



COURSE : **MICROSOFT OFFICE 2007:**

## **ENTERPRISE PROJECT MANAGEMENT - ADMINISTRATION**

A comprehensive 3 day course taking you through the features of Office EPM 2007, installation to implementation

DATE:	As per schedule
TIMES:	As per schedule
DURATION:	3 days (7 hour days)
VENUE:	As per schedule
COURSE TYPE:	Hands-on, Instructor lead
GROUP SIZE:	Grouped according to skill level with a maximum number of 8 delegates
COURSE DOCUMENTATION:	<ul style="list-style-type: none"><li>• Microsoft Office EPM 2007 BIBLE</li><li>• User Competency Assessment</li><li>• Certificate of competence</li></ul>
LEVEL:	Intermediate to Advanced
PREREQUISITES:	A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office.
INCLUSIONS:	Light Lunch and refreshments
COST PER DELEGATE:	As per quotation

### **HIGH LEVEL COURSE OUTLINE**

<b>DAY 1</b>	<b>Coordinating Multiple Projects outside Project Server</b> <ul style="list-style-type: none"><li>• Consolidating Projects</li><li>• Setting up to use consolidation</li><li>• Inserting a project</li><li>• Using inserted projects and their source files</li><li>• Consolidating all open projects: A shortcut</li><li>• Moving subprojects within a consolidated project</li><li>• Understanding Consolidated Projects and Dependencies</li></ul>
--------------	--

- Linking tasks across projects
- Changing links across projects
- Consolidated projects – to save or not to save
- Viewing Multiple Projects
- Viewing the Critical Path across Projects
- Sharing Resources Among Projects
- Creating a resource pool and sharing the resources
- Opening a project that uses a resource pool
- Updating information in the resource pool
- Quit sharing resources

#### **Preparing to Use Project Server**

- Understanding Project Server and Project Web Access
- What's New in Project Server 2007
- Planning the Project
- Assessing requirements
- Identify the people who will approve the Project Server design
- Identify staff members to interview
- Create a requirements definition questionnaire
- Conduct interviews
- Calculate ROI
- Designing the system
- Assessing the technology environment
- Addressing special needs
- Establishing and enforcing organizational standards
- Training
- Developing a strategy for implementation and configuration
- Avoiding the Pitfalls

#### **Installing and Configuring Project Server**

- Reviewing Requirements
- Meeting software requirements
- Software requirements for servers
- Software requirements for client computers

- Meeting hardware requirements
- Hardware requirements for servers
- Hardware requirements for client computers
- Assessing the network environment
- Considering software/hardware scenarios
- The Small Server Farm
- The Medium Server Farm
- The Large Server Farm
- Installing Peripheral Software
- SQL Server and Analysis Services
- Checking the SQL version
- Internet Information Services (IIS)
- Enabling IIS
- Checking the IIS mode
- Installing .NET Framework 3.0
- Setting Up Windows Security Accounts
- Windows SharePoint Services Service account
- The Application Pool security account
- Site Collection Owner account
- Shared Service Provider Administrator account
- Project Server Instance Administrator account
- Creating an account
- Installing Project Server and Windows SharePoint Services
- Connecting to Project Server through Project Web Access
- Troubleshooting Your Installation
- 

## DAY 2

### Project Server and the Administrator

- Double-Checking Settings
- Specifying Project Server features for your organization
- Managing Windows SharePoint Services
- Managing Security Settings
- Managing security templates

- Managing groups
- Working with categories
- Managing Users

#### Installing and Configuring Project Server

- Reviewing Requirements
- Meeting software requirements
- Software requirements for servers
- Software requirements for client computers
- Meeting hardware requirements
- Hardware requirements for servers
- Hardware requirements for client computers
- Assessing the network environment
- Considering software/hardware scenarios
- The Small Server Farm
- The Medium Server Farm
- The Large Server Farm
- Installing Peripheral Software
- SQL Server and Analysis Services
- Checking the SQL version
- Internet Information Services (IIS)
- Enabling IIS
- Checking the IIS mode
- Installing .NET Framework 3.0
- Setting Up Windows Security Accounts
- Windows SharePoint Services Service account
- The Application Pool security account
- Site Collection Owner account
- Shared Service Provider Administrator account
- Project Server Instance Administrator account
- Creating an account
- Installing Project Server and Windows SharePoint Services
- Connecting to Project Server through Project Web Access

