

Course : MS-Project Server, use

for versions 2016 and 2013

Practical course - 3d - 21h00 - Ref. UPS

Price : 2020 CHF E.T.

Project Server 2013 provides an information repository for standardizing project management and centralizing resources. This training course will show you how to create and manage projects, plan and manage resources, and analyze information, all in collaborative mode.

Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Define project reference information (schedule, etc.)
- ✓ Create project tasks and define their dependencies
- ✓ Define and optimize task-resource combinations and calculate workloads
- ✓ Choose planning method (manual/automatic) and publish reference schedule
- ✓ Monitor project progress in terms of workload and finance in Project Professional
- ✓ Use status reports to communicate about the project

Intended audience

Project managers, decision-makers, planners.

Prerequisites

Basic knowledge of MS-Project.

Practical details

Hands-on work

Theoretical input and practical exercises.

Course schedule

PARTICIPANTS

Project managers, decision-makers, planners.

PREREQUISITES

Basic knowledge of MS-Project.

TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

1 Introduction and settings

- Project Server 2013 overview.
- Project methodology.
- Setting basic options.
- Enter project information (calendar, etc.).

2 Process description

- Planning method: manual/automatic?
- Create an efficient project structure.
- Create relationships between tasks.
- Indicate the time constraints associated with the tasks.
- The benefits of inactive tasks.
- New views in Project Professional 2013.

Exercise

Enter basic information, create a schedule with its relationships and constraints.

3 Manage project resources

- The different types of resources available.
- Corporate or local resources?
- Allocate resources to tasks, understand the time/work/capacity relationship.
- Create your team. Use the team planner.
- Detect overloads in a multi-project context.
- Use the levelling tool and make replacements manually.

Exercise

Enter the project team, allocate resources and manage over-utilization.

4 Cost management

- Enter budgets.
- Enter costs related to tasks or service providers.
- Get a summary of costs.

5 Sharing project information

- Define the reference for project follow-up.
- Discover Project Web Application (PWA).
- Publish your project. The project center.
- The resource center. Analyze a workload.
- Manage deliverables.
- The project site, for document management, project risks, actions...

TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

6 Follow the project

- Entering progress in Project Professional 2013.
- The timesheet and its validation process.
- Capture progress and non-project activities.
- How to simulate and arbitrate.
- Using status reports. Financial tracking.

Exercise

Time sheet entry.

7 Analyze information

- Project analysis, identification of the critical path.
- Build a project report or dashboard.
- Using PWA reports. Use Excel Services.

Exercise

Create a customized report.