

MS Project Server 2010 EPM Administration

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

The MS Project Server 2010 EPM Administration course is a comprehensive 3 day course specifically designed for the EPM Administrator responsible for setting up, configuring and customizing the Microsoft Office Project, web Access and advanced analysis tools required to utilize the powerful capabilities of Microsoft office project as an enterprise project management tool.

Course duration:

This course is scheduled for three days from 9:00 till 16:00.

Course pre-requisites:

A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office.

Documentation:

The following documentation is included with the course

- Microsoft Project Server 2010 user guide
- User competency assessment
- Certificate of attendance

After attending you will be able to:

There are several important tasks that an administrator must manage in Microsoft Project Server 2010 for Project Web App users to access and interact effectively with project data, including:

- Managing users, groups, and categories.
- Customizing Project Web App to fit the specific needs of your organization.
- Managing workflows.
- Managing enterprise data (custom fields, calendars, views, etc.).
- Managing queue settings for your specific environment.
- Managing time and task tracking.
- Configuring Active Directory synchronization to security groups and resources.

Who should attend?

- **Project Server administrators**
Those individuals who will have administrative privileges for Project Server and will perform the duties required to configure and maintain Project Server.
- **SharePoint Server farm administrators**
Those individuals responsible for administering the SharePoint Server Central Administration web site and ensuring that Project Server and Microsoft SharePoint Server are always properly synchronized and that SharePoint Server features and functionality are available.



- **Project Management Office (PMO)**
Those individuals who help to define and maintain project management standards and practices throughout the organization.
- **Project site administrators**
Those individuals who will have administrative privileges for Project Server and will perform the duties required to configure Project Server to meet organizational portfolio and project management needs.
- **Active Directory administrators**
Those individuals responsible for setting up individual e-mail accounts and security groups in the Active Directory service that will be mapped to the Project Server Enterprise Resource Pool and Project Server security groups.
- **Any member of your organization's Project Server deployment planning team**
Those individuals within your organization who will plan the deployment of Project Server 2013 and who may need a better understanding of the day-to-day Project Server administrative tasks that are available in Project Web App.

The facilitator

Lanie van Rooyen



Lanie van Rooyen is active in Enterprise Project Management (EPM) for 7 years and in this time has obtained a lot of practical and theoretical experience - training and consulting experience.

Lanie is a fulltime EPM 2007/2010/2013 consultant and dedicated to all EPM training - client based customised environments and public/generic training environments.

Topics covered

Security

- Manage Users
- Manage Groups
- Manage Categories
- Manage Security Templates
- Project Web App Permissions
- Manage Delegates

Enterprise Data

- Enterprise Custom Fields and Lookup Tables
- Enterprise Global
- Enterprise Calendars
- Resource Centre
- About Project Server

Database Administration

- Delete Enterprise Objects
- Force Check-in Enterprise Objects
- Daily Schedule Backup
- Administrative Backup
- OLAP Database Management

Look and Feel

- Manage Views
- Grouping Formats
- Gantt Chart Formats
- Quick Launch

Time and Task Management

- Fiscal Periods
- Time Reporting Periods
- Timesheet Adjustment
- Line Classifications
- Timesheet Settings and Defaults
- Administrative Time
- Task Settings and Display
- Close Tasks to Update

Queue

- Manage Queue Jobs
- Queue Settings

Operational Policies

- Alerts and Reminders
- Additional Server Settings
- Server Side Event Handlers
- Active Directory Resource Pool Synchronization
- Project Sites
- Project Site Provisioning Settings
- Bulk Update Project Sites

Workflow and Project Detail Pages

- Enterprise Project Types
- Workflow Phases
- Workflow Stages
- Change or Restart Workflows
- Project Details Pages
- Project Workflow Settings

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz