

Empower people throughout your organization with the right tools and learning to transform challenges into opportunities.

We believe that any company's most unique and important asset is its people. People are responsible for driving successful business outcomes. We believe that software and learning is the one investment that can significantly amplify people's impact and enable them to achieve these business outcomes.

In these challenging times, it is absolutely necessary to maximize the value received from every training event your organization authorizes and every training rupee it spends. MAGUS gives your organization the competitive advantage it needs: those who participate in MAGUS courses report that they retain what they learn, and that they convert new knowledge to assessable excellence in their jobs.

Top private companies are now partnering with MAGUS in nationwide initiatives that focus on measuring closure of knowledge gaps in critical business areas. This is being done through pre and post-test assessments and joint certification by MAGUS and these companies. Results to date are outstanding! Companies want and need to demonstrate measurable excellence for their training investments. They can and do this when they choose to partner with MAGUS.

MAGUS provides the training that combines theory and practice that professionals need in order to manage today's business complexities. A nationally-recognized leader, MAGUS offers state-of-the-art training and consulting services in Project Management, Microsoft® Project, Theory of Constraints Management and Six Sigma to some of the biggest and best-managed companies.

MAGUS has earned a reputation as a leader in corporate learning. The content of our curriculum and the experience of our instructors and consultants are unsurpassed. We continue to be at the forefront of innovative learning methods and techniques. We offer a wide variety of delivery mechanisms to ensure that our clients' learning experiences are a perfect fit for their needs and business objectives. These include traditional classroom learning, eLearning, and Computer Assisted Simulation. Our curriculum is can be tailored to meet your specific objectives. We'll work with you closely to provide a learning experience and content that allows you to achieve meaningful and measurable results.

Microsoft Project Training – Measurable Excellence

Effective use of project management tools is essential in today's project environment. Tools accelerate the systematic capture and organizing of project information into plans that can be easily managed and tracked. Tools help businesses meet challenges in project scheduling and resource allocation, consistent and accurate forecasting and reporting of timely, reliable information.

The Microsoft Office Enterprise Project Management (EPM) Solution is an end-to-end collaborative project and portfolio environment. The Office EPM Solution helps your organization gain visibility, insight, and control across all work, enhancing decision-making, improving alignment with business strategy, maximizing resource utilization, and measuring and helping to increase operational efficiency.

- PM-171 Project Guru : Microsoft® Office Project 2007 [Self Paced Learning]
- PM-172 Microsoft® Office Project 2007 Orange Belt Certification
- PM-173 EPM with Microsoft® Office Project Server 2007 [Role Based]
 - a. Project Manager
 - b. Team Member
 - c. Resource Manager
 - d. Executive
 - e. System Administrator
 - f. Application Administrator
- PM-174 PPM with Microsoft® Office Portfolio Server 2007 [Role Based]
 - a. Application Administrator



Microsoft Project Platform

1. Project Professional
2. Project Server
3. Portfolio Server
4. SharePoint Services

Industries we serve

1. Banking & Financial Services
2. Telecom
3. IT & ITES
4. Manufacturing
5. Life Sciences
6. Infrastructure



PM-171 Project Guru : Microsoft® Office Project 2007 [eLearning]

Helping you compete through Project Management

Project Guru is a comprehensive e-learning tool that has been designed to leverage your investment in Microsoft Project 2003/07. It is ideal for organizations who wish to train their manager's in-site or who wish to avoid taking people away from the workplace to attend training courses. Project Guru can also be used to reinforce learning gained on classroom-based courses back in the work place.

Project Management Overview

- Understanding WBS
- Understanding Network Diagrams
- Performing critical path analysis
- Understanding Gantt chart
- Understanding resource assignments and Optimizing resource usage

Project preliminaries

- Introducing Microsoft Project
- Creating a new project
- Defining calendars and resources

Planning the work

- Creating a task outline
- Detailed task definition
- Reviewing structure and sequence

Reviewing the schedule

- Viewing information within tables
- Displaying the project's schedule
- Printing the project's information

Assigning people and costs

Creating resource assignments
Manipulating resource assignments

Managing external influences

- Creating and using default settings
- Constraining when tasks occur
- Applying constraints to resources

Viewing, analysing and reporting

- Filtering and manipulating project data
- Using task views and resource views
- Using assignment views
- Utilizing reports
- Information management

Optimizing people and plans

- Comparing resource supply with demand
- Using leveling to resolve conflicts
- Interactive resource optimization

Progressing the plan

- Establishing baseline information
- Managing time-based progress
- Controlling work-based progress

Re-planning the future

- Consequences of a project update
- Utilizing earned-value analysis
- Getting the project back on track

Multiple project environments

- Consolidating separate projects
- Sharing resources across projects



Project Guru's cover the entire Microsoft Office Specialist syllabus for Microsoft Project. Project Guru provides users with instruction and assessment to help them gain all the necessary skills and knowledge to become certified as a Microsoft Project specialist.

Project Guru is the cornerstone of a comprehensive set of Microsoft Project and project management learning. It is comprehensive and informative and, yet extremely easy to use. It has an intuitive user interface, capable of being accessed via a browser or from within Microsoft Project. Project Guru delivers equivalent of three days classroom training.

Project Guru e-training courses are designed and developed by the same high-quality, well-respected instructors that you've grown to trust in every Magus course



PM-172 Microsoft® Office Project 2007 Orange Belt Certification

Helping you compete through Project Management

Effective use of project management tools is essential in today's project environment. Tools accelerate the systematic capture and organizing of project information into plans that can be easily managed and tracked. Tools help businesses meet challenges in project scheduling and resource allocation, consistent and accurate forecasting and reporting of timely, reliable information.

Data in Project 2007 and How They Relate to Each Other

- Options: project specific options and global options
- Project data: tasks, estimates, dependencies, deadlines, constraints, resources and assignments
- Objects: views, tables, filters, groups, and calendars

Entering Data into Project 2007

- Options: relevant options before entering data
- Deliverables and Tasks
- Estimates: work, duration
- Using PERT Analysis to estimate task durations
- Dependencies and the network logic
- Deadlines (target dates): how deadlines support dynamic scheduling
- Schedule Constraints (fixed dates): types of schedule constraints and how they make your schedule rigid
- Resources : work, material, cost
- Calendars: the project calendar, base calendars, resource and task calendars
- Assignments: fixed units, fixed work, fixed units, and effort driven

How to Manage Resource Workloads

- Preventing over-allocations using an Resource Pool
- Resolving over-allocations
- Leveling workloads manually
- Leveling workloads automatically

How to Decrease the Duration of Your Project

- Optimizing for Time (having unlimited resources): the Critical Path Method (CPM)
- Optimizing for Time, Cost and Resources (having limited resources: Resource-Constrained scheduling)

How to Decrease the Cost of Your Project

- Types of cost: fixed costs and variable costs
- How to model each type of cost in Project 2007
- Using cost rate tables for rate escalation and multiple rates per resource
- All the things you can do to bring down the cost

Checking the Schedule Before Publishing

- Did I apply the best practices?
- Using a 20-point checklist and ready-made filters

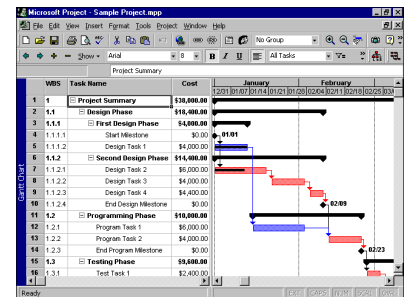
Reporting the Project the Way You Want

- Creating one-page reports... always!
- How to defend a visible time buffer or cost reserve to your manager, sponsor or client or how to hide it in the schedule otherwise
- Developing custom views

How to Enter Actual Progress and How to Update Forecasts in the Schedule

- Working with baselines
- Updating tasks versus updating assignments
- Entering duration, work and cost updates

Analyzing variances, trouble shooting and getting back on track



Microsoft Project Professional

Duration: 24 Hrs

Microsoft® Office Project 2007 Orange Belt Certification course prepares participants to successfully complete the Technology Specialist: Managing Projects with Microsoft® Office Project 2007 certification. This certification demonstrates competency in the use of Microsoft® Office Project Professional 2007 to plan and control projects.

This course provides practical skills, concepts and principles you can take back to the job – along with insights you'll need to adapt them to specific project environments.



PM-173 EPM with Microsoft® Office Project Server 2007
Helping you compete through Project Management

a. Project Manager [8 hrs]
Pre-requisite: PM-172

Microsoft EPM Solution
Project Server [GUI, Enterprise Definitions, Client Side Requirements]
Project Planning [Calendars, WBS, Estimates, Resources, Assignments]
Publishing Enterprise Projects
Project Workspaces [Documents, Issues, Risks, Discussions, Meetings]
Project Tracking [Approving Timesheets and Task Progress]
Project Controls [Variance Analysis and Plan Revision]
EPM Reports [Views, SSRS, Cubes, Status Reports, MAPS]
Alerts & Reminders [Personal Settings]

b. Team Member [4 hrs]

Microsoft EPM Solution
Project Server [GUI, Enterprise Definitions, Client Side Requirements]
Project Workspaces [Documents, Issues, Risks, Discussions, Collaboration]
Project Reporting [Timesheets, Task Progress, and Status Reports]
EPM Reports [Views, SSRS, Cubes, Status Reports]
Alerts & Reminders [Personal Settings]

c. Resource Manager [4 hrs]

Microsoft EPM Solution
Project Server [GUI, Enterprise Definitions, Client Side Requirements]
Resource Management [Capacity, Availability, Skills, Productivity, Billing]
EPM Reports [Views, SSRS, Cubes]
Alerts & Reminders [Personal Settings]

d. Executive [4 hrs]

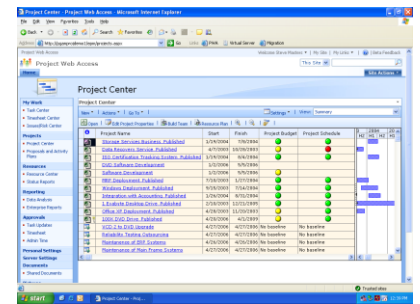
Microsoft EPM Solution
Project Server [GUI, Enterprise Definitions, Client Side Requirements]
EPM Reports [Views, SSRS, Cubes, Status Reports]
Alerts & Reminders [Personal Settings]

e. System Administrator [8 hrs]

EPM Deployment Planning
Installation: Win OS & SQL Server Database
Installation: SharePoint Services & Project Server
SharePoint Configuration & PWA Provisioning
Win OS AD & Project Server Synchronization
Project Server Backup & Restore
Project Server Updates and Upgrades
Project Server Troubleshooting

f. Application Administrator [16 hrs]

Microsoft EPM Solution Envisioning
Security [Users, Groups, Categories, Templates]
Cube Configuration
Enterprise Data [Calendars, Custom Fields, Lookup Tables, Custom Views]
Enterprise Global and Enterprise Templates
Time & Task Management [Financial Periods, Timesheets, and Task Settings]
Database Administration
Queue Management
Look & Feel
Operational Policies [Alerts & Reminders, AD Sync, WebSpaces, Event Handlers]



Project Server enables organizations to better manage projects and resources, collaborate across the entire enterprise, and effectively analyze and report on both projects and programs. Team members easily update project information, collaborate, and stay informed through e-mail and Web-based tools.

- Project Planning
- Cost Management
- Resource Management
- Time Reporting
- Change Management
- Issue/ Risk Management
- Project Reporting
- Collaboration

PM-174 PPM with Microsoft® Office Portfolio Server 2007 [Role Based]

Helping you compete through Project Management

The Application Administrator for Portfolio Server is the individual in an organization that will make decisions related to the business analysis, design and configuration of Microsoft Project Portfolio Server 2007 deployment.

The Application Administrator for Portfolio Server 2007 must understand business pain points and benefits to be obtained from implementing a Portfolio Management solution, define requirements for the implementation, perform analysis, design and configure the business rules into the Project Portfolio Server 2007 environment.

The Application Administrator role is the principal actor responsible for guiding the organization in the definition of usage of the Project Portfolio Server application to meet the expected outcomes of the implementation.

The Application Administrator for Portfolio Server 2007 will facilitate the decision making process for Sr. Leadership teams in the definition and implementation of Project Portfolio management processes and the overall project portfolio governance model. This person works together with the IT Architect to communicate overall EPM system (including Portfolio Server) needs of the organization and perform application administration.

a. Application Administrator [40 hrs]

Organization & User Management

- Account Management
- Organization Management
- Portfolio / Program Management
- User Management

Financial Management

- Cost Center Management
- Cost Center Associations
- Cost Structure Management
- Cost Structure Associations
- Cost Tracking Configuration
- Financial Benefit Management
- Financial Benefit Associations
- Non-Financial Benefit Management
- Non-Financial Benefit Associations

Workflow Management

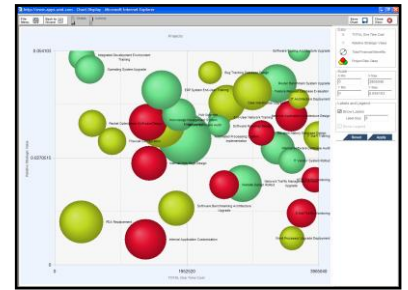
- Governance Phase Management
- Workflows Management
- Workflow Verification and Link Process Management
- Workflow Notification Management
- Lifecycle Step Management
- Email Templates Management

Structure & Attribute Management

- Risk Management
- Driver Management
- Business Process Management
- Attribute and Indicator Management
- Resource Management

Other Settings

- Project Server Gateway
- SharePoint Server Settings
- User Security and Session Tracking
- Data Transfer
- Other Settings



Manage your portfolios of projects throughout their life cycles – inception, alignment with business strategies, prioritization and selection, management of project execution, and monitoring project results.

- Portfolio Governance
- Business Case Dev
- Benefits Forecasting
- Prioritization / Valuation
- Portfolio Optimization
- Adv Portfolio Analytics
- Capacity Planning
- Portfolio Reporting
- Benefits Realization

Magus EPM Practice

Magus employs a personalized approach to ensure that solutions are implemented and configured optimally to address your enterprise project management needs and map to your vision for improving your Project Management Maturity. And we work with you to adapt the technology to your business, helping you install, configure, customize, extend and integrate the Microsoft EPM solution that will serve your organization in the most efficient and cost-effective manner. We provide the following services in support of Microsoft Project Platform.

- **Readiness and Maturity assessments:** We perform readiness and maturity based assessments to help organizations develop a business implementation and change management strategy.
- **Planning services:** We put customers on the fast track to success by developing a personalized and staged deployment plan. We offer our experience, knowledge and best practices with EPM system architecture planning and deployment planning.
- **Process development services:** We help customers connect the tool with the business and map EPM capabilities to existing processes and organizational needs. This involves using industry best practices to generate a host of business processes aimed at resource management, project management, cost analysis, portfolio analysis and if applicable Six Sigma analysis.
- **Application administration and Configuration services:** We change the branding, site views, layouts and look and feel to tailor EPM to an individual customer's preference. We also configure the WSS workflow tool to support project workflow automation requirements. The work here also involves training, server modifications, standardization of procedures, cross complexities of resources and management and a strict code of enterprise functioning within the project management domain.
- **Training services:** We offer Microsoft Project and SharePoint based training services to a broad user base that includes project managers, team members, executives as well as system administrators. As premier training provider for Microsoft, we are uniquely positioned to help develop expertise on the latest Microsoft technology by providing classroom training, online training, and facilitated, blended learning solutions.
- **Installation and premise based migration services:** We provide installation and migration services to companies that go premise based with EPM. We also provide system integration services. Magus technical team has many years of experience exchanging Microsoft Project data with other systems.
- **Ongoing deployment support:** We provide ongoing support to help customers continue to achieve ROI's and maximize their investment into our services and Microsoft Project.
- **Develop add-on solutions to Microsoft Project:** We create tools, templates, and add-ins that target a specific industry, business pain, and/or capability gap.

Magus Infotech India (P) Ltd.,

Magus is a Microsoft technology consulting company that provides application development, enterprise solutions and infrastructure services. Our experienced teams use a proven approach and a personal relationship style to deliver the right solutions for our clients. We are a Microsoft Certified Partner, and have been building business-critical systems and helping our clients maximize their investment in Microsoft technology since 1999.

We at Magus have a wealth of experience in enterprise (ERP/CRM/EPM) solutions. We are recognized for our knowledge and experience on enterprise business systems. Magus has top-notch program management team, deep technology and architecture capability, next-generation delivery capabilities, and the technology tools needed to execute large-scale programs.

We are constantly finding innovative ways to blend people, process and technologies to deliver bottom-line benefits to our customers. We measure our contributions through increased customer satisfaction, client retention rates and value delivered.



Magus EPM Practice

1. Readiness & Maturity Assessment
2. Planning Services
3. Process Development
4. Application administration & Configuration
5. Training
6. Installation & Migration
7. Support
8. Add-on Solutions

