

Microsoft Office 365 Project Online Professional

Course Contents

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
- 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
- Overview 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