

Microsoft Project 2003: Web Access

Course Specifications

Software: Microsoft® Project Web Access 2003
Course length: 1 day

Course Description

Completing projects successfully requires good communication between all team members. A Microsoft Enterprise Project Management solution provides a framework for electronically creating and managing projects within an organization. In this course, you will use Microsoft Project Web Access 2003 to view and access project information located on the server, as well as to report progress on assigned project tasks.

Course Objective: You will use Project Web Access to connect to the Project Server in order to view, report progress on, and communicate information regarding task assignments. You will also manage to-do lists, create status reports, and access issues, risks, and documents. Finally, you will use both the Project and Resource Centers to view project status.

Target Student: This course is designed for individuals who will need to interact with the Project Server environment to update project progress and to view project and resource information.

Prerequisites: Students enrolling in this class should have knowledge of a Windows operating system and a Web browser. Knowledge of Microsoft Office 2003 applications would also be helpful.

The following courses would be helpful, but are not required: Project Management Fundamentals.

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

Hardware Requirements

You will need two computers: one to act as the domain controller running Windows Server 2003 Standard Edition; and one to act as the Project Server running Windows Server 2003 Standard Edition, SQL Server 2000 Standard Edition, Windows SharePoint Services 2.0, Project Server 2003, Microsoft Office Project Professional 2003, Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003. The computers must be connected using a workgroup hub. Both computers must meet the following minimum system requirements:

- Pentium III 550 MHz processor
- 512 MB of RAM
- 10 GB of available disk space
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device

Platform Requirements

- Windows

Software Requirements

- Microsoft Windows Server 2003, Standard Edition
- Internet access (required for downloading software patches and SharePoint Services)
- Microsoft SQL Server 2000, Standard Edition, with Service Pack 3a installed (download)
- Microsoft SQL Analysis Services (included with SQL Server 2000) with Service Pack 3a installed (download)
- Microsoft Windows SharePoint Services 2.0 (download)
- Microsoft Office Project Server 2003
- Microsoft Office Project Professional 2003
- Microsoft Office Professional Edition 2003 (specifically Microsoft Office Word 2003, Microsoft Office Excel 2003, and Microsoft Office PowerPoint 2003)

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Use Project Web Access (PWA) to connect to the Project Server and alter your email notification settings.
- View your task assignments using the View My Tasks page, print View My Tasks page information, and work offline.
- Enter task progress, reject and delegate task assignments, create new task assignments, and assign yourself to existing project tasks.
- Create and modify to-do lists.
- Work with status reports.
- Post and locate project risks, project issues, and project documents.
- Analyze project status using enterprise tools.

Course Content

Lesson 1: Using Project Web Access

Topic 1A: Access Project Server

Topic 1B: Change Email Notification Settings

Lesson 2: Viewing Tasks in the Tasks Page

Topic 2A: View Tasks Page Information

Topic 2B: Change Task Order

Topic 2C: Search for Task Information in a View

Topic 2D: Change Tasks Displayed

Topic 2E: Set View Options

Topic 2F: Print Task Information

Topic 2G: Work Offline

Lesson 3: Updating Task Assignments

- Topic 3A: Update Progress on Task Assignments
- Topic 3B: Attach Notes to Task Assignments
- Topic 3C: Reject an Existing Task Assignment
- Topic 3D: Delegate a Task
- Topic 3E: Create a New Task
- Topic 3F: Assign Yourself to an Existing Task
- Topic 3G: Notify Your Manager of a Change in Availability

Lesson 4: Using To-do Lists

- Topic 4A: Create a To-do List
- Topic 4B: Modify a To-do List Item
- Topic 4C: Set To-do List Options

Lesson 5: Submitting Status Reports

- Topic 5A: Submit a Requested Status Report
- Topic 5B: Submit an Unrequested Status Report

Lesson 6: Managing Risks, Issues, and Documents

- Topic 6A: Work with Risks
- Topic 6B: Work with Issues
- Topic 6C: Work with Documents
- Topic 6D: Filter Risks, Issues, and Documents

Lesson 7: Viewing Project Status Within the Enterprise

- Topic 7A: Work in the Project Center
- Topic 7B: Work in the Resource Center
- Topic 7C: Create a Custom Link