

Project Online

Microsoft Project Online is a Cloud-based Solution providing powerful project portfolio management in the Cloud.

As an integral part of Office 365, the cloud-based Microsoft Office solution, Project Online provides almost all project and portfolio management functions via your browser. This new cloud-based solution offers many of the same features and benefits as the locally installed Project Server 2013.

Benefits of Project Online

- Delivers full Project Portfolio Management (PPM) capabilities including demand management, portfolio management, resource management and reporting
- Users can work on important portfolio planning tasks as well as monitor and plan projects – from their browser
- Create workflows with SharePoint Online
- Facilitate easy collaboration and communication in project teams
- Users can check the status of a project anytime using online dashboards and mobile devices
- Portfolio managers, project managers, and team members can access Project Online from anywhere with an Internet connection.
- Work mobility with Project Online's smartphone functionality
- All operational maintenance is handled through the Project Online service
- No upfront infrastructure costs and licenses are purchased as per user basis
- Robust disaster recovery capability, globally redundant back-ups, and extensive privacy features. Filters help protect users against spam and viruses
- Microsoft offers guaranteed uptimes and support on a 24/7 basis
- A good overview of possibilities and benefits is given on this Microsoft page about Project Online

The course will be presented by a Microsoft Gold partner – The Project Group – TPG who specialise in providing portfolio, programme and project services operating on Microsoft technologies.

Course duration:

2 days

The Package

Included in the cost of the course are:

- A concise workbook that includes copies of the slides with notes and a sample programme
- An attendance certificate

Who should attend?

- Anyone wanting a basic understanding of the software capabilities of Microsoft Online
- Middle and senior management of organisations working with programmes and portfolios
- PRINCE2® practitioners who wish to understand how projects interface with programmes
- Project managers using organisation developed methodologies
- Those who intend attending the demanding MSP® foundation and practitioner courses

Trainer Profile

TPG trainers are experienced practitioners with vast practical experience.

Course content

Day 1

09:00 – 09:15	Agenda, TPG Company Overview, Participant Introductions
09:15 – 12:30	<p><u>Introduction:</u> Working in the Cloud, Data Security Architecture (Project Online, Project Web App, Project Pro for Office 365; SharePoint, Project Sites) Data Structure, Scheduling Engine, Enterprise Objects 10 Golden Rules User Interface and Options in PWA Initial Setup and Client Preparation (Office 365, Project Pro, Project Server Account) User Interface and Options in Project Pro</p> <p><u>Project Initiation:</u> Creating New Projects: Project Types, Creating a Project in PWA, Project Pro and SharePoint (New, Opening, Saving, Checking-in, Closing)</p>
12:30 – 13:30	Lunch
13:30 – 16:55	<p><u>Project Planning:</u> Scheduling (Task Types and Scheduling Methods, Task Links, Critical Path, Calendars, Constraints, Deadlines) Resource planning (Resource Types, Task Types and Effort Driven)</p>
16:55 – 17:00	Feedback / Questions

Day 2

09:00 – 09:15	Review Day 1
09:15 – 12:30	<p><u>Project Planning:</u> Resource Planning (Enterprise Resources, Team Builder, assignments, availability) Cost Planning (Resources, Fixed Costs) Baselines Publishing, Working Offline Project Sites</p>
12:30 – 13:30	Lunch
13:30 – 15:30	<p><u>Project Execution:</u> Data Recording, Timesheets, Time Reporting Methods and Processes Project Updating Project Permissions, Delegation</p>
15:30 – 16:45	<p><u>Project Controlling:</u> Resolving Time and Resource Conflicts Reporting</p> <p><u>Project Closing:</u> Closing Projects</p>
16:45 – 17:00	Feedback / Questions
Breaks	5 Minutes per Hour