

## **5929, Microsoft Office Project Server 2007: Managing Projects and Programs**



**Duration:** 5 Days of Training

### **Course Description**

This five-day instructor-led course provides students with the knowledge and skills to use the Microsoft Office Project Server 2007 enterprise tool to initiate, plan, execute, monitor and control, and close enterprise programs and to customize the enterprise environment.

This is the third course in the Microsoft Office Project 2007 Official Curriculum series and addresses the Microsoft Office Enterprise Project Management (EPM) Solution.

### **Target Students**

This course is intended for project managers, program managers, members of the project management office, or participants in the deployment of an EPM solution, who are responsible for managing, analyzing, and reporting on projects and programs in the Microsoft Office EPM environment. Further, these individuals are able to refine the Office EPM environment to create solutions to business problems. A solid understanding of key project management concepts and terminology as found in the Project Management Institute (PMI), A Guide to the Project Management Body of Knowledge (PMBOK Guide), Third Edition, and The Standard for Program Management is recommended. Additionally, substantial hands-on experience is recommended in Microsoft Office Project Professional 2007, Project Server 2007, and Project Web Access prior to attending the course.

### **Prerequisites**

Before attending this course, students must have:

- Fundamental knowledge of project management.
- Experience using Microsoft Office Project to create project schedules.
- Experience using Microsoft Office Project Web Access.
- Experience with Microsoft Office Project Server, preferably Office Project Server 2007.
- Experience with the Windows XP or Windows Vista operating system.
- Experience with Microsoft Office Excel 2003 or 2007.

In addition, it is recommended, but not required, that students have:

- Familiarity with the key project management concepts and terminology found in the PMI PMBOK Guide - Third Edition.
- Familiarity with the key program management concepts and terminology found in PMI's The Standard for Program Management.
- Completed MOC [Course 5927: Microsoft Office Project 2007, Managing Projects](#).
- Completed MOC [Course 5928: Microsoft Office Project Server 2007, Managing Projects](#).

### **Delivery Method**

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Course Objectives**

After completing this course, students will be able to:

- Define project, program, and portfolio management and explain their interrelationships in an enterprise environment.
- Describe the architecture and components of the Microsoft Office Enterprise Project Management Solution and navigate the key interfaces of Office Project 2007, Project Server 2007, and Project Web Access.
- Define a standardized methodology for program governance.
- Propose and apply updates to an enterprise environment.
- Define a program by establishing its characteristics and parameters and delineate program benefits.
- Deliver the detailed plan of a program and optimize the program for time, cost, and resources in order to establish a program baseline.
- Define program resources, and after identifying the critical resources, review and update the program plan and baseline.
- Track the work of the program resources in timesheets and the task progress of the program in Project Web Access and Project 2007.
- Define Earned Value Management (EVM) and perform EVM, including metrics, variances, and performance indexes, in order to create forecasts and make effective adjustments to the program.
- Use Project Center and the Data Analysis (OLAP Cube) feature to view and report the status of a program and to make forecasts.
- Configure project workspaces to meet the needs of a program.
- Describe the closing process for a program and propose changes to the enterprise environment based on the lessons learned through a program life cycle.

## **Course Content**

### **Module 1: Managing Enterprise Projects, Programs, and Portfolios**

Managing Projects, Programs, and Portfolios in an Enterprise.  
Understanding Program Management Standards and Terminology.

### **Module 2: Working with the Enterprise Project Management Solution 2007**

Understanding the EPM t Solution 2007.  
Navigating the EPM Solution Interfaces.

### **Module 3: Program Management**

Understanding Program Management.  
Program Management in the Organization.  
Defining Policies and Procedures for Program Management.  
Program Life Cycle Process and Phases.

### **Module 4: Defining and Creating the Enterprise Environment**

Reviewing the Default Settings of Office Project Server 2007.  
Implementing Changes in an Enterprise Environment.

### **Module 5: Setting Up the Program**

Working with a Program.  
Customizing Permissions and Enterprise Fields.

### **Module 6: Planning the Program**

Developing a Detailed Plan of the Program.  
Establishing Project Interdependencies in a Program.  
Finalizing the Program Plan.

### **Module 7: Managing the Resources**

Updating the Enterprise Resource Pool and Replacing Resources.  
Refining the Program Plan by Identifying Critical Resources.

## **Module 8: Tracking Timesheets and Task Progress**

Managing Timesheets and Task Progress.  
Configuring Timesheets and Task Progress.

## **Module 9: Performing Earned Value Management**

Applying Earned Value Management.  
Using Earned Value Management in Office Project 2007.  
Creating and Modifying Views and Reports for EVM Analysis.

## **Module 10: Reporting and Analyzing the Program Data**

Customizing the Enterprise Fields and Views to Track a Program.  
Working with an OLAP Cube and a Data Analysis View.

## **Module 11: Managing Project Workspaces for Programs and the Queue**

Configuring a Workspace for a Project in a Program.  
Managing the Queue.

## **Module 12: Closing the Program and Refining the Environment**

Closing and Archiving a Program.  
Refining an Enterprise Environment.