

CPS704 – PWA – Team Member Seminar

Summary:

Team members will understand how to use Project Web Access (PWA) to view plans, update tasks and timesheets for the projects that they are assigned to.

The seminar will cover these essential topics, enabling the delegate to understand:

- Connecting to Microsoft Office Project Web Access 2007 (PWA)
- Viewing Projects and Resource Information in PWA
- Updating Tasks
- Updating Timesheets
- Using Project Workspaces - Risks, Issues and Documents using Sharepoint

Delegate Profile

Delegates include all team members who will access or update project information within the Enterprise Project Management Solution.

What are the Pre-requisites?

There are no pre-requisites for this seminar

What you will learn

Delegates will understand how to access and update project information. They will be able to view projects in Project Centre, update their tasks and timesheets and understand Project Workspace in Sharepoint

Course Code	Course Dates	Times	Length of Course	Venue
CPS 704	Call or view online	N/A	1 Hour	Customer Premises

Do I need to bring anything?

No, all training materials are provided.