

# CPS 703 – EPM 2007 User

## Course Summary:

Successful completion of this course will enable Project Managers to use Microsoft Office Project Professional 2007 effectively with Project Server 2007.

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

- Connecting Project Professional to Project Server
- Resource Management
- Collaboration
- Microsoft Office Project Web Access 2007 (PWA)
- Viewing Projects and Resource Information in PWA
- Using the Data Analysis
- Status Reports
- Exporting Information
- Importing Existing Plans
- Proposals, Activities and Resource Plans
- Tasks
- Timesheets
- Using Project Workspaces - Risks, Issues and Documents

## Delegate Profile

Delegates include Programme or Project Managers, Line Managers, Team Leaders or Planners who need to manage plans within the Enterprise Project Management Solution.

## What are the Pre-requisites?

Experience using a Windows operating system and an Internet Explorer. Delegates should also have taken the following CPS course: CPS 701 or have experience of creating schedules, assigning resources and tracking project progress with Microsoft Project (or a similar tool).

## What you will learn

At the end of the course you will understand how to use the collaborative functions of Project Professional 2007 including Team Builder and Publishing and how to update plans from Timesheets. You will understand the additional capabilities of Project Web Access 2007, including Data Analysis, Status Reports and Document and Issue management in Project Workspaces.

Course Code	Course Dates	Times	Length of Course	Venue
CPS 703	Call or view online	9.30am – 4.30pm	1-2 Day(s)	CPS' Office in Marlow, Bucks

## Do I need to bring anything?

Note taking materials will be provided.

# Project Manager – Professional

## Course Description:

### **Microsoft Office Project Professional 2007**

#### **Project Basics**

- Project Information
- Enterprise Templates
- Saving
- Opening
- Working Offline
- Project Cache
- Importing Plans

#### **Resourcing**

- Building a Team
- Assigning Resources
- Match & Replace

#### **Publishing**

- Publishing Project Plan
- Publishing Assignments

#### **Additional Items**

- Project Cache
- Deliverables
- Task Drivers
- Cross Project Linking
- Importing Plans

### **Microsoft Office Project Web Access 2007**

#### **PWA Basics**

- Project Web Access Connection
- Logging On
- Homepage
- View Options

#### **Project Center**

- Viewing Project Center
- Viewing Project Detail

#### **Resource Center**

- Viewing Resource Center
- Viewing Resource Assignments & Availability

#### **Exporting Data**

### **Tasks**

Viewing Tasks  
Updating Tasks  
Creating Tasks/Activities  
Reassigning Work  
Assigning to Team Tasks  
Submitting Progress  
Approving Tasks

### **Timesheets**

Viewing Timesheets  
Updating Timesheets  
Submitting Administrative Time  
Submitting Progress  
Approving Timesheets  
Approving Administrative Time

### **Proposals, Activities & Resource Plans**

Creating Proposals  
Creating Activities  
Creating Resource Plans

### **Status Reports**

Viewing Status Reports  
Requesting Status Reports  
Submitting Status Reports  
Submit Un-requested Status Reports

### **Data Analysis**

Analysing Data within Data Analysis  
Modifying Reports

### **Project Workspaces**

Risks  
Issue  
Documents

### **Preparation – What topics or associated area could I look at before the course?**

Delegates should have experience in using Microsoft Project or a similar planning tool.