

# **MS Project Server 2010 EPM for Project Managers**

**ERP · BI · CRM · EPM · HR · PAYROLL**

## Course Outline

Microsoft EPM is a solution for assisting with the automation of project management principles, processes and practices. This course provides not only the information about which buttons to press and where to type project dates but also the conceptual framework to make automated project management work for you. We use relevant examples of projects from many industries and disciplines and will show you how to address, control, and overcome real-world constraints to ultimately enrich your Microsoft EPM experience and make you a better project manager with the use of an automated solution.

### Course duration:

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

### Course pre-requisites:

A good understanding of Windows and general Web environment, have mastered standard Windows software conventions such as Office and have basic project management knowledge. (Intermediate Project Management skills)

### Documentation:

The following documentation is included with the course

- Microsoft Project Server 2010 - EPM 2010 Project Manager's guide
- User competency assessment
- Certificate of attendance

### After attending you will be able to:

Using this approach we will explore the tool to understand all the features and functionality available. In order to fully grasp the concepts of EPM 2010, this training manual consists of 2 parts spanning the project lifecycle:

- **Part 1** introduces the client tool for planning and scheduling projects - Microsoft Project 2010.  
**Part 2** introduces the collaborative side of EPM 2010 which is Project Server 2010.

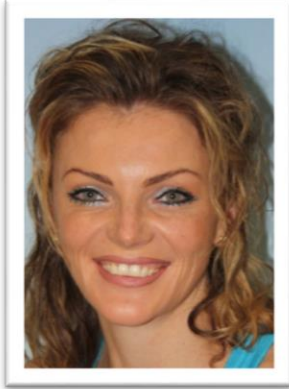
### Who should attend?

- **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 and assist project users.
- **Project Management Office (PMO)**  
Project/Programme managers who help to define and maintain project management standards and practices throughout the organization and using MS Project as a front end user.
- **Any member of your organization's Project Server**  
Those individuals within your organization who will be part of a project team and be assigned to project tasks using the project collaboration sites and may need a better understanding of the day-to-day Project Server 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

- Module 01: Project Server 2010 Overview/Introduction
- Module 02: Preparing to use Project Server
- Module 03: Creating New Proposal Projects
- Module 04: Creating Enterprise Projects
- Module 05: Task Planning
- Module 06: Resource and Assignment Planning
- Module 07: Project Execution
- Module 08: Tracking Time and Task Progress
- Module 09: Approving Time and Task Progress
- Module 10: Variance Analysis, Plan Revision, and Reporting
- Module 11: Managing Personal Settings
- Module 12: Collaborating with Project Sites
- Module 13: Managing Project Sites
- Module 14: Working with Status Reports
- Module 15: Working in the Resource Centre
- Module 16: Working with the Project Centre and Project Views
- Module 17: Working with Business Intelligence

## 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](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)