Project 2007 Certification Exams

This information is taken from the Microsoft website and is a compilation of the requirements for the Project 2007 and Project Server 2007 exams. This is just meant to centralize that information into one location. The information probably won't change but for the latest version, please review Microsoft's website.

Exam 70-632:
Microsoft Office Project 2007, Configuring

Exam topics covered
The following list includes the topic areas covered on this exam. The percentage indicates the portion of the exam that addresses a particular skill.

- Configuring Tools and Options (13 percent)
- Setting Up a Project (10 percent)
- Estimating, Scheduling, and Budgeting Tasks (29 percent)
- Resourcing Project Plans (24 percent)
- Updating and Reporting on Project Performance (24 percent)

Audience profile

The candidate who takes Exam 70-632 might be a team member, project lead, project manager, scheduler, or any user of Microsoft Office Project Standard 2007 or Professional 2007 standalone desktop features (excluding Project Server features) who wants to certify that he can build, maintain, and control well-formed project plans. This individual is involved in or responsible for scheduling, estimating, coordinating, controlling, budgeting, and staffing projects and supporting other users of Office Project. A familiarity with key project management concepts and terminology is recommended.

Skills being measured
This certification exam measures your ability to accomplish the following technical tasks by using Microsoft Office Project 2007. Before taking the exam, you should be proficient in the following job skills.

Skills measured by exam 70-632
Configuring Tools and Options

Skills measured by exam 70-632
Set up Schedule options.
Set up Calculation options.
Set up Interface options.
Set up View options.
Set up General options.
Set up Calendar options.
Set up Security options.
Setting Up a Project
Create and modify a template.
Select a template.
Enter project information.
Manage calendars.
Import and export data.
Estimating, Scheduling, and Budgeting Tasks
Create a WBS.
Create and modify tasks.
Estimate and budget tasks.
Sequence tasks.
Identify and analyze critical tasks and critical path.
Manage multiple projects.
Resourcing Project Plans
Forecast time-phased generic skill or role requirements.
Create, modify, and use resource pools.
Add, change, substitute, or remove resource assignments.

Skills measured by exam 70-632
Predict durations and work calculations.
Optimize resource utilization.
Updating and Reporting on Project Performance
Save and modify baselines.
Enter task updates.
Reschedule incomplete work.
Track project progress.
Analyze variance.
Create, modify, and delete objects.
Create reports.

Exam 70-633:
Microsoft Office Project Server 2007, Configuring

Exam topics covered
The following list includes the topic areas covered on this exam. The percentage indicates the portion of the exam that addresses a particular skill.

- Initiating Projects (12 percent)
- Planning Projects (23 percent)
- Executing Projects (23 percent)
- Monitoring and Controlling Projects (27 percent)
- Managing Project Professional and PWA Environments (15 percent)

Audience profile

The candidate who takes Exam 70-633 might be a project manager or any user of Microsoft Office Project Professional 2007 and Project Server 2007 who manages and supports projects in

an Enterprise Project Management (EPM) environment. This individual can manage projects in the EPM environment, including project and non-project efforts, risks, issues, documents, task progress, and timesheets. This individual should be familiar with the key project management concepts and terminology found in the Project Management Institute's *A Guide to the Project Management Book of Knowledge (PMBOK Guide)*.

Skills being measured

This certification exam measures your ability to accomplish the following technical tasks by using Microsoft Office Project Server 2007.

Before taking the exam, you should be proficient in the following job skills.

Skills measured by exam 70-633
Initiating Projects
Save Microsoft Office Project Professional projects.
Create proposals.
Create activity plans.
Build a resource plan.
Planning Projects
Plan scope and cost.
Plan time.
Plan resources.
Manage resource capacity.
Create a risk item.
Executing Projects
Match and replace resources.
Build Project Team with named resources.
Distribute information to project stakeholders.
Create a timesheet.
Manage timesheets.

Skills measured by exam 70-633
Review and approve a timesheet.
Monitoring and Controlling Projects
Enter task updates.
Manage status reports.
Report data by using PWA.
Manage issues and risks.
Manage deliverables.
Managing Project Professional and PWA Environments
Access Project Center.
Log on to PWA by using Windows Internet Explorer.
Authenticate Project Professional to a project server.
Set options.
Create, save, or update enterprise templates.

Exam 70-634:

Designing Enterprise Project Management Solutions with Microsoft Office Project 2007

Exam topics covered

The following list includes the topic areas covered on this exam. The percentage indicates the portion of the exam that addresses a particular skill.

- Managing Data Access and Collaboration (13 percent)
- Planning and Troubleshooting Active Projects and Programs (23 percent)
- Controlling Projects and Programs (21 percent)
- Managing Resources (22 percent)
- Reporting and Analyzing Business Data (21 percent)

Audience profile

The candidate who takes Exam 70-634 might be a project manager, program manager, member of the project management office, or participant in the deployment of an Enterprise Project Management (EPM) solution and be responsible for managing, analyzing, and reporting on projects and programs in the Microsoft Office EPM environment. This individual is able to further refine the Office EPM environment to create solutions for business problems. A solid understanding of the key project management concepts and terminology found in the Project Management Institute's *A Guide to the Project Management Book of Knowledge (PMBOK Guide)* is recommended. Extensive hands-on experience in both Microsoft Office Project Professional 2007 and Project Web Access 2007 is also recommended.

Skills being measured

This certification exam measures your ability to accomplish the following technical tasks by using Microsoft Office Project 2007 and Microsoft Office Project Server 2007 in an Office Enterprise Project Management environment.

Before taking the exam, you should be proficient in the following job skills.

Skills measured by exam 70-634
Managing Data Access and Collaboration
Manage users, groups, categories, permissions, and Resource Breakdown Structure (RBSA).
Archive projects.
Maintain data integrity.
Manage project workspaces.
Apply regional settings.
Create a library of enterprise project templates.
Manage My Resources alerts and reminders.
Planning and Troubleshooting Active Projects and Programs
Optimize for time, cost, and resources.
Refine a program.
Plan a program.
Set baselines.
Controlling Projects and Programs

Skills measured by exam 70-634
Account for time.
Create non-project time categories.
Identify variances outside threshold.
Control changes.
Managing Resources
Propose or commit a resource.
Set up skill-based resources.
Set up role-based resources.
Identify critical resources.
Manage resource pool.
Manage team assignments.
Reporting and Analyzing Business Data
Manage reporting.
Customize views.
Perform Earned Value Analysis.
Configure, modify, or build a cube.
Report risks and issues across enterprise by escalations.