

Our mission is to deliver technology, tools and training to maximize impact, productivity and purpose



B 360.314.6702 866.362.3847

 $\bowtie$ Training@Advisicon.com

> Advisicon.com



## MICROSOFT PROJECT ONLINE **–FOR ADMINISTRATORS**

### **COURSE OVERVIEW**

Microsoft Project Server and the cloud offering, Project Online, comprise a department-wide or enterprise solution that consolidates projects, programs, and resources. It offers features that are designed to report on schedule status, resource capacity, and portfolio needs. Attendees of this course will gain practical examples from the experienced instructor who has deployed & configured these features in organizations in a wide variety of businesses.

This one-day course can be held in a customer's environment to maximize immediate application of knowledge or delivered remotely in two half-day sessions.

#### Participants will learn:

- Software components & benefits Manage enterprise security
- Create & manage templates Configure enterprise-wide
- Security-controlled views
- Perform maintenance objects to gather or deliver info



### WHO SHOULD ATTEND

This course teaches the core techniques that the Project Server/ Project Online administrator or PMO administrator will need to be skilled in to support an existing or new installation of Project Server.

### **COURSE MATERIALS**

Course materials are comprised of a proprietary book written by Project MVPs and MCPs, combining over 50 years of industry experience. This course manual outlines best practices gained from our years of consulting experience.



### **CLIENT RECOMMENDATIONS**

Great presentation and informative consulting on Project Server. I picked up a great deal of information that I can apply and make my PWA site work effectively.

Steve Senior Product Development Manager, Boeing

The consultative training approach was so effective! When can you come back?!?

Paul Senior Project Manager, Archer Daniels Midland



### **COURSE OBJECTIVES**

#### **Overview**

- Learn app benefits
- Project, Program, & Portfolio support
- Enterprise Resource Management support

#### Manage Enterprise **Templates**

- Enterprise project types
- Project detail pages
- Project workflows

#### Manage Security

- Users, groups, categories
- Role-based permissions
- User delegations

#### Configure the **User Experience**

- PWA page views
- Filters & groups
- PWA Gantt
  - formatting

#### Perform Database Management

- Deleting enterprise objects
- Force check-in enterprise objects
- Manage server queue jobs
- Enterprise server settings • Timesheet & task
- settings • Global project template
- Project SharePoint sites



# **PAIN POINTS THIS COURSE HELPS!**

### I WANT CONSISTENCY

Utilize common project templates and detail pages to enforce more regularity in projects.

### WHERE'S THE INFO?

Customize views, data filters and groups so your users have the information they need when they need it.

### **NO MORE UNCLEAN DATA**

Utilize custom fields and lookups to capture the right data to support more meaningful reports and dashboards.

### **I NEED BETTER SECURITY**

Implement strict controls for what people can see and do in Project.

### **MAINTENANCE?**

Keep your project environment running seamlessly so your users can manage their project work.



Advisicon's goal is to improve your processes and technologies, thus creating measurable results. For over 25 years, we have successfully helped customers learn, scale, and grow.

Advisicon.com +1 (360) 314-6702

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5411 NE 107th Ave Vancouver, WA 98662



Training@Advisicon.com

- Manage Custom **Objects**

Configure

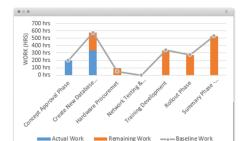
**Enterprise Data** 

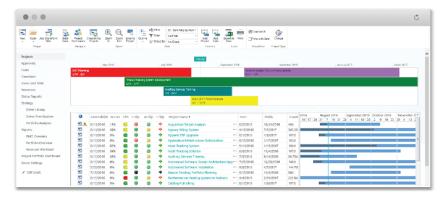
• Custom fields &

lookup tables

• Enterprise calendars

• Enterprise resources





### **COURSE INSTRUCTORS & ACCREDITATION**

This course will be taught by a certified instructor, knowledgeable in the field of project management, MS Project/Project Server, and Power BI. Your attendees will obtain key knowledge on how to leverage Project Online and the Microsoft 365 suite to optimize collaboration, reporting, and process automation.