

# MPROS

## Microsoft Office Project Server, Managing Projects

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### Description:

This two-day instructor-led course provides students with the knowledge and skills to initiate, plan, execute, monitor and control, and close enterprise projects by using the Microsoft Office Project Server 2019 enterprise tool including configure SharePoint Server 2019 environment, configure reporting and troubleshooting.

### Students will be able to:

- Design and prepare MS Project Server 2019 environment
- Create the project plan
- Create, manage and assign resources
- Manage and update projects
- Resolve project changes and errors
- Collaborate in the workgroup
- Create reports

### Course requirements:

Basic knowledge of MS Office Project, MS Windows Server and SharePoint Server

### This course is intended for:

Project Managers and Users, who wish to work with projects in MS Project Server.

### Literature:

All participants will get materials OKsystem.

### Hardware:

Classrooms are equipped with performing computers with Internet access, including wireless access.

### Syllabus:

#### Module 1: Introduction to MS Project Server 2019

- Lesson: MS Project Server 2019
- Lesson: Sharepoint 2019
- Lesson: Installation and configuration

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<h3>Module 2: Time planning</h3>
<ul>
<li>Lesson: Calendars</li>
<li>Lesson: Time planning</li>
<li>Lesson: Metadata</li>
<li>Lesson: Custom fields</li>
</ul>
<h3>Module 3: Project plan</h3>
<ul>
<li>Lesson: Workflow</li>
<li>Lesson: Creating and managing projects</li>
<li>Lesson: Tasks</li>
<li>Lesson: Resources</li>
<li>Lesson: Assigning resources</li>
<li>Lesson: Project starting and updating</li>
</ul>
<h3>Module 4: Costs</h3>
<ul>
<li>Lesson: Creating costs</li>
<li>Lesson: Monitoring costs</li>
</ul>
<h3>Module 5: Security</h3>
<ul>
<li>Lesson: Organization permissions</li>
<li>Lesson: Web application permissions</li>
<li>Lesson: Users and permissions</li>
<li>Lesson: Groups and collections</li>
</ul>
<h3>Module 6: Views, sites</h3>
<ul>
<li>Lesson: Views</li>
<li>Lesson: Sites</li>
</ul>
<h3>Module 7: Business Intelligence and Reporting</h3>
<ul>
<li>Lesson: Analytics tools</li>
<li>Lesson: Business Intelligence</li>
<li>Lesson: Reporting</li>
</ul>
<h3>Module 8: Maintaining and managing MS Project Server</h3>
<ul>
<li>Lesson: Backup and restore</li>
<li>Lesson: Maintenance and deleting</li>
<li>Lesson: Project databases</li>
<li>Lesson: Monitoring of MS Project Server</li>
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