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 & Server Configuration Essentials

Course Number: MPOS107
Fee: Contact Integent
Duration: 1 day

Whether you are new to Microsoft Project Online & Server or you have been using it for a while, very often there are individuals who want to understand the essential configuration options for the product.

This course starts with a very brief overview of the interface, then quickly digs into the essential configuration items for the tool. You'll learn how to create custom fields and leverage them on a custom view, custom PDP pages will be instructed as well as creating and using a custom project site template.

This one-day course is packed with very useful key information and you'll come out of it with some great information on how to configure your PPM solution.

Prerequisites

Familiarity with Microsoft Office programs, basic project management principles helpful, and some technical background helpful.

Audience

This course is for Project Administrators, Project Managers, and other users who are configuring and administering the use Microsoft Project or Microsoft Project Online in any organization.

Topics

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

Configuring and Managing Security
- Creating and Editing Users
- Understanding Permission Mode
- Granting Access to Project Online
- Understanding Project Online Security and Permissions
- Understanding the Difference between Users and Resources
- Controlling Security with Groups
- Managing Security Categories
- Assigning Project Permissions
- Understanding the Default Groups and Categories
- Managing Delegates

Creating System Meta-Data and Calendars
- Understanding Enterprise Custom Fields and Lookup Tables
- Creating and Editing Custom Enterprise Lookup Tables in Project Web App
- Creating and Editing Enterprise Custom Fields in Project Web App
- Creating and Importing Enterprise Custom Fields in Microsoft Project
- Defining Enterprise Calendars

Building and Managing the Enterprise Resource Pool
- Understanding Resource Types
- Working in the Resource Center
- Creating and Editing Resources
- Importing the Enterprise Resource Pool
- Deactivating Resources

Creating and Managing Enterprise Views
- Creating and Customizing Grouping Formats in Project Web App
- Creating and Customizing Gantt Chart Formats in Project Web App
- Creating and Editing Views in Project Web App
- Creating and Managing Views in Microsoft Project

Working with Project Sites
- Introducing SharePoint Project Sites
- Managing SharePoint Lists and Libraries
- Creating and Modifying a SharePoint Site Template

Finalizing Project Online Setup
- Customizing the Quick Launch Menu
- Accessing the Additional Server Settings Page
- Specifying Enterprise Settings
- Specifying Resource Capacity Settings
- Selecting the Full-Time Equivalent Calculation Setting
- Specifying the Default Task Mode Settings
- Enabling Notification Email Alerts and Reminders