



# PMP Specialists

## Save, Save As and Publishing

In Project Server 2007, there are three options to use if you want to be able to come back and use a specific schedule again. Two of them use the server and one of them uses just your computer. Terminology and an explanation of each are below.

The first two options are under the File and Save menu. When saving a schedule, particularly for the first time, the “Save to Project Server” dialogue box pops up.

| Custom Field Name | Value |
|-------------------|-------|
|                   |       |

This box gives you the option to name the schedule and then has either the “Save” or “Save as file...” buttons. The “Save as File...” button allows the user to save this as an.mpp file on their computer. This only saves it to their computer only and does not use the server at all.

The “Save” button will save the schedule to the Project Server and it will be available to users with Project Professional on their computer and with the appropriate permissions to access saved files. The “Save” button allows the schedule to be placed on the server so that others can interact with it BUT the Team Members or those without the security rights are not notified nor can they see it on Project Web Access. This is particularly helpful when more than one individual (multiple Project Managers or a combination of Project Manager and Resource Manager) need to work on a schedule over time before it becomes actionable for the user community.

The third option when saving a schedule is to use File, Publish from the menu. The “Publish” function makes it a visible schedule in Project Web Access. As soon as a



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schedule is published, the schedule can be worked on by anybody assigned to any tasks or any individual with the security rights to use a schedule.

The recommendation is that when a schedule is being built, it is “saved” to the server. When it is ready for everybody to see and interact with, then it should be published.

From a technical perspective, here is how it works. The Project Server database is split into two main parts – a server side and non-server side. When a project is saved it is placed into the non-server side. This allows for numerous edits and modifications AND for other Project Managers and Resource Managers to open the file with Project Professional. When it is published the information is synchronized so it is in both sides and now can be seen with Professional or PWA.

In the case of a brand new project, the process is this:



When working with an existing schedule that was already published, it can be considered that there are two “versions” – the one being worked on and saved and the one that is the most recent published version. This allows for the work to continue on the schedule while the schedule itself is being worked on. Visually, this can be represented like this:



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