

Project and Portfolio Management Training

WHY INTEGENT

Simple: We teach it better

Integent delivers high-value project management coaching, guidance and training to leading organizations and their project managers.



Benefits of INTEGENT Training:
Powerful and Practical

Benefits

Powerful (and practical) benefits of Integent training

Unlike many other project management training providers, Integent's project and portfolio management training solutions are practical. As a result, our clients realize measurable performance improvement and greater project success related to on-time completions and managing budget constraints. Integent provides our clients with the following unique value propositions.

Focus on Results

Students are able to apply what they learn in our courses immediately. This shortens the time-to-value for our customers and drives measurable performance improvement.

Real-World Knowledge

Integent's instructors are also consultants with many years of experience in the field of project management. Throughout the years they have helped customers from many different verticals overcome the challenges of managing projects successfully. Our instructors bring this real-world experience to every classroom, benefiting students tremendously.

Highly Experienced and Certified Project Management Practitioners

Many of our instructors are Project Management Professionals (PMPs), have passed multiple Microsoft Project & Project Server exam certifications, and have a minimum of 10 years in the project management arena.

True Integration of Best Practices and Tools

Integent is the only provider that integrates Microsoft Project training into every applicable training course, so you leave the classroom with usable knowledge and skill. Integent's practical integration of best practice processes and tools in the curriculum and delivery of every training course shortens the time-to-value of our training programs.

Student Centered Learning

Integent's courses are highly practical and interactive, and encourage active student participation via hands-on exercises, case studies, group presentations, and daily evaluations. We combine teaching our in-depth content with facilitated classroom discussion to provide students with the opportunity to share their unique experiences and knowledge, which ensures maximum absorption of new concepts and techniques.

TECHNICAL CURRICULUM

Microsoft Project Online for Project Managers

Course Number: MPOS100

Fee: Contact Integent

Duration: 2 days

This two-day course will provide practical, hands-on experience for creating, managing, and reporting on project schedules with Microsoft Project Professional and Microsoft Project Online.

Key skills addressed: defining your project, creating tasks, and making assignments, then managing and tracking the project in Project Professional and Project Online. Other topics include analyzing projects in Project Center, viewing capacity and demand information in the Resource Center as well as using Project Sites and other topics.

Prerequisites

Previous MS Project use helpful but not mandatory

Audience

Project Managers
Project Schedulers
Program Managers

Topics

Introducing Microsoft Project Online

- What is project online
- Project online interfaces
- Project Online Terminology
- The Project Online interactive update cycle
- Database schemas in Project Online

Project Intake with Microsoft PPM

- Ideas vs. Proposals
- Creating an idea
- Creating a Project Proposal

Project Web App Orientation

- The Home Page
- Project Center
- Working with Ribbons and Views
- Resource Center
- Tasks and Timesheet
- Approvals
- Issues and Risks
- Strategy
- Reports
- Managing Alerts and Reminders

Microsoft Project Interface Orientation

- The user interface
- Working with project files
- Navigating the Ribbons & Backstage
- Navigating Views
- Detail/Split Views
- Moving Tasks
- Gantt Navigation
- Using Auto Filter
- Using Filters, Groups and highlighting
- Using Outline Level
- Turning on the Project Summary Task

Creating Enterprise Projects

- Creating Projects in Project Professional
- Defining the Project
- Building the Project Team
- Creating the Work Breakdown Structure
- Creating Dependencies
- Applying Constraints and Deadlines
- Understanding Task Types
- Entering Work and Duration Estimates
- Resource and Assignment Planning
- Enterprise Calendars
- Critical Path and Task Drivers
- Resource Leveling
- Baselines
- Project Launch

Tracking Time

- Tracking Time and Task Progress in PWA
- Updating Task Progress using the Tasks Page
- Updating Task Progress Via Timesheets

Project Execution and Variance Analysis

- Accepting Pending Updates
- Update the Schedule in MS Project
- Analyzing the Project Variance
- Revising the Project Plan
- Rebaselining the Project
- Rescheduling incomplete work

Working with Project Center (PWA)

- Project Center Views
- Viewing Schedule Details in PWA
- Editing Projects in PWA

Working with Resource Center (PWA)

- Viewing Enterprise Resources in Resource Center
- Resource Center Views
- Viewing Resource Assignments
- Capacity Planning Views

Collaboration with Project Sites

- Tracking Issues and Risks
- Add or Edit an Issue
- Add or Edit a Risk
- Using the Document Library
- Check out a document for editing
- Check in a Document
- Managing Alerts for Documents
- Managing Alerts for Issues and Risks

Reporting

- Creating Reports in Project Online

Resource Engagements

- Creating Engagement Requests
- Reviewing and fulfilling Engagement Requests

Working with Templates

- Making Custom Templates
- Using Generic Resources in Templates
- Using Templates with Enterprise Project Types