

MS-Project Server, functional administration



MPGP-86 3 Days (21 Hours)

Description

This training will provide you with the skills necessary for functional administration on Project Server 2013 or Project Online 2013. You will learn how to organize the collection of project data, define and configure a business model for the management, monitoring and collaboration on projects.

Who is this training for ?

For whom

Functional administrators. This training is dedicated to anyone responsible for administering a Project Server 2013 platform.

Prerequisites

Aucune

Training objectives

- Define the working environment on projects with Project Professional and Project Web Access.
- Create custom fields and templates for project managers to use
- Organize corporate resources for projects
- Define the input framework timesheets
- Prepare reports for corporate communication on projects
- Configure user rights and administer data on projects (backup, etc.)

Training program

Maintenance

- Archive corporate objects.
- Queue management.
- Delegation.
- The backups and restores.
- Deleting enterprise objects.
- Exercise: Plan an administrative backup.

La gestion de la demande

- Creation of project detail pages.
- Creation of a type of business project.
- Exercise: Creation of a personalized project sheet.

Les outils de communication

- Create and modify views.
- Report organization and the OLAP cube.
- Build a report with Excel Services.
- Setting up project workspaces.
- Managing project workspaces.
- Exercise: Create an OLAP report with Excel Services.

La gestion des feuilles de temps et du suivi des tâches

- Fiscal periods and timesheets.
- Configuration of timesheets (classification, parameters, non-project activities.
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- Setting up task tracking.
- Exercise: Setting up timesheets.

Les ressources d'entreprise

- The different types of enterprise resources.
- Create enterprise resources.
- Synchronize resources with Active Directory.

Les paramètres du serveur

- Model organizational constraints.
- Create and manage custom fields.
- Create and manage corporate calendars.
- Adapt the Project Professional shared template.
- Manage other server settings.
- Exercise: Creating custom fields.

La sécurité

- Overview.
- Choose between SharePoint and Project Server model.
- PWA permissions.
- Groups security.
- Security categories.
- Security models.
- Manage users.
- The SharePoint model.
- Active Directory synchronization.
- Exercise: Selection of the security model.
- Create an access restriction, a specific group.

Introduction - Présentation

- Functional scope and architecture of the solution.
- The entities of the database and their roles.
- The configuration of the workstation.
- Administrative interfaces.
- Caches.
- Exercise: Configure the connection to the server in Project Professional and Project Web Access.