- Troubleshooting Your Installation

### **Project Server and the Administrator**

- Double-Checking Settings
- Specifying Project Server features for your organization
- Managing Windows SharePoint Services
- Managing Security Settings
- Managing security templates
- Managing groups
- Working with categories
- Managing Users

### **Project Server and the Project/Resource Manager**

- Connecting to Project Server
- Creating a Project Server logon account
- Logging on to Project Server
- Creating a Web-Based Project
- Understanding the structure of the Project Server database
- Reviewing a project's Web-based options
- Storing a draft project in the Project Server database
- Publishing project information
- Working with Web-Based Projects
- Opening a project stored in the Project Server database
- Understanding the Open dialog box
- Opening a draft project or a published project
- Closing a project stored in the Project Server database
- Managing the local cache
- Viewing Project Server pages in Project Professional
- Using activity plans and proposals
- Assigning Resources to Projects
- Adding enterprise resources to your project
- Replacing generic resources with real resources
- Notifying resources of assignments
- Using the Resource Substitution Wizard

- Assigning resources using Project Web Access
- Tracking Progress
- Establishing a tracking method
- Setting up status reports
- Receiving updates from team members
- Working with issues and risks
- Tracking issues
- Tracking risks
- Managing deliverables

#### **Project Server and the Day-to-Day User**

- Logging on to Project Web Access
- Reviewing the Home Page
- Customizing the Home Page
- Viewing Information
- Working with your tasks
- Entering time on tasks
- Submitting task updates
- Adding tasks
- Reassigning a task
- Working with your timesheet
- Entering time
- Saving timesheet entries
- Reporting administrative time
- Project Web Access and Microsoft Outlook
- Integrating the Outlook Calendar with Project Web Access
- Setting up integration
- Setting integration options
- Importing Project Web Access assignments into Outlook
- Updating Project Web Access with Outlook information
- Working with Documents
- Reporting Status

#### **Project Server and the Executive**

- Reviewing Your Portfolio
- Identifying Trends and Potential Problems

## DAY 3

### Customizing Microsoft Project

- Using Custom Fields
- Customizing data entry
- Creating a custom field
- Using a custom field for data entry
- Using formulas in custom fields
- Modifying the Interface
- Setting levels of Undo
- Windows taskbar icons
- Saving Project files
- Using the Organizer
- Making changes to toolbars
- Combining or separating toolbars
- Adding and deleting tools from a toolbar
- Creating custom toolbars
- Changing and editing button images
- Customizing project menus
- Adding menus
- Assigning new commands
- Deleting commands and menus

### Using Macros to Speed Your Work

- Using Macros
- Recording Macros
- Running Macros
- Using Shortcuts to Run Macros
- Assigning a macro to a toolbar button
- Assigning a macro to a menu command
- Assigning a keyboard shortcut to a macro

### Customizing Microsoft Project Using VBA and Active Scripting

- Example One: Creating a Filter to See Critical Tasks and Resource Assignments
- Recording a macro to create a filter for critical tasks
- Editing the macro to show only specified resources
- Testing the code
- Example Two: Creating a UserForm Object to Adjust Work
- Designing the UserForm
- Creating a UserForm
- Adjusting the size of the UserForm
- Adding controls to the UserForm
- Adding code to the UserForm
- Adding code to display resource names
- Adding code to the OK button to change work
- Adding code to the Cancel button
- Adding a sub procedure to show the UserForm
- Example Three: Customizing the Project Guide
- Content of the Project Guide XML document
- Project Guide XML document elements
- Defining the Project Guide for a project
- Customizing the Project Guide to create a new project
- Adding a new task to the Tasks goal area
- Creating a custom HTML page
- Deploying the customized Project Guide

#### **Importing and Exporting Project Information**

- Understanding General Importing and Exporting Concepts
- Exporting Information
- Saving reporting information in an OLAP Cube or an Access database
- Exporting to Office files
- Sending Project data to Excel
- Sending Project data to Microsoft Word
- Exporting Project information to a graphic image
- Exporting to text files
- Importing Information

- Inserting another project
- Importing Office files
- Bringing Excel workbook information into Project
- Bringing Access database information into Project
- Bringing Outlook task lists into Project
- Bringing Word document information into Project
- Importing other files

Visit our training page on [www.cisnig.com](http://www.cisnig.com) for the latest events schedule or contact our Training Administrator on +234-01-2160684 or +234-08086551789