



# **MCG500 – Microsoft Project Server Administration Overview**

## **Using Microsoft® Project and Microsoft® Project Server Course Information and Outline**



Gold Project and Portfolio Management

## Course Duration: 2 Days

### Course Overview

Many Microsoft Project Server (Project Server) administrators are based in the Project Management Office (PMO) and focus their efforts on maintaining an existing configuration. This 2-day Milestone course prepares the student to maintain a Project Server installation: 2019 or Project Online (POL). The material assumes an on-premise 2019 installation with Project Server permission mode enabled; however, those using POL or working in SharePoint permission mode will also benefit from this course. The material is reinforced with numerous hands-on exercises that students complete in class.

Milestone has developed this class so that it can be offered either in-person or online. Both formats offer extensive student interaction through discussions and hands-on exercises.

### Learning Objectives

- Build an effective security model for Project Server.
- Introduce Project Server configuration.
- Maintain and support a Project Server installation.

### Business Outcomes

- Provide PMO level support for a Project Server installation.
- Improve the return on investment made in Project Server by the organization.

### Course Structure

This course is structured based on real-world configuration and installation scenarios. Each topic in the Server Settings area of Project Server is examined and discussed. Project Server topics performed using Central Administration are also reviewed. Students are given individual environments in which they can follow along with the instructor. Numerous hands-on exercises round out the educational process.

### Target Audience

This course is designed for anyone who is responsible for maintaining and supporting a Project Server installation: 2019 or Project Online.

### Prerequisites

Students taking this class should have the following background:

- Basic computer and software skills, in particular familiarity with Microsoft Windows and Microsoft Office applications.
- Exposure to Microsoft Project Professional (Project Professional) and Project Server.
- Previous software support experience is helpful, but not required.

## Course Outline

### Lesson 1: Introduction to Project Server

- Introduction
  - On Premise vs. Online installation
  - SharePoint permission mode vs. Project Server permission mode
  - Project Server Architecture
- Database
  - Draft Tables
  - Published Tables
  - Archive Tables
  - Reporting Tables
- Server-Side Scheduling
- Business Intelligence
- Microsoft Project Data Model
- Feature Frequency Table
  - Project Server Administrator
  - SharePoint Administrator

### Lesson 2: Security

- Overview
- Introduction
- Configuring Options
- Manage Users
- Manage Groups
- Manage Categories
- Manage Security Templates
- Manage User Sync Settings
- Manage Delegates

### Lesson 3: Enterprise Data

- Overview
- Enterprise Custom Fields and Lookup Tables
- Common Custom Fields
- Enterprise Calendars
- Resource Center
- Resource Calendars
- Resource Costs
- Resource Availability
- Resource Type
- Resource Department
- Configuring Resource Departments
- Team Assignment Pools
- Resource Breakdown Structure
- Reporting
- Enterprise Global
- Using the Organizer

### Lesson 4: Look and Feel

- Overview
- Manage Views
- Grouping Formats
- Gantt Chart Formats
- Quick Launch

#### Lesson 5: Time and Task Management

- Overview
- Fiscal Periods
- Time Reporting Periods (Timesheet)
- Line Classifications
- Timesheet Settings and Defaults
- Administrative Time
- Task Settings and Display
- Manage Timesheets
- Timesheet Managers

#### Lesson 6: Queue and Database Administration

- Overview
- Manage Queue Jobs
- Delete Enterprise Objects
- Force Check-in Enterprise Objects

#### Lesson 7: Operational Policies

- Overview
- Additional Server Settings
- Active Directory Resource Pool Synchronization
- Connected SharePoint Sites

#### Lesson 8: Workflow and Project Detail Pages

- Overview
- Project Detail Pages
- Enterprise Project Types
- Creating Project Professional Templates
- Workflow Phases
- Workflow Stages
- Change or Restart Workflows

### Lesson 9: Additional Administration Options

- Overview
- Daily Schedule Backup
- Administrative Backup
- Administrative Restore
- OData
- Using Excel for Reporting
- Operational Policies Overview
- Additional Server Settings (SharePoint administration)
- Server Side Event Handlers
- Project Site Provisioning Settings
- Bulk Update Connected Project Sites
- Workflow and Project Detail Pages Overview
- Project Workflow Settings
- Creating a Workspace Not Associated with a Project
- Creating a Workspace for an Existing Project
- Re-linking a Workspace