

Course Outlines

Course Name	Project Server 2010 – Project Managers Track
Conducted By	Techno Management
Duration:	3 Days
Preparations	<ul style="list-style-type: none">• Classroom with Computers, Data Show and whiteboard or flipchart.• Computers must have MS Project Server 2010 installed.
Audience	Project Server Users (Project managers and Team Members)
Pre-Requisites	<ul style="list-style-type: none">• Basic Project Management Knowledge• Project Professional 2010 Knowledge• Project Management Essentials course
General Notes	None

Course Description

Project Server 2010 is a powerful tool that allows organizations to store, organize, and share important project information in a secure enterprise environment. During this course, Participants will learn how to manage successfully projects' activities, track progress, monitor risks, issues, and Share documents among stakeholders. This course will cover the following areas:

1. Overview of MS Project Server 2010
2. Accessing MS Project Server
3. Home Page
4. Working with tasks
5. Managing the Status Reports
6. Working in the Projects Center
7. Working in the Resources Center
8. Managing task Updates.
9. Working with Risks
10. Working with Issues
11. Working with Documents

Course Deliverables

1. Course materials in electronic form
2. Course session

Project Server 2010 – Project managers & Team Members Track

Course Contents

1- MS Project Server 2010 overview

- Publishing Concept
- Saving Projects on the Server
- MS Project Server as a Data Store
- Accessing the Server from MS professional
- Accessing the Server from the IE

2- Home page overview

- Reminders
- Tasks
- Time Sheets
- Status Reports
- Risks
- Issues
- Other Tabs

3- Personal Setting:

- Manage My Alerts & Reminders
- Manage My Alerts & Reminders
- Manage My Resources Alerts & Reminders
- Manage My Resources Alerts & Reminders
- My Queued Jobs
- Setup Outlook Sync

4- Working with Tasks

- Tasks page Overview
- Personalize view of assigned tasks
- Task updates
- Deleting tasks
- Self assign team tasks
- Reassign Work
- Working with Timesheet

5- Status Reports

- Request a New Status Report
- Request a New Status Report
- Submit Un-requested Report
- Response to Status Reports requested
- View Status Reports Responses

6- Working in the Projects Center

- Project Center Views
- Project's Views
- Data Analysis Views
- Edit Project Properties
- Edit Project
- Build Project Team
- Build Resource Plan
- Proposals & Activities
- Create New Proposal
- Create New Activity

7- Recourse Center

- View Resource Availability
- View Resource Assignments

8- Working with Project's Risks

- Create New Risks
- Manage Risks

9- Working with Issues

- Create New Issues
- Manage Issues

10- Manage Documents:

- Documents Folders
- Uploading Documents
- Documents Security
- Document Versioning

11- Project Documents

- Create New Document
- Upload Documents

12- Sharing Documents

- Create New Document in Shared Documents
- Upload Document in Shared Documents