

TEMARIO PARA CURSO PROJECT WEB ACCESS (8 HORAS)

PLATAFORMA:

EPM Components	Description
Microsoft Office Project Professional 2003	A desktop EPM program used to schedule projects, assign team members from a central resource pool to project task, and save this information centrally to the Project Server to be shared with others
Microsoft Office Project Server 2003	A client-server management application that provides a platform for storing project data, thereby making it available to others
Microsoft SQL Server 2000	A database that stores enterprise projects and also provides linked server capability for database partitioning
PWA (Microsoft Office Project Web Access 2003)	A web portal that allows team members to connect to project and resource information on the project Server. To use PWA, team members do not require Project Professional software: they only need a Project Server Client Access License (CAL) and a Web browser
Microsoft Windows SharePoint Services	Software used to build and employ team and project Web sites that enable team members to use their browsers for accessing existing sites and shared information, such as project issues, risks, documents, and more, from a centralized location. This service is not mandatory in a EPM solution

TEMARIO:

LESSON 1: USING PROJECT WEB ACCESS

- ACCESS PROJECT SERVER
- ENTERPRISE PROJECT MANAGEMENT SOLUTION
- COMPONENTS OF AN EPM SOLUTION
- THE PROJECT WEB ACCESS ENVIRONMENT
- CHANGE EMAIL NOTIFICATION SETTINGS
- EMAIL NOTIFICATION SETTINGS

LESSON 2: VIEWING TASKS IN THE TASKS PAGE

- VIEW TASKS PAGE INFORMATION
- VIEW
- TASK PAGE
- CHANGE TASK ORDER
- SORT
- GROUP

SEARCH FOR TASK INFORMATION IN A VIEW
SEARCH
CHANGE TASK DISPLAYED
FILTER
SET VIEW OPTION
VIEW OPTIONS
PRINT TASK INFORMATION
WORK OFFLINE

LESSON 3: UPDATING TASK ASSIGNMENTS

UPDATE PROGRESS ON TASK ASSIGNMENTS
TRACKING METHODS
STATUS INDICATORS
THE UPDATE TASK PROGRESS PROCESS
ATTACH NOTES TO TASK ASSIGNMENTS
REJECT AN EXISTING TASK ASSIGNMENT
TASK REJECTION PROCESS
DELEGATE A TASK
THE DELEGATION PROCESS
CREATE A NEW TASK
ASSIGN YOURSELF TO AN EXISTING TASK
NOTIFY YOUR MANAGER OF A CHANGE IN AVAILABILITY

LESSON 4: USING TO-DO LIST

CREATE A TO-DO LIST
TO-DO LISTS
MODIFY A TO-DO LIST ITEM
SET TO-DO LIST OPTIONS
TO- DO LIST OPTIONS

LESSON 5: SUBMITTING STATUS REPORTS

SUBMIT A REQUESTED STATUS REPORT
STATUS REPORT
SUBMIT AN UNREQUESTED STATUS REPORT

LESSON 6: MANAGING RISKS, ISSUES, AND DOCUMENTS

WORK WITH RISKS
WINDOWS SHAREPOINT SERVICES
RISK
WORK WITH ISSUES
ISSUES