



PPM Works

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TRAINING CATALOG



FIRSTLY

THANK YOU

FOR CONSIDERING US!

Why PPM Works Training?

- The PPM Works expert trainers have decades of experience working with Project
- We have trained thousands of students in Microsoft Project and SharePoint technologies
- We offer flexible onsite or remote training options
- PPM Works industry expertise can be tailored to your company and business needs
- Satisfaction is guaranteed
- PDU's for all classes

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OUR STORY

... SO FAR

We are a Microsoft Gold Partner offering full-service Microsoft Work Management consulting, focused on Microsoft 365, Project, Teams, Power Platform, and SharePoint. We believe in teaming with our clients to exceed expectations and build long-lasting rewarding partnerships. Our team's experience runs deep with Microsoft. We have performed over 400 Project implementations and integrations, trained thousands of students, and developed several business applications. Leverage our decades of experience and take your organization to the next level.



We do amazing PROJECTS

.Our Project and industry specific knowledge will help your projects reach the highest level of success.



And we do it ON TIME

On time and on budget, you can count on us to exceed your expectation with quantifiable results every time.





OUR OBJECTIVE

GETTING YOU | TRAINED

ONSITE TRAINING

PPM Works brings their proven training curriculum and methods to you. Many clients take advantage of our onsite training delivery, providing the necessary forum to align all training methods across your organization. This training can be customized to the specific needs of your organization. Leverage the dedicated expertise of our onsite trainers and simplify your team's workload. Our team of experts enjoy working with you and your organization in the convenience of your own environment.

PPM Works can tailor remote learning options for all our courses as well. Please contact us for details.



ADMINISTRATOR COURSES

System Administrator Training

COURSE DESCRIPTION

This course provides administrator training for the Project environment. In the course you will learn how to install, configure and maintain a Microsoft Project environment. This course also covers deployment “best practices” and taking a logical phased approach to the administrators roll. Each learning module covers different areas of configuration and setup. Ongoing management and maintenance are also covered.

Covered topics include:

- Applying a deployment process
- Install overview / post-Installation configuration
- System maintenance and back-up plan
- Project component updates
- Participation in any system integration plans (architecture, scalability, and storage)
- Active directory sync
- How to manage enterprise data
- How to work with the queue and database admin
- Time and task management
- Operational policies
- Workflow and project detail pages
- Security
- Business intelligence

INTENDED AUDIENCE

This course is for students who will have administrative privileges for Project and will perform the duties required to configure and maintain Project. Individuals responsible for administering the SharePoint Central Administration web site, ensuring that Project and Microsoft SharePoint are always properly synchronized and that SharePoint features and functionality are available. Individuals responsible for setting up e-mail accounts and security groups in the Active Directory service that will be mapped to the Project Enterprise Resource Pool and Project security groups.

PREREQUISITES

There are no prerequisites for this course.

ADMINISTRATOR COURSES

Functional Administrator Training

COURSE DESCRIPTION

This course provides administrator training for the Project environment. In this course you will learn how to configure and maintain the Microsoft Project environment. The Functional Administrator class follows industry best practices in a hands-on session.

Covered topics include:

- PPM overview
- Understanding the human challenge
- Understanding the project interface
- Creating system metadata and calendars
- Configuring lifecycle management
- Building and managing the enterprise resource pool
- Initial PPM configuration
- Configuring time and task tracking
- Configuring PPM security
- Building the project environment
- Creating and managing views
- Managing Project Sites
- Configuring business intelligence and reporting
- Managing PPM day to day

INTENDED AUDIENCE

This course is for individuals responsible for the daily non-technical administration of Project.

PREREQUISITES

There are no prerequisites for this course.



SHAREPOINT COURSES

SharePoint 101 Training

COURSE DESCRIPTION

This course introduces the basics of SharePoint Online and the "Tips and Tricks" for increased productivity. Each learning module covers different areas.

Covered topics include:

- Introduction to SharePoint Online
- Site organization and navigation
- SharePoint basics
- Working with document libraries
- Working with lists
- Searching

INTENDED AUDIENCE

This course is for individuals wanting to learn how to use SharePoint Online.

