

5 Days

## 55034: Project Server 2013 Inside Out

The Project Server 2013 Inside Out training is a 5-day course that will teach participants to work with Microsoft Project Server 2013 where participants are made to build and manage projects and schedules, resources, tasks and timesheets with Project Web App. Not only this but participants will learn to create and configure Business Intelligence for customized project reporting. Various other topics of the training include backup, restore and troubleshoot functions in Project Server 2013.

### Course Details

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#### Course Outline

##### Module 1: Overview

A simple introduction module.

After this module, candidates will be able to:

- Understand course structure, classroom, classmates, facility and instructor.

##### Module 2: Architecture, Installation and Upgrade

- Overview of the Architecture
- Overview of Installation
- Overview of Upgrading

##### **Lab: Installing Project Server 2013**

##### Module 3: Setup and Administer Project Web Access

- Configure Project Web Access
- Project Web Access
- Customize Project Web App

##### **Lab: Explore Project Web Access**

##### **Lab: Create Cost Types and Departments**

##### **Lab: Create Resources**

##### **Lab: Create Projects and Tasks**

##### **Lab: Customize Project Web Access**

##### **Lab: Manage Operational Policies**

#### **Module 4: Permissions and Security**

- Permissions and Security Overview
- Review Categories, Templates & Resource Breakdown Structures (RBS)

**Lab: SharePoint Permission Mode**

**Lab: Project Server Permission Mode**

**Lab: Creating Resource Breakdown Structure (RBS)**

#### **Module 5: Enterprise Custom Calendars, Lookup Tables and Field**

- Lookup tables
- Enterprise Custom Fields

#### **Module 6: Time and Task Management**

- Time Management
- Define Fiscal Period
- Manage Timesheets
- Request Status Reports
- Manage Resource Allocations
- Task Management

**Lab: Time and Task Management**

**Lab: Advanced Task Assignments**

**Lab: Assign and Work with Resources**

**Lab: Work with Timesheets**

**Lab: Work with Project Schedules**

**Lab: Integrate Exchange**

#### **Module 7: Business Intelligence and Reporting**

- Manage Reports
- Common Errors
- Business Intelligence Features

**Lab: Reports and Dashboards**

**Lab: Configure Business Intelligence**

#### **Module 8: Project Sites**

- Manage Document Libraries
- Manage SharePoint list types (Tasks, Risks and Issues, Discussion, Contacts and Calendars)
- Managing Project Sites

**Lab: Working with Project Sites**

#### **Module 9: Backup and Recovery**

- Backup
- Recovery

#### **Lab: Backup and Recovery**

#### **Module 10: Troubleshooting and Maintenance**

- Maintain Project Server
- Troubleshooting

#### **Lab: Troubleshooting and Maintenance**

## Who Should Attend

This course is intended for all the individuals who will need to manage and use Project Server 2013.

This includes the:

- IT Administrators,
- Project Managers,
- Project Schedulers,
- Managers,
- Supervisors,
- Team Leads,
- Consultants

and other people responsible for managing projects.

This course will be beneficial for any professional who is responsible for scheduling, estimating, coordinating, controlling, budgeting and staffing of projects and supporting Microsoft Project Server 2013.

## Pre Requisite

Before attending this course, candidates must have:

- Working experience of managing projects using Microsoft Project
- Basic understanding of project management concepts and terminology.

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