

MICROSOFT EDUCATION SERIES

RM7PS2 course syllabus

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| Title: | Microsoft EPM 2007 Fundamentals |
| Audience: | Program and project managers, planners and schedulers |
| Level: | Basic |
| Duration: | 2 days |
| Prerequisite(s): | Project Management in Microsoft Office Project Professional 2007 (course RM7PJI) |

Summary

For delegates who use and are familiar with Microsoft Office Project Professional 2007, The EPM 2007 Fundamentals course explains how to develop Microsoft Project 2007 plans in a collaborative environment.

Delegates are given the opportunity to learn how to develop and share project plans using the Microsoft Enterprise Project Management solution (EPM) and all tuition is reinforced with exercises and workshops.

Topics cover the creation and maintenance of project plans and use of the Project web access tool and Project Center and resource center features. In addition, delegates are shown how to produce output using reports and dashboard facilities.

training | consulting | software

Course Topics

At the completion of this course, delegates will be able to...

- launch the Project web access tool
- manage projects using the Project Center feature
- create and edit a project
- understand deliverables
- create proposals and activities
- check in/out plans
- use the Resource Center feature
- assign resources to a project
- manage and maintain timesheets and tasks
- work with risks and issues
- use reporting features
- understand dashboard reporting
- configure personal settings
- understand Windows Sharepoint Services (WSS)