

KOENIG SOLUTIONS • COURSE OUTLINE

Microsoft Office 365 Project Online Professional (Cloud Version)

Learn to manage projects, resources and reporting in the cloud using Project Online Professional within Office 365.

8

MODULES

59

TOPICS

COURSE OVERVIEW

This course covers Project Online Professional within Office 365, including its licencing, plans and associated SharePoint sites. It then examines the Project Online interface and the Project Web App, covering uploading, editing, publishing and printing projects. It addresses building project teams through resource management, assignment and capacity planning, and working with the project site, permissions and document libraries. Finally, it covers timesheets, issues, risks, deliverables, and tracking projects to completion through baselines, status reports and dashboards.

WHO THIS COURSE IS FOR

Project Managers

Resource Managers

PMO Staff

Timesheet Administrators

SharePoint Site Administrators

LEARNING OBJECTIVES

- Describe Project Online Professional plans, licencing and limitations
- Identify the Project Online interface and Quick Launch features
- Apply edits to projects using the Project Web App
- Assign and manage resources including capacity planning
- Configure permissions and document libraries on the project site
- Set up timesheets and categories for time management
- Manage issues, risks and deliverables within a project
- Track projects to completion using baselines and status reports

8 Modules, 59 Topics

01

Overview of Office 365 – Project Online Professional

TOPICS

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

02

Getting Started with Project Online Professional

TOPICS

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

03

Using the Project Web App (PWA)

TOPICS

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

04

Building Your Team

TOPICS

- 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

05

The Project Site Associated with Your Project

TOPICS

- 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

06

Time and Task Management

TOPICS

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

07

Issues, Risks, Deliverables

TOPICS

Work with Deliverables · Work with Risks · Work with Issues

08

Tracking Projects to Completion

TOPICS

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

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

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Live Online Classes (ILO)

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Flexi (Self-Paced)

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✉ info@koenig-solutions.com