

# MSPJ-13 - MOC 55034 - PROJECT SERVER 2013 INSIDE OUT

Categoria: **Project**

## INFORMAZIONI SUL CORSO



Durata:  
5 Giorni



Categoria:  
Project



Qualifica Istruttore:  
Microsoft Certified  
Trainer



Dedicato a:  
Professionista IT



Produttore:  
Microsoft

## OBIETTIVI

Utilizzare e lavorare con Project Server 2013.

## PREREQUISITI

Per partecipare al corso, gli studenti devono avere:

Esperienza di gestione di progetti utilizzando Microsoft Project e comprensione fondamentale dei concetti di base del project management e della relativa terminologia.

## CONTENUTI

### Module 1: Overview

### Module 2: Architecture, Installation and Upgrade

Architecture  
Introduction  
Installation  
Upgrading

### Lab : Installing Project Server 2013

Install Project Server  
Configure Project Server  
Create a Project Web Access Site

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

Configure Project Web Access  
Customizing Project Web App  
Project Web Access

### Lab : Exploring Project Web Access

Exploring the New Project Web Access  
Adding Quick Launch Items

### Lab : Creating Cost Types and Departments

Creating Cost Types  
Creating Departments

#### **Lab : Creating Resources**

Creating Resources  
Importing Resources

#### **Lab : Creating Projects and Tasks**

Creating a New Project  
Project Detail Pages  
Creating Teams  
Creating Project Tasks  
Checking In\Out Projects  
Setup Project 2013 Integration  
Connecting to Project Server  
Importing Projects  
Importing Resources and Fields  
Creating Projects from a SharePoint List  
Exploring My Tasks aggregation

#### **Lab : Customizing Project Web Access**

Creating and Managing Views  
Working with Groupings  
Working with Filters  
Editing and Copying Existing Views  
Applying Views  
Grouping Formats  
Gantt Chart Formats

#### **Lab : Managing Operational Policies**

Alerts and Reminders  
Additional Server Settings  
Server Side Event handlers  
Project Site Provisioning Settings  
Bulk Update Connected SharePoint Sites  
Project Workflow Settings

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

Permissions And Security

#### **Lab : SharePoint Permission Mode**

Explore SharePoint Permission Mode  
Default SharePoint Project Groups  
Adding Users To Groups

#### **Lab : Project Server Permission Mode**

Switching to Project Server Permission Mode  
Creating and Managing Users  
Creating and Managing Groups  
Creating and Managing Categories  
Creating and Managing Security Templates  
Global Permission Settings  
Switching to SharePoint Permission Mode

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

Creating Resource Breakdown Structure (RBS)  
Assigning RBS to Resources  
Exploring Resource Breakdown Structure permissions  
Explore RBS Project Visibility

**Module 5: Enterprise Custom Calendars, Fields and Lookup Tables**

Lookup tables  
Enterprise Custom Fields

**Lab : Enterprise Custom Fields and Lookup Tables**

Enterprise Custom Fields (Resource)  
Enterprise Custom Fields (Project)  
Enterprise Custom Fields (Task)  
Create Baselines  
Custom Field Formulas  
Graphical Indicators  
Rollup and Roll-down Custom Fields  
Creating and Managing Enterprise Custom Lookup Tables  
Create Team Name Lookup Table  
Create Skill Lookup Table

**Module 6: Time and Task Management**

Time Management  
Task Management

**Lab : Time and Task Management**

Creating and Managing Enterprise Calendars  
Defining Fiscal Periods  
Time Reporting Periods  
Line Classifications  
Timesheet settings and defaults  
Administrative Time  
Task Settings and Display

**Lab : Advanced Task Assignments**

Managing Delegates  
Acting as a Delegate  
Building Teams of Resources  
Using Generic Resources  
Mapping Resources to Teams  
Assigning and Managing Team Tasks  
Managing Tasks by Team Members  
Self-Assigning Team Tasks  
Reassigning Tasks

**Lab : Assigning and Working With Resources**

Assigning Resources to Tasks  
Matching and Replacing Resources  
Working with Resource Options  
Using Resource Plans  
Managing Over allocations

Displaying Over allocations on Existing Assignments

Resource Availability

Working with Team Planner

Using the Resource Substitution Wizard

Leveling Enterprise Resources

Managing Out of Office Situations

### **Lab : Working With Timesheets**

Working with Administrative Time

Creating and Managing Timesheets

Adding Rows to Timesheet

Updating Timesheets

Entering Time and Adding Comments

Submitting Time for Approval

Adding Timesheet Managers

Receiving and Reviewing Timesheets

Viewing Update History

### **Lab : Working With Project Schedules**

Setting a Project Baseline

Comparing Project Baselines

Working with Tracking Methods

Using Percent of Work Complete

Using Hours of work done per period

Using Actual work done and work remaining

### **Lab : Integrating Exchange**

Integrate Exchange Server 2013

Out of Office Synchronization

Sync to Outlook

Working with My Tasks

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

Managing Reports

Common Errors

Business Intelligence Features

### **Lab : Configure Business Intelligence**

Configure SQL Server Login

Install Analysis Services

Install SQL Server AMO

Configure Excel Services

Configure Secure Store

Configure PerformancePoint

Setup Report Authors and Report Viewers

### **Lab : Reports and Dashboards**

Working with Business Intelligence Center

Exploring Project Server Database Tables

Working with Sample Excel Reports

Uploading Excel Report in the Project Site

Creating Dashboard Reports

Adding PWA Web Parts

- Creating Excel Services Reports
- Creating PerformancePoint Reports
- Creating Reporting Services Reports
- Creating Analysis Services Reports

## **Module 8: Project Sites**

Managing Project Sites

### **Lab : Working With Project Sites**

- Creating Document Libraries
- Creating and Managing Documents
- Editing Document Properties
- Enabling Document Version and Check-in/Check-out
- Linking Documents to Tasks
- Creating and Managing Risks and Issues
- Editing and Linking Risks and Issues
- Creating and Managing Deliverables (PWA and Project)
- Linking Deliverables to a Task
- Managing Discussion Groups
- Managing Contacts
- Managing Calendars

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

- Backup
- Recovery

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

- Backup Project Server
- Restore Project Server

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

- Maintaining Project Server
- Troubleshooting

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

- Deleting Enterprise Objects
- Changing or Restarting Workflows
- Troubleshooting and Managing Project Server Queue
- Reviewing ULS Logs

## **INFO**

**Esame:** 74-344 - Managing Programs and Projects with Project Server 2013

**Manuale:** Il Materiale Didattico Ufficiale per tutti i corsi Microsoft MOC può essere richiesto, se disponibile, in forma elettronica (DMOC) invece che cartacea e lo studente iscritto potrà scaricarlo dal sito Microsoft. Chi acquista un DMOC ha diritto a consultare tutte le versioni del manuale, sia quelle precedenti a quella che acquista sia quelle che usciranno successivamente, dove troverà corretti eventuali errori e/o le novità del prodotto.

**Prezzo manuale:** 250 € incluso nel prezzo del corso a Calendario

**Natura del corso:** Operativo (previsti lab su PC)