PREREQUISITES

There are no prerequisites for this course, although some experience in SharePoint is beneficial.

ADDITIONAL SHAREPOINT COURSES

Administrator & Workshops

Additional SharePoint Courses are offered that provide further information and development for using SharePoint in your organization. These courses cover advanced learning concepts for SharePoint Online and all the "Tips and Tricks" you will need to be your most productive. Each learning module covers different areas, some of the covered topics in each of the courses include:

ADMINISTRATOR TRAINING

- Site owner introduction and Admin 101
- Site management (with Project Online)
- Adding / removing site users
- Admin best practices (with focus on Project Online)

WORKSHOP AND MENTORING:

- Project site template admin workshop (onsite 2 hours)
- Site owner mentoring (remote 2 hours)

EXECUTIVE COURSES

Project Train the Trainer

COURSE DESCRIPTION

This course provides Executive Training for Project. Executives will learn how to use Project best practices for a scalable and standardization (governance) solution for all companywide projects. This course shows you how to save time through expert taught best practices, giving you techniques for estimating and visibility. The course teaches you tools to eliminate re-work and leverages PM best practices, while increasing transparency with projects and resources. Gain the knowledge to succeed through hands-on expert guidance, mentoring, and training. Each learning module covers different areas.

Covered topics include:

- Microsoft Project Online overview
- Project Online Home Page
- Project Online Project Center
- SharePoint project team collaboration workspaces (documents, risks, issues)
- View reports and dashboards highlighting project and portfolio performance
- Analyze portfolio-level reports
- Run ad hoc reports

INTENDED AUDIENCE

This course is designed for executives wanting to learn how to navigate both Project Online and SharePoint, as well as accessing reports and portfolio views.

PREREQUISITES

There are no prerequisites for this course.

EXECUTIVE COURSES

Power BI

COURSE DESCRIPTION

This course will quickly and easily teach you how to search, access and analyze the extensive reporting data within your company using Microsoft Power BI. Learn how to see all your company data in a single place. Power BI gives you live dashboards and interactive reports on the data that you need the most. Track that data in real time and drill down to underlying data to discover new insights. Keep track of companywide KPI's and report on the most significant information. Power BI allows you to stay connected on any device. Our experts can show you how Power BI can help your team find, share, use and analyze your most important company data and make data driven decisions from it.

Covered topics include:

- Live dashboards
- Using Power BI to analyze your data
- Create data driven reports
- Develop custom KPI's

INTENDED AUDIENCE

This course is for individuals wanting to learn how to use Power BI and make data driven decisions.

PREREQUISITES

There are no prerequisites for this course.

PROJECT MANAGER TRAINING COURSES

Microsoft Project Fundamentals

COURSE DESCRIPTION

The course is designed to introduce Project Managers to the basic features and functions of Microsoft Project. In this course Project Managers will create and manage a project schedule using Microsoft Project. The class is interactive and includes class lecture, demonstrations, and class exercises.

Covered topics include:

- Basic features and components of Microsoft Project
- Creating a new project and entering project information
- Managing tasks
- Managing resources
- Optimizing the project plan

INTENDED AUDIENCE

This course is intended for individuals responsible for creating, resourcing, and managing projects using Microsoft Project.

PREREQUISITES

This course assumes the user has little to no experience using Microsoft Project.

PROJECT MANAGER TRAINING

Using Microsoft Project in an Enterprise Environment

COURSE DESCRIPTION

In this course Project Managers will learn how to use Microsoft Project effectively for their business needs. This class will help you create project requests, view all projects and programs. Analyze available resources, manage, measure, and anticipate resource needs. This course will show you how to manage tasks, collaborate with team members, align resources and flag issues.

Covered topics include:

- Creating project requests
- Viewing all projects and programs, as well as reports and resource availability/assignments
- Viewing, accepting/rejecting team member task updates
- Managing projects, updating tasks, implementing corrective actions, and adding scope changes
- Assigning resources from the enterprise resource pool
- Publishing and maintaining project plans (scheduling best practices)
- Analyzing the critical path
- Optimizing the project plan
- Analyzing resource capacity and allocation in resource center
- Collaborating with project sites

INTENDED AUDIENCE

This course is for Project Managers that want to learn the latest features and functionality in Project.

