

# Introduction

to

## Microsoft Project Server 2003 Web Applications

This document describes the applications that make up what we commonly refer to as "Project Server." It provides information for navigating the system for the first time and gives an overview of new features from the previous versions of these applications. If you have questions about any of the items below, or have problems logging in or navigating the sites, please call Tracey Ferrell at 2-3876.

### PROJECT SERVER APPLICATIONS

#### ***How It Works – some terminology***

The tools we use for project management and project web sites are actually an integrated system of four Microsoft software applications: Project Professional, Project Server, Project Web Access, and SharePoint Services.

- ❖ **Microsoft Project Professional** is used to create a project plan, assign resources to tasks, manage the project timeline, etc.
- ❖ **Microsoft Project Server** allows us to share information - such as resources, custom fields, etc. - used to create and manage projects. When a project is created or updated in Project Professional, it is then published to Project Server so that the information will be available to everyone, including the Purple Team and other committees. Publishing a project to Project Server - even if the project plan is not maintained there - also allows us to create a web site for that project so that documents and other types of information can be shared.
- ❖ **Microsoft Project Web Access** is a web-based interface to Project Server through which any user can view all past and current projects, as well as view all tasks, issues, etc. assigned to that user, regardless of the project. Project Web Access also provides a convenient method for navigating to the web site for any project.
- ❖ **Microsoft SharePoint Services** is the application through which project web sites are generated and maintained. These web sites serve as document repositories for the project, and also provides space for issues lists, announcements, links to other web sites, and many other features. Project managers can customize these websites as desired, providing the tools that will best suit their team and project. (*Note: Project web sites were called "subwebs" in SharePoint 1.0, and are now called "workspaces" in SharePoint 2.0.*)

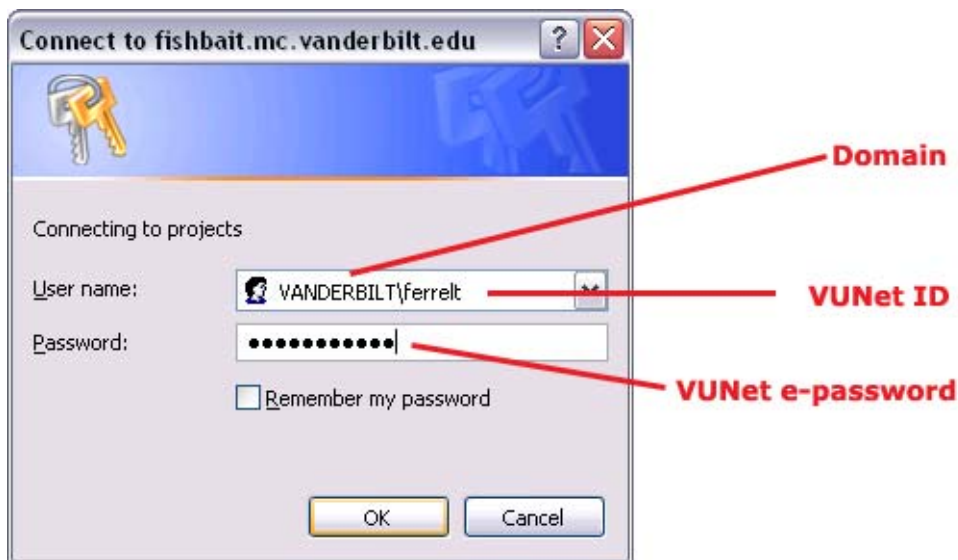
# NAVIGATING THE WEB SITES

## Logging In

In order to use any of the Project Server Web Access or SharePoint intranet web sites, you must be:

- Have a user account set up for the system
- Logged in to the VANDERBILT domain, either on campus or through VPN
- Using Internet Explorer 5.5 with SP2, or Internet Explorer 6.0 or higher

These web sites contain confidential information, and therefore require a username and password. The username is your VUNet ID and network domain; the password is your e-password:



The first time you go to any page in the Project Web Access site, you will see a license agreement. Scroll to the bottom and click the Agree button. At this point you may be asked to download new components; click OK. (This takes only a few seconds.) You should then be taken directly to the Project Server Web Access site. (NOTE: If the security settings in your browser are too restrictive, the download may not work. If this happens, please call Tracey Ferrell at 2-3876.)

## Project Server Web Access

The Home page of Project Web Access can be found at <http://projects.mc.vanderbilt.edu>. This page displays any new tasks, issues, or risks that have been assigned to you, and provides links to other parts of Project Server Web Access as well as links to related SharePoint web sites.

## SharePoint Web Sites

Click on the Projects link in the top blue navigation bar to navigate to Project Center, the directory of projects in the system. You may select the project whose SharePoint site you wish to visit by clicking the blue box to the left of the project name. Then, use the "Go to

selected project workspace” link under Collaboration in the left sidebar to go to that site. (NOTE: Clicking on the name of the project will take you to the Project Plan, not the project web site.)



Home | **Projects** | Tasks | Resources | Documents | Issues | Status Reports | Updates | Admin | Ri

### Project Center

View Options Filter, Group, Search

Save Link... Build Team Edit... Open...

Collaboration:

- Track project risks
- Track project issues
- Manage project documents
- [Go to selected project workspace](#)

Actions:

- View projects in Project Center
- Analyze projects in Portfolio Analyzer
- Model projects with Portfolio Modeler
- Create a new personal or shared to-do list

Project Name	Project	Start	End	Day
<a href="#">Patient Transport System</a>	Implem			
<a href="#">Perioperative Charting</a>	Evaluat			
<a href="#">Pharmacy Robotics</a>	Develo			
<a href="#">Next</a>				
<a href="#">PMM Action Items</a>				
<a href="#">Positive ID for non-Pharmacy</a>	Develo			
<a href="#">Practice Group Quality Indicators</a>	Develo			
<a href="#">Prescription Writer-Outpatient</a>	Develo			
<a href="#">Project Server Upgrade</a>	Implem			
<a href="#">Purple Team</a>	Support			
<a href="#">Quill</a>	Develo			
<a href="#">Radiology Upgrade</a>	Implem			

Click this link to load the selected project workspace into a separate Internet Explorer window.

If you have trouble accessing a site or using any of the features, please call Tracey Ferrell at 2-3876 for assistance.

## TIME OUT PROTECTION

The Project Web Access and SharePoint web sites have a time out protection. If you are logged in to a site but inactive for 30 minutes, the page may time out. You do not have to close and reopen your browser or log back in with a password; simply follow the one-step refresh instructions in the message you receive, and you will be able to work in the site again.

## ADDITIONAL SOFTWARE

In order to take full advantage of some of the features in MS SharePoint 2.0, you will need MS Office 2003 installed on your computer. If you do not wish to upgrade but want to use all of the features in SharePoint, you can download and install the [MS Office 2003 Web Components](#).