



Microsoft® Office Project and Project Server 2007: Tips & Tricks for Using Master Projects and Programs

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ATLANTA MPUG

Current Events

PMRG Workshops & Course in Atlanta

- **Project Fundamentals** (only offered thru PMI)
<http://www.pmiatlanta.org/article.html?aid=310>
 - 1/22 – 1 day, \$285 (PMI member)
- **Skill-Enhancement Workshops**
 each ½ day and \$250
 - 2/11 – SharePoint Team Collaboration
 - 2/24 – Planning with Project
 - 2/24 – Reporting with Project

Microsoft Project 2007 training Curriculum aligns with PMI's PMBOK®:

- MCTS: Project-Managing Projects
Exam 70-632, MOC: 5927a
- MCTS: Project Server-Managing Projects
Exam 70-633, MOC: 5928a
- MCITP: Project Server-Mng Projects & Programs
Exam 70-634, MOC: 5929a
- MCTS: Project Server-Configuring
Exam 70-639, MC: 50017

*PMRG's Exam Prep courses:
 90% pass the exam on their first try!*

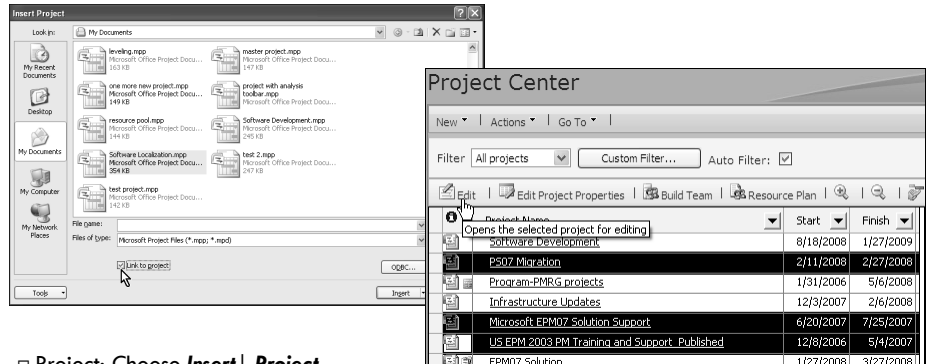
- **Project 2007 Exam Prep Courses**
 each 1 day and \$375, + voucher discounts
 - 3/18 – 70-632 Exam Cram
 - 2/12 – 70-633 Exam Cram
 - 3/27 – 70-634 Exam Cram

The screenshot displays the 'PMI's Standard' section for Microsoft Project 2007 certifications. It lists three main certification paths:

- Desktop Technology Specialist (MCTS):** Demonstrates competency in the use of Project 2007 desktop. Exam: 70-632 (July 2007), Course: 5927 (August 2007).
- EPM Technology Specialist (MCTS):** Demonstrates competency in the use of Project 2007 Server. Exam: 70-633 (October 2007), Course: 5928 (November 2007).
- EPM Professional (MCITP):** Demonstrates competency in the use of Project 2007 Server for large complex projects & programs. Exam: 70-634 (January 2008), Course: 5929 (February 2008).

Additional text on the page includes: 'Benefits all project management communities', 'Provides Project Management application expertise', 'Complements PMBOK methodologies', and 'New Generation Certification Family**'.

Create and Save a Master Project (Program)



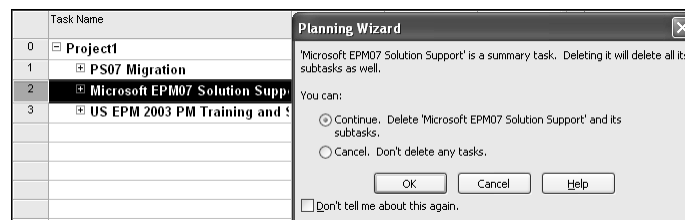
Project Center

| Task Name | Start | Finish |
|---|-----------|-----------|
| software Development | 8/18/2008 | 1/27/2009 |
| PS07 Migration | 2/11/2008 | 2/27/2008 |
| Program-PMRG projects | 1/31/2006 | 5/6/2008 |
| Infrastructure Updates | 12/3/2007 | 2/6/2008 |
| Microsoft EPM07 Solution Support | 6/20/2007 | 7/25/2007 |
| US EPM 2003 PM Training and Support Published | 12/8/2006 | 9/4/2007 |
| EPM07 Solution | 1/27/2008 | 3/27/2008 |

- Project: Choose **Insert | Project**
- Ensure that you are on a blank line in the plan before you insert a project
- Leave the **Link to Project** box checked to insert a live version of the project
- PWA: Use **Control + click** to select multiple projects and click **Edit**
- Turn on **Row 0!**
- Save** locally or to Project Server

