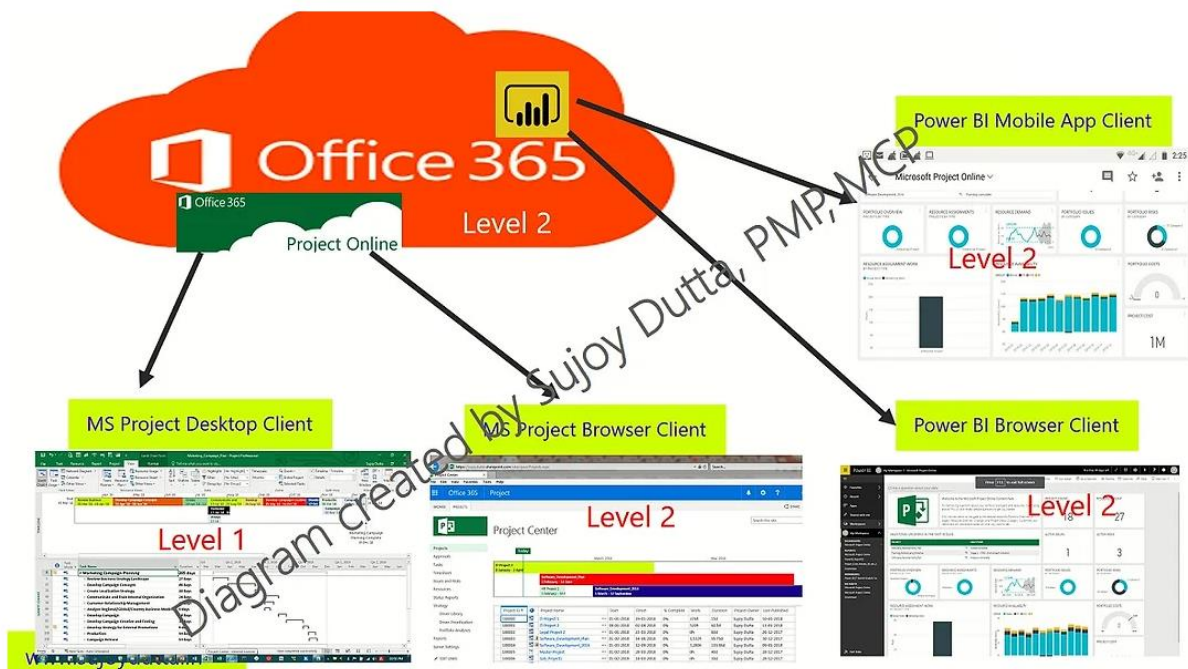




# Project Online Professional



## Project Online Architecture



### Course Description:

This course is designed for people who require to Manage multiple projects, Track work on Timesheets and Balance broad resource needs.

### Target Audience:

Delegates who have previously used SharePoint and Microsoft Project and are familiar with these products. Delegates who will be part of a project team or be a Project or Portfolio Manager.

### Prerequisites:

Users should be:-

- able to use a keyboard and mouse
- familiar with any version of Microsoft Office
- familiar with Internet Explorer 10 or above
- familiar with Office 365
- familiar with SharePoint Sites
- Proficient with Microsoft Project 2010, 2013, 2016 or 2019

### Course Objectives

- Work with Project Online Professional
- View and work with multiple projects





# Project Online Professional



- Control resource assignments
- Update and track work
- Produce Reports

## Course Content:

### Overview of Office 365 – Project Online Professional

- What is Project Online Professional in Office 365?
- Licencing Considerations
- Description of the Project Online Plans
- What are the benefits of using it?
- Project Online Limitations
- SharePoint Sites related to the Project
- Manage Site Features

### Getting Started with Project Online Professional

- Overview of the Project Online Interface
- Overview of the Quick Launch

### Using the Project Web App (PWA)

- Upload your project to the Project Web App (PWA)
- View your uploaded project
- Open your uploaded project in Browser for Editing
- Overview of the Ribbon Tabs while in Editing Mode
- Add new Summary Tasks
- Add new Sub Tasks
- View you Project Information
- Add tasks/project to the Timeline
- Export your data to Excel
- Print your Project
- Save and Publish your changes
- Save your site as a template
- Delete the site

### Building your Team

- Overview of Resources
- Add New Resources
- Resources uploaded with the Project file
- Matching Resources
- Assign Resources to their tasks
- Export Resources to Excel
- Print Resources





# Project Online Professional



- Save and Publish your changes
- View Resource Assignments
- View the Resource Center
- View Resource Capacity Planning
- Resource Requests and Engagements

## The Project Site associated with your Project

- View the Project site associated with your Project
- Overview of the Project SharePoint Site
- Overview of Site Contents
- Permissions for your Project
- Add/Remove Permissions
- Share your Project Site
- Over view of Documents Library
- Add/Remove Project Documents to the Library
- Add Calendar appointments/meetings

## Time and Task Management

- Set up Timesheets
- Set up Categories
- Set Up Timesheet Reporting
- Timesheet Managers
- Add Information to Timesheets
- Work with Timesheets

## Issues, Risks, Deliverables

- Work with Deliverables
- Work with Risks
- Work with Issues

## Tracking Projects to Completion

- Set a Baseline
- Add Actual Information
- Submitting Status Reports
- Use PWA Reports
- Project Overview Dashboard
- Project Overview
- Resource Overview

**NOTE:** *This course outline is subject to change in line with the Office 365 Roadmap.*





# Project Online Professional



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