PREREQUISITES

Project Managers taking this course should have a general understanding of project management concepts.

PROJECT MANAGER TRAINING

Microsoft Project Advanced

COURSE DESCRIPTION

In this advanced course, Project Managers will learn some tips and tricks to simplify and enhance their user experience. Explore some of the advanced features of Microsoft Project. The class is interactive and includes class lecture, demonstrations, and class exercises.

Covered topics include:

- Defining project properties
- Modifying the quick access toolbar
- Importing projects from other sources
- Creating custom tables and views
- Creating graphical indicators
- Creating custom dashboards and reports
- Tracking earned value
- Rescheduling uncompleted work

INTENDED AUDIENCE

This course is for Project Managers that want to learn the latest features and functionality of Microsoft Project and advanced tips and tricks to improve their efficiency.

PREREQUISITES

Prerequisites for this course include; Microsoft Project Fundamentals or Using Microsoft Project in an Enterprise Environment. Students should have prior experience using Microsoft Project to create, resource and manage projects.

PROJECT MANAGER TRAINING

Managing Projects in Project Online

COURSE DESCRIPTION

This course is intended for Project Managers who are responsible for managing projects using Project Online.

Covered topics include:

- Overview of Project Online
- Creating projects
- Managing tasks
- Managing resources
- Accepting task updates via timesheets or the tasks page
- Monitoring and controlling the project plan
- Collaborating with the project team via project sites
- Understanding Resource Center

INTENDED AUDIENCE

This course is designed for Project Managers responsible for creating, resourcing and managing Project Online.

PREREQUISITES

There are no prerequisites for this course.

PORTFOLIO MANAGER TRAINING

PORTFOLIO MANAGEMENT TRAINING

COURSE DESCRIPTION

This training is designed to provide the necessary knowledge to effectively understand the aspects of the Project Online portfolio/demand management features. Training sessions are a mix of Hands-on training & workshops.

Covered topics include:

- Understanding business drivers and strategic impacts
 - Manual vs strategic
- Scoring business drivers using the pairwise comparison model
- Project dependencies
- Creating business scenarios for portfolio comparison and modeling
- Configuring Project Online with sample portfolio scenarios and analysis
 - Cost and resource analysis
- A look into portfolio dashboards

INTENDED AUDIENCE

Portfolio Managers, PMO leads, and other business decision makers.

PREREQUISITES

Understanding of general portfolio management concepts.

PROJECT MANAGER TRAINING

Advanced Resource Management

COURSE DESCRIPTION

In this advanced course, Project Managers will focus on resource management using Project. The class is interactive and includes class lecture, demonstrations, and class exercises.

Covered topics include:

- Understanding resource types
- Using budget and cost resources
- Tracking resource allocation and capacity
- Levelling resources
- Modifying resource work contours
- Understanding task types
- Modifying resource assignment units

INTENDED AUDIENCE

This advanced course is designed for Project Managers with experience using Microsoft Project who require additional experience in resource management.

PREREQUISITES

Microsoft Project Fundamental or Using Microsoft Project in an Enterprise Environment.



TEAM COURSES

Team Member Training

COURSE DESCRIPTION

In this helpful and informative course team members learn how to use Project for their business needs. Creating a cohesive team experience is critical for the success of any project implementation. This class is interactive and includes some lecture and in class exercises. The expert trainers will discuss best practices and there will be ample time for questions and answers.

Covered topics include:

- Microsoft Project solution overview
- Project Home Page and Project Center
- Updating task progress via timesheets and/or the tasks page
- Best practices for timesheet submittal
- Project team collaboration workspaces (risks, issues) active directory sync

INTENDED AUDIENCE

Team members that are new to Project. This class will address team member best practices and includes active participation.

PREREQUISITES

There are no prerequisites for this course.



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