Removing Projects from a Master

- Select the top row of a project
- Click **Delete**
- Click **OK** to the scary message



| Task Name | Planning Wizard |
|---|---|
| 0 Project | 'Microsoft EPM07 Solution Support' is a summary task. Deleting it will delete all its subtasks as well. You can: <input type="radio"/> Continue. Delete 'Microsoft EPM07 Solution Support' and its subtasks. <input type="radio"/> Cancel. Don't delete any tasks. <input type="checkbox"/> Don't tell me about this again. |
| 1 PS07 Migration | |
| 2 Microsoft EPM07 Solution Support | |
| 3 US EPM 2003 PM Training and Support Published | |

Program Reporting in Project Server

□ Project Center view - options

| Project Name | Start | Finish | % Complete |
|---|-----------|------------|------------|
| Office 2007 Upgrade | 11/1/2004 | 2/7/2008 | 46% |
| EPM Solution_Published | 7/27/2005 | 9/10/2007 | 100% |
| Program-PMRG projects | 1/31/2006 | 5/6/2008 | 14% |
| PMO EPM 2003 and InfoPath Solution_Published | 4/25/2006 | 11/19/2007 | 100% |
| EPM 2003 Solution_Published | 9/12/2006 | 2/1/2008 | 100% |
| Master Project | 12/8/2006 | 2/27/2008 | 41% |
| US EPM 2003 PM Training and Support_Published | 12/8/2006 | 5/4/2007 | 56% |
| ABC Project Server 2003 training_Published | 1/16/2007 | 2/18/2008 | 96% |
| Microsoft EPM07 Solution_Support | 6/20/2007 | 7/25/2007 | 0% |



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Program Reporting in Project Server

□ Project Details view - options

| ID | Task Name | Duration | Start | Finish | % Complete | Work |
|----|-------------------------------------|----------|------------|------------|------------|------|
| 1 | P507 Migration | 13d | 2/11/2008 | 2/27/2008 | 0% | 120h |
| 2 | Microsoft EPM07 Solution Support | 25.5d | 6/20/2007 | 7/25/2007 | 0% | 94h |
| 3 | US EPM 2003 PM Training and Support | 101.88d | 12/8/2006 | 5/4/2007 | 56% | 38h |
| 1 | Training | 99d | 12/11/2006 | 5/2/2007 | 50% | 32h |
| 2 | 1 day PM Fundamentals course | 2d | 12/11/2006 | 12/18/2006 | 100% | 16h |
| 3 | 2 day Enterprise Project Manage | 2d | 5/1/2007 | 5/2/2007 | 0% | 16h |
| 4 | Support | 101.88d | 12/8/2006 | 5/4/2007 | 62% | 6h |



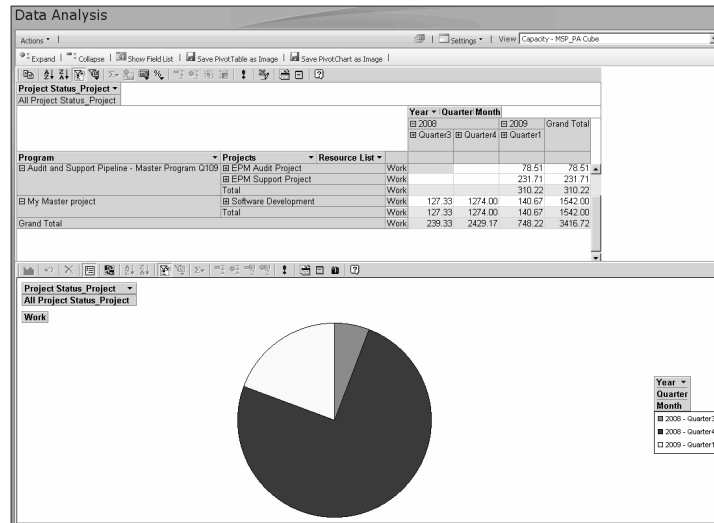
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Program Reporting in Project Server

- Data Analysis view - options



Take Action!

- Join us for upcoming **Project** courses & workshops
 - 1/22 – Project Fundamentals course thru PMI \$285, 7 PDUs
 - 2/24 – 6510 Advanced Planning workshop \$250, 4 PDUs
 - 2/24 – 6530 Reporting & Analysis workshop \$250, 4 PDUs
 - 2/11 – 6610 SharePoint Team Collaboration workshop \$250, 4 PDUs
 - 3/18 – 70-632 Exam Prep boot camp \$375, 6 PDUs – 90% pass rate!
 - 2/12 – 70-633 Exam Prep boot camp \$375, 6 PDUs – 90% pass rate!
 - 2/18-2/19 5927A: MS Project Standard 2007, Managing Projects \$1195, 12 PDUs
 - 2/25-2/27 5928A: MS Project Server 2007, Managing Projects \$1795, 22.5 PDUs
 - 2/3-2/5 5929A: MS Project Server 2007, Mng Projects & Programs \$1795, 18 PDUs
- Sign up to receive our monthly e-Newsletter with Tips/Tricks, Industry Buzz, Calendar of Events, etc.
<http://www.pmresourcegroup.com/Signup/register.htm>