

Microsoft Project 2003: Web Access

Course Length: 1 Day

Prerequisites: Students enrolling in this class should have knowledge of a Windows operating system and a Web browser. Knowledge of Microsoft Office 2003 applications would also be helpful.

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Use Project Web Access (PWA) to connect to the Project Server and alter your email notification settings.
- ◆ View your task assignments using the View My Tasks page, print View My Tasks page information, and work offline.
- ◆ Enter task progress, reject and delegate task assignments, create new task assignments, and assign yourself to existing project tasks.
- ◆ Create and modify to-do lists.
- ◆ Work with status reports.
- ◆ Post and locate project risks, project issues, and project documents.
- ◆ Analyze project status using enterprise tools.

Course Content

Lesson 1: Using Project Web Access

Access Project Server
Change Email Notification Settings

Lesson 2: Viewing Tasks in the Tasks Page

View Tasks Page Information
Change Task Order
Search for Task Information in a View
Change Tasks Displayed
Set View Options
Print Task Information
Work Offline

Lesson 3: Updating Task Assignments

Update Progress on Task Assignments
Attach Notes to Task Assignments
Reject an Existing Task Assignment
Delegate a Task
Create a New Task
Assign Yourself to an Existing Task
Notify Your Manager of a Change in Availability

Lesson 4: Using To-do Lists

Create a To-do List
Modify a To-do List Item
Set To-do List Options

Lesson 5: Submitting Status Reports

Submit a Requested Status Report
Submit an Unrequested Status Report

Lesson 6: Managing Risks, Issues, and Documents

Work with Risks
Work with Issues
Work with Documents
Filter Risks, Issues, and Documents

Lesson 7: Viewing Project Status Within the Enterprise

Work in the Project Center
Work in the Resource Center
Create a Custom Link

If you have any questions about this course, please call CompuTrain at (713) 349-9186.