1. Click **Start**, point to **Programs**, point to **Microsoft SQL Server**, and then click **Enterprise Manager**.
2. Expand **Microsoft SQL Servers**, expand **SQL Server Group**, expand your Microsoft Project Server database server, and then expand **Databases.**
3. Right-click the database used by Microsoft Project Server, point to **All Tasks**, and then click **Backup Database**.
4. Click the **General** tab; under the **Destination** heading, click **Add** next to the **Backup to** box.
5. In the **Select Backup Destination** box, click **File name**, and then click the ellipsis button (...) to browse the file system.
6. In the **Backup Device Location** dialog box, navigate to the file system location for your backup.
7. In the **File name** box, type a name for the backup, and then click **OK** two times.
8. In the **SQL Server Backup** dialog box, click to select the **Schedule** check box.
9. Click the ellipsis button (...) to edit the backup schedule.
10. In the **Edit Schedule** dialog box, type a name for the schedule, modify the backup frequency, and then click **OK**.
11. Click the **Options** tab, click to select the **Verify backup upon completion** box, and then click **OK** to start the backup.