

MS Project Server 2003 Tracking Project Work Schedule

Quick Update – keystrokes only	Below is a summary of the keystrokes discussed in the update cycle. This section will describe the keystrokes only with no detail of the operation. It is meant for the experienced user as a check to make sure keystrokes are not missed.
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WARNING: Project plans must be updated one at a time.

Step	Action – Click on:
01	Sign on to Project Server Click on UPDATES from the menu bar
02	Percent completed to be approved will be sorted by project name <ul style="list-style-type: none"> • Select one project and ACCEPT the work for the resources in the column provided to the left of the task names • Click UPDATE in the upper right corner of the screen
03	The project plan will be opened in MS Project Professional on your desktop.
04	You will be requested to SAVE the project – <ul style="list-style-type: none"> • Click YES – synchronization will occur with the server • Click NO – you must go back and re-approve the time in step 2
05	<ul style="list-style-type: none"> • Click on the “Project Information” button • Enter a Status date on the right side of the window – Work will be re-scheduled one day after the date that you have selected. <ul style="list-style-type: none"> • Click OK
06	<ul style="list-style-type: none"> • Select the AA Tracking Gantt view: VIEW → AA TRACKING GANTT The status date will be visible as a green vertical line in this view.
07	<ul style="list-style-type: none"> • Select TOOLS → TRACKING → UPDATE PROJECTS –OR- select the “Update Projects” button on the ABN AMRO Toolbar • Select the radio button next to the option: Reschedule uncompleted work to start after • The status date that you entered above should be visible in the date field. • Click OK Work will be re-scheduled to current timeframe
08	Publish the new dates and work to the resources and the Project Plan – this will place the task records in the timesheet area of Project Server. Records will need to be available for resources to update. <ul style="list-style-type: none"> • Select COLLABORATE → PUBLISH → ALL INFORMATION –or- click the “Publish all Information” button on the ABN AMRO toolbar • Click “OK” to save the project plan • In the pop up box: <ul style="list-style-type: none"> ○ View the assignments ○ Change the email message if desired ○ Click “OK”

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Step	Action – Click on:
10	<p>Click on the icon at the bottom of the screen to return to the Project Server update screen (it should be flashing). You will be asked to approve that the update occurred. Indicate “Yes”</p> <p>The update for the select project is now complete.</p>
11	<p>Close the project plan on the desktop</p> <p>Repeat for additional project plans</p>
<p>The project plan will first “Save” which is syncing with the server.</p> <p>After the save, the assignments will be made.</p>	