

Training to deliver

CPS 708 Administrator

Course Summary

Successful completion of this course will enable delegates to effectively maintain the Enterprise Global, the Enterprise Resource Pool, set up the manage user accounts and access, configure views and carry out database management.

Course Schedule

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

- Enterprise Administration in Microsoft Office Project Professional 2007
- Enterprise Administration in PWA
- Enterprise Permissions
 - Organisation
 - Groups
 - Users
 - Categories
- Security
- User Authentication
- Managing PWA views
- Managing Information
- Managing the system day to day
- Managing OLAP information and Resource Availability
- Maintaining the Project Server database
- Managing the look and feel

Delegate Profile

The individuals responsible for day-to-day maintenance of Project Server 2007 and providing second line support for Project Web Access and Microsoft Project are the target audience.

What are the pre-requisites?

Previous attendance on CPS 701/3 would be beneficial.

What you will learn

At the end of the session attendees will be able to maintain the Enterprise Global, the Enterprise Resource Pool, set up and manage user accounts and access the carry out database management.

Course Code	Course Dates	Times	Length of Course	Venue
CPS 708	Call or view online	9.30 – 4.30pm	5 Days	CPS' Office in Marlow, Bucks

Do I need to bring anything?

Note taking materials will be provided.

For more information visit www.cpstraining.co.uk or call 01628 895600

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Course Description: Administrator

Introduction

- Course Structure
- What is EPM?
- EPM Architecture

Reporting

- Custom Fields
- Microsoft Office Project Professional Views
- Microsoft Office Project Web Access Views
- Currency in Project Server
- Calendars in Project Server
- OLAP and Data Analysis

Resourcing

- Enterprise Resource Pool
- Resource Properties

Permissions

- Project Server Permissions Overview
- System, Group & Category Level Permissions
- Resource Breakdown Structure

Timesheeting

- Tasks
- Time

Windows SharePoint Services

- WSS Overview
- WSS Creation
- WSS Modification
- WSS Deletion

Customisation

- Web Parts
- Workflow

System Maintenance

- Deleting
- Check-in
- Backing Up
- Queues

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