

## MS Project Server 2013/2016 for Administrators

**Length:** 4 Days

**Summary:** Microsoft Project Server 2013 / 2016 is an application that allows project managers to publish their projects from Microsoft Project Professional to a centralized database where project, task and resource information can be shared with executive management, resource managers, project resource team members and other project managers. This role based software has a simplified, non-technical interface that allows the Project Server Administrator to add users, set security permissions and modify the look and feel of Project Server without requiring the technical background of a SharePoint programmer or database manager.

This instructor led, 4-day Microsoft Project Server Administrator training course will teach the student how to change the settings and features of the organization's Project Server installation to support the project management processes that are intended to be used by their organization. The course will also teach the non-technical functions for supporting the day to day operation of Project Server.

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### COURSE CONTENT

1. **Manage users, groups and categories**
2. **Create custom fields, including custom formulas, indicators and lookup tables**
3. **Create custom Project Center Enterprise roll up views, project detailed views, resource views, and task work views**
4. **Manage enterprise data (custom fields, calendars, views, etc.)**
5. **Understand the Enterprise Global and its relationship to the Project Client global**
6. **Create and modify project calendars**
7. **Manage time and task tracking**
8. **Backup and restore project information from the application (not a SQL backup or restore)**
9. **Work with OLAP Cubes**
10. **Setup and manage Project Server Work Flows**