Project Online User Course

Your learning needs are at the heart of what we do.

Microsoft Project Online User Course

Project Online Course Prerequisites

This two-day Project Online User course is intended for experienced project managers and schedulers. Students should have a good working knowledge of Microsoft Office Project (any desktop version). The course can be extended to 3 days to include project planning for those without any prior knowledge of MS Project.

Introduction to Project Online for Users Training Course Topics:

Module 1: Getting Started with MS Project Online

- Describing the Enterprise Project Management Context
- Discovering MS Project Online
- Differentiating the Users of MS Project Online (User Roles)
- Working with MS Office Project Professional and Project Online

Module 2: Initiating Projects in Project Online

- Introduction to Initiating Processes
- Differentiating the Initiating Processes in MS Project Professional and the Project Web App
- Managing Initiating Processes by using the Project Web App
- Document management in the Project Web App

Module 3: Planning your Projects: the Context and Framework

- Understanding the Project Management Plan
- Differentiating the Project Online Client Software

Module 4: Project Planning Projects: Scope and Schedule Management

- Developing Components of the Scope Management and Schedule Management Plans
- Working with Deliverables

Module 5: Planning your Projects: the Staffing Management Plan

- Building your Project Team in Project Online
- Managing Resource Availability in Project Online

Module 6: Planning your Projects: Resource Assignments

- Understanding the Assignment Cycle in Project Online
- Resolving Resource Overallocation in Project Online

Module 7: Project Planning: Costs, Risks and Other Management Planning

- Developing Components of the Cost Management Plan in Project Online
- Developing Components of the Risk Management Plan in Project Online
- Link Planning Documents and using the Team Discussion Feature in Project Online

Module 8: Executing your Projects: Processes, Resourcing and Deliverables

- Understanding Executing Processes in Project Online
- Managing your Resources and Deliverables in Project Online

Module 9: Executing your Projects: Managing Timesheets and Personal Settings

- Working with Timesheets in Project Online
- Reporting Administrative Time in Project Online
- Configuring your Personal Settings in Project Online

Module 10: Monitoring and Controlling Projects: Task Tracking and Project Progress Tracking

- Introduction to Monitoring and Controlling Processes in Project Online
- Working with Task Progress and Updates in the Project Web App
- Working with Task Progress by Using MS Office Project
- Tracking and Viewing Task Information with MS Outlook

Module 11: Monitoring and Controlling your Projects: Measuring Performance and Reporting Progress

- Understanding Status Reports in Project Online
- Reviewing Performance Metrics and Progress Reports in Project Online

Module 12: Closing your Projects in Project Online

- Understanding the Closing Process in Project Online

- Supporting The Closing Process in Project Online