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Microsoft
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Gold Project and Portfolio Management
Gold Data Analytics
Gold Cloud Productivity
Gold Windows and Devices
Silver Collaboration and Content



Project
Management
Institute.

MICROSOFT PROJECT ONLINE —FOR PROJECT MANAGERS

COURSE OVERVIEW

Microsoft Project Server and the cloud offering, Project Online, comprise a department-wide or enterprise solution that consolidates projects, programs, and resources. The centralized views and reports of information help facilitate quick decision making for the PMO staff. Learn how to create a team from the enterprise resource pool, generate tasks assignments, and both receive and apply updates to the schedule automatically. In addition, grasp how to track and manage risk, issues and documentation in a Project SharePoint site, properly check out/in schedules from the Project Center, & work effectively with the dynamic scheduling engine available in Project. This instructor-led class, taught within your SharePoint environment, can be delivered in-person or remotely. In addition, this class can be delivered in two full-day sessions or four half-day sessions. There are no prerequisites for this course.

Focus is on these key topics:

- Navigate MS Project
- Manage schedules & tasks
- Use tables & views
- Reporting & dashboards
- Track & analyze progress
- Control/manage budgets
- Manage resource workloads

WHO SHOULD ATTEND

This course is designed for the project manager, planner, or scheduler who wants better visibility & control over their projects by learning key techniques for realistic projects using MS Project Desktop and MS Project Web App (PWA).

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 the best techniques for using Microsoft Project Server and Project Professional in project management scheduling and progress tracking.

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

Thank you all at Advisicon. We learned some new and valuable information and tools to help our PMO...

IT Project Manager, Alabama Department of Corrections



Roz

