

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.

Microsoft Project Online for Resource Managers

Course Number: MPOS101

Fee: Contact Us

Duration: 6 Hours

This course covers enterprise resource management topics in the Microsoft Project Online environment. This includes analyzing resource demand and availability information via the Resource Center and Resource Capacity views in order to determine resource utilization and help prevent overallocations. We also cover viewing and fulfilling resource engagement requests, reviewing and accepting timesheets, viewing project information in the Project Center and collaborating on projects using the Project Site.

This course is customized to focus on how specific roles and processes are defined for your organization. We often see the Resource Manager role vary considerably between organizations.

Topics

Introducing Microsoft Project Online

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

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

Creating Enterprise Projects

- Creating a Project with Microsoft Project
- Creating a Project via an Enterprise Project Type
- Understanding Work, Cost and Material Resources

Reviewing and Accepting/Rejecting Timesheets

- Review Pending Timesheet Approvals
- Accept a Timesheet
- Reject a Timesheet

Working with Project Center

- Using Project Center Views
- Viewing Schedule Details in PWA

Working with Resource Center

- Viewing Enterprise Resources in Resource Center
- Using Resource Center Views
- Viewing Resource Assignments
- Determining Resource Utilization via 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

Resource Engagements

- Creating Engagement Requests
- Reviewing and fulfilling Engagement Requests

Prerequisites

Familiarity with Microsoft Office programs and basic project management principles helpful.

Audience

This course is designed for resource managers, and any individuals involved with determining the capacity and demand of the organizations resources, approving timesheets, and review engagement requests.