

MCITP: Microsoft Office Project Server 2007, Managing Projects and Programs CATALYST *(Including both the Project 2007 Professional and Project Server 2007 MCTS)*

The Microsoft Office Project 2007 family of products allows project and program team members to:

Effectively plan, monitor performance, visualize trends, manage risks, and identify investment gaps.

Accurately assess needs to effectively deploy resources and create future plans.

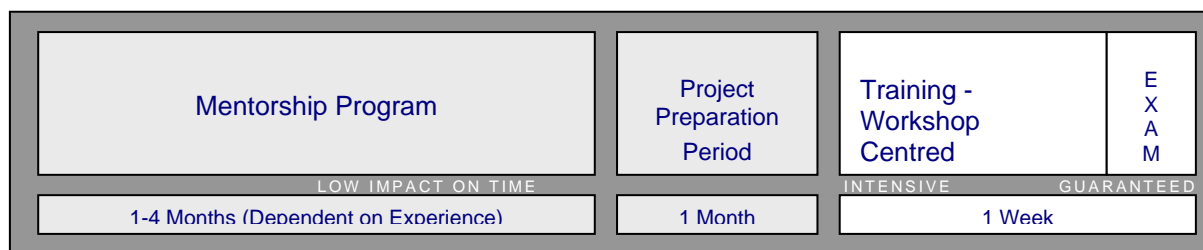
Align organizations to strategic objectives and enact security requirements.

Utilize a standard and objective mechanism for managing people and projects

“The **CATALYST** is a unique and revolutionary training approach that tailors learning to individual business requirements AND guarantees successful completion of the 11 days of standard Project 2007 courses within 5 days!”

Acumen uses a powerful approach to training that guarantees proficiency – the Acumen **CATALYST**. **CATALYST** prepare delegates via pre-course mentorship to accelerate learning. Preparation ensures readiness for intensive, high-paced training that significantly increases retention (standard course retention is typically 20%, while pre-course preparation increases retention to above 85%.) This style of training exponentially increases the ability of IT professionals to design, implement, maintain and troubleshoot reliable, secure and effective systems.

Each course is preceded by pre-course mentorship (see diagram below) to ensure all delegates are at the same level before attending the Instructor-Led course. This allows for a rapid transfer of skill, as hands-on training with strong background knowledge results in a higher comprehension of the subject which will improve performance when delegates return to work. **CATALYST** delegates enjoy an outstandingly high success rate and the efficiency gains made in the learning process bring about a reduction of down-time from work.



CATALYST Guarantees

- **CATALYST** training guarantees skills transfer
 - at the end of the course skills are in place to do the job.
- **CATALYST** training guarantees certification, and there are no hidden costs to gaining certification
 - all exam costs are included.
- **CATALYST** training does not only guarantee the skill set to the individual on the course
 - it guarantees the skill set to the organisation, too. If a delegate leaves his company within six months of attending a course Catalyst guarantees to offer the same course to their replacement at no cost to the company. Our guarantees are in place to reflect that we are prepared to assume the responsibility of our partners' success.
- **CATALYST** training cuts the downtime used for training by more than 75%
- **CATALYST** training solutions lead the market in rapid skills transfer as the approach has been designed to suit to the learning style of most IT professionals.

For more information contact a Learning Services Consultant
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Audience Profile

The **Microsoft Certified IT Professional: Microsoft Office Project Server 2007, Managing Projects and Programs CATALYST** is intended for project management and other professionals who have requirements for scheduling, estimating, coordinating, controlling, budgeting, and staffing projects and supporting other users of Office Project. Familiarity with key project management concepts and terminology is recommended particularly those found in the Project Management Institute's "A Guide to the Project Management Book of Knowledge" (PMBOK Guide).

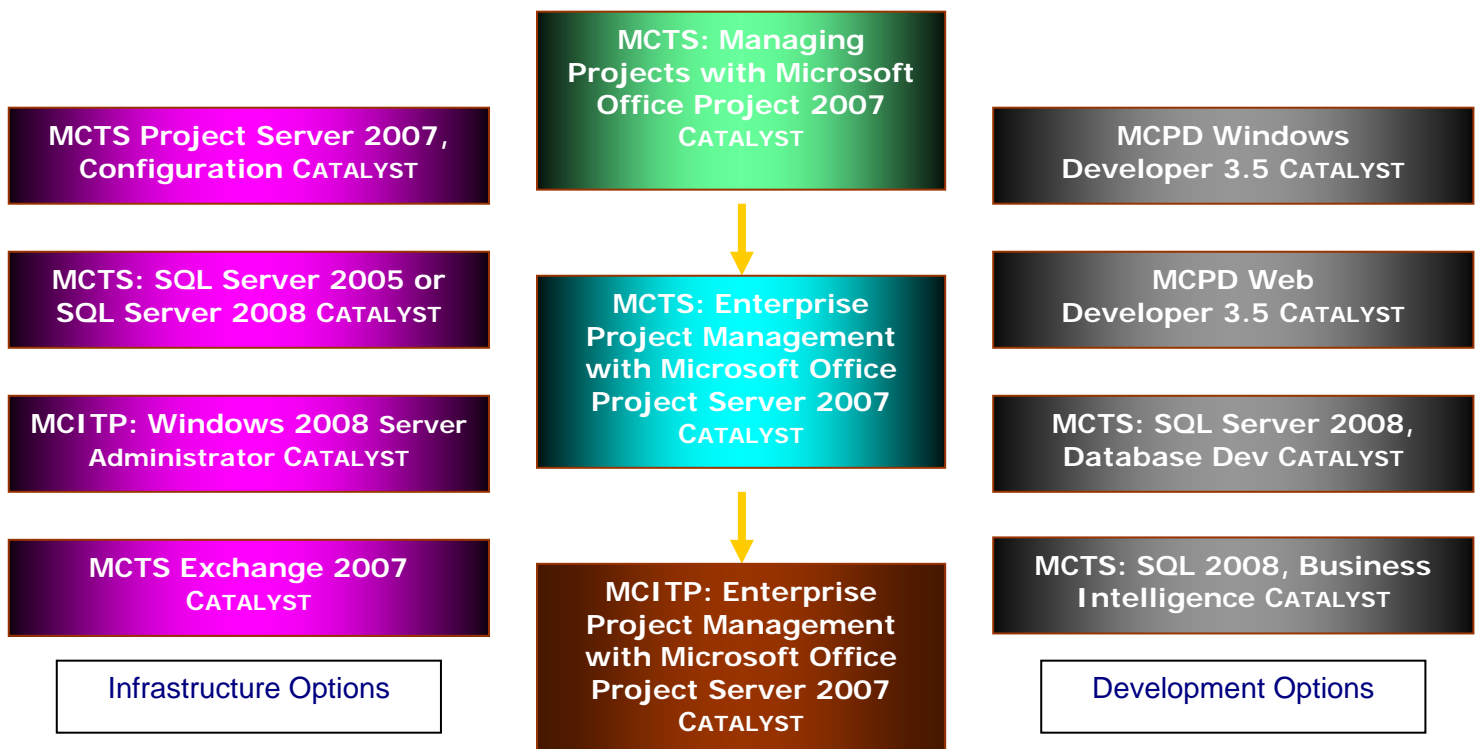
MCITP Project Server 2007, Managing Projects and Programs CATALYST

The MCITP involves:

- Mentorship for 1-4 months.
- Training: 1 Week (Non-Residential, Instructor Lead)
- Exams: 70-632 completed within the week, 70-633 and 70-634 completed within two weeks following training.

Prices and Related Courses

- £3,495 – MCITP: Project Server 2007, Managing Projects and Programs CATALYST
- £3,495 – MCITP: Windows 2008 Server Administrator CATALYST
- £3,495 – MCPD: Windows or Web .NET 3.5 Developer CATALYST
- £2,495 – MCTS: SQL Server 2008, Database Dev CATALYST
- £2,495 – MCTS: Microsoft SQL Server 2008, Business Intelligence Development and Maintenance
- £2,495 – MCTS: Microsoft SQL Server 2008, Implementation and Maintenance CATALYST
- £2,495 – MCTS: Project Server 2007, Configuration CATALYST
- £2,495 – MCTS: Exchange 2007 CATALYST.



Project 2007 Family 2003 CATALYST and Supporting or Related Qualifications

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Part 1 - MCTS: Managing Projects with Microsoft Office Project 2007 Exam Objectives

Exam [70-632](#) TS: Microsoft Office Project 2007, Managing Projects
This certification exam measures your ability to manage projects using MS Office Project 2007

At course completion

After completing this part of the course, students will be able to:

- Get started with Microsoft Office Project 2007.
- Create and define projects.
- Work with estimates and dependencies.
- Work with deadlines, constraints, and task calendars.
- Work with resources.
- Predict behavior by using task types and the scheduling formula.
- Customize and format Microsoft Project views.
- Analyze resource utilization.
- Track progress.
- Create project reports that analyze project, resource, and task data.
- Manage multiple projects.

This part of the course will cover the following exam objectives:

Configuring Tools and Options

- Set up Schedule options.
- Set up Calculation options.
- Set up Interface options.
- Set up View options.
- Set up General options.
- Set up Calendar options.
- Set up Security options.

Setting Up a Project

- Create and modify a template.
- Select a template.
- Enter project information.
- Manage calendars.
- Import and export data.

Estimating, Scheduling, and Budgeting Tasks

- Create a WBS.
- Create and modify tasks.
- Estimate and budget tasks.
- Sequence tasks.
- Identify and analyze critical tasks and critical path.
- Manage multiple projects.

Resourcing Project Plans

- Forecast time-phased generic skill or role requirements.
- Create, modify, and use resource pools.
- Add, change, substitute, or remove resource assignments.
- Predict durations and work calculations.
- Optimize resource utilization.

Updating and Reporting on Project Performance

- Save and modify baselines.
- Enter task updates.
- Reschedule incomplete work.
- Track project progress.
- Analyze variance.
- Create, modify, and delete objects.
- Create reports.

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Part 2 - MCTS: Enterprise Project Management with Microsoft Office Project Server 2007 Exam Objectives

Exam [70-633](#) TS: Microsoft Office Project Server 2007, Managing Projects
This certification exam measures your ability to manage projects using Project Server 2007

At course completion

After completing this part of the course, students will be able to:

- Get started with Office Project Server 2007.
- Initiate projects.
- Understand the project planning processes.
- Plan projects through scope and schedule management.
- Plan projects through staffing management plans.
- Plan resource assignments for projects.
- Plan projects through cost, risk, and other planning documents.
- Execute projects through processes, resources, and deliverables.
- Execute projects by managing timesheets and personal settings.
- Monitor and control projects by tracking task and project progress.
- Monitor and control projects through measuring project performance and reporting progress.
- Close projects.

This part of the course will cover the following exam objectives:

Initiating Projects

- Save Microsoft Office Project Professional projects.
- Create proposals.
- Create activity plans.
- Build a resource plan.

Planning Projects

- Plan scope and cost.
- Plan time.
- Plan resources.
- Manage resource capacity.
- Create a risk item.

Executing Projects

- Match and replace resources.
- Build Project Team with named resources.
- Distribute information to project stakeholders.
- Create a timesheet.
- Manage timesheets.
- Review and approve a timesheet.

Monitoring and Controlling Projects

- Enter task updates.
- Manage status reports.
- Report data by using PWA.
- Manage issues and risks.
- Manage deliverables.

Managing Project Professional and PWA Environments

- Access Project Center.
- Log on to PWA by using Windows Internet Explorer.
- Authenticate Project Professional to a project server.
- Set options.
- Create, save, or update enterprise templates.

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Part 3 - MCITP: Enterprise Project Management with Microsoft Office Project Server 2007 Exam Objectives

Exam [70-634](#) PRO: Microsoft Office Project Server 2007, Managing Projects and Programs

This certification exam measures your ability to deployment an Enterprise Project Management (EPM) solution and be responsible for managing, analyzing, and reporting on projects and programs in the Microsoft Office EPM environment using Project Server 2007

At course completion

After completing this part of the course, students will be able to:

- Define project, program, and portfolio management and explain their interrelationships in an enterprise environment.
- Describe the architecture and components of the Microsoft Office Enterprise Project Management Solution and navigate the key interfaces of Office Project 2007, Project Server 2007, and Project Web Access.
- Define a standardized methodology for program governance.
- Propose and apply updates to an enterprise environment.
- Define a program by establishing its characteristics and parameters and delineate program benefits.
- Deliver the detailed plan of a program and optimize the program for time, cost, and resources in order to establish a program baseline.
- Define program resources, and after identifying the critical resources, review and update the program plan and baseline.
- Track the work of the program resources in timesheets and the task progress of the program in Project Web Access and Project 2007.
- Define Earned Value Management (EVM) and perform EVM, including metrics, variances, and performance indexes, in order to create forecasts and make effective adjustments to the program.
- Use Project Center and the Data Analysis (OLAP Cube) feature to view and report the status of a program and to make forecasts.
- Configure project workspaces to meet the needs of a program.
- Describe the closing process for a program and propose changes to the enterprise environment based on the lessons learned through a program life cycle.

This part of the course will cover the following exam objectives:

Managing Data Access and Collaboration

Manage users, groups, categories, permissions, and Resource Breakdown Structure (RBSA).
Archive projects.
Maintain data integrity.
Manage project workspaces.
Apply regional settings.
Create a library of enterprise project templates.
Manage My Resources alerts and reminders.

Planning and Troubleshooting Active Projects and Programs

Optimize for time, cost, and resources.
Refine a program.
Plan a program.
Set baselines.

Controlling Projects and Programs

Account for time.
Create non-project time categories.
Identify variances outside threshold.

Control changes.

Managing Resources

Propose or commit a resource.
Set up skill-based resources.
Set up role-based resources.
Identify critical resources.
Manage resource pool.
Manage team assignments.

Reporting and Analyzing Business Data

Manage reporting.
Customize views.
Perform Earned Value Analysis.
Configure, modify, or build a cube.
Report risks and issues across enterprise by escalations.

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