

# Training to deliver Microsoft EPM 2010 User

## Course Summary:

Successful completion of this course will enable delegates to effectively use both Microsoft Project Professional 2010 and Project Server 2010.

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

- Connecting Project Professional 2010 to Project Server 2010
- Enterprise features of Project Professional 2010
- Resource Management
- Microsoft Project Web Access 2010 (PWA)
- Viewing Projects and Resources within PWA
- Modifying Project data via PWA
- Status Reports
- Business Intelligence Reporting
- Portfolio Analysis and Demand Management
- Tasks and Timesheets
- Maintaining Issues and Risks within Project Workspaces

## Delegate Profile

Delegates include Programme or Project Managers, Line Managers, Team Leaders or Planners who need to manage plans/resources or extract data from an Enterprise Project Management Solution.

## What are the Pre-requisites?

Delegates should have attended the Microsoft Project Standard 2010 Basics course to fully understand the benefits of Microsoft Project Standard 2010 and its new features before attending this course.

## What you will learn

At the end of the class the delegate will be able to use the collaborative functions of Project Professional 2010 including Team Builder, Publishing and feeding back update data via Timesheets. Delegates will also understand the new features of Project Web Access 2010, including Business Intelligence reporting and Demand Management.

Course Dates	Times	Length of Course	Venue	PDU Value
Call or view online	09.30 – 16.30	1 Day	CPS, Marlow	Under Review

## Professional Development Units (PDU's)

As a Project Management Institute (PMI) Registered Education Provider, CPS are able to issue category three Professional Development Units. These units can be used for maintaining the PMP® credential, as well as for the “contract hours” that are required to apply to sit for the PMP and CAMP® credential examinations.

## Do I need to bring anything?

Note taking material will be provided.

For more information visit [www.cps.co.uk](http://www.cps.co.uk) or call 01628 895600

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