

55107: Managing Projects with Project Server 2013

Duration: 2 Days

Method: Instructor-Led

*Certification: Microsoft® Specialist in Microsoft® Project — Exam:
Managing Projects with Microsoft® Project **Code: 74-343***

Course Description

This course is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also would like to improve effective project team communication and collaboration.

Target Audience

This course is intended for:

- Both novice and experienced project team member or project manager who will be managing a team or involved in project task management tasks.

Prerequisites

To attend this course, participants should have:

- Experience with managing projects or project tasks.
- Basic Windows and Active Directory knowledge.

Course Objectives

Upon successful completion of this course, participants will be able to:

- Create a Project Plan with Microsoft® Project.
- Publish to Microsoft® Project Server 2013/Project Server Online.
- Managing Project Task.
- Managing Project Tasks Resources.
- Reporting Status.
- Generating Project Reports.



Course Content

Module 1: Understanding Projects and Project Management

- What is a Project?
- Determining Project Objectives
- The Project Triangle
- Optimize the Schedule
- Introduction to Project Web App

Module 2: Create a new Project

- Understand Microsoft® Project
- Define the Project Scope
- Create a Project

Module 3: Managing Project Task

- Project Task
- Managing Project Task

Module 4: Managing Project Resources

- Create Enterprise Resources
- Define Project Resources

Module 5: Using Timesheet

- Understanding Timesheet
- Configuring Timesheet
- Completing Timesheet

Module 6: Managing Issues and Risks

- Understanding Issue
- Understanding Risk
- Managing Issue and Risk in Project Site

Module 7: Project Reporting

- Using Project Report
- Using Project Server Report
- Building Custom Report with Excel

LABS INCLUDED

