Projects
- ◆ Customizing Project Web Access
- ◆ Reviewing the Home Page
- ◆ Changing Your Password
- ◆ Entering Time on Tasks
- ◆ Delegating Tasks
- ◆ Viewing Information
- ◆ Reporting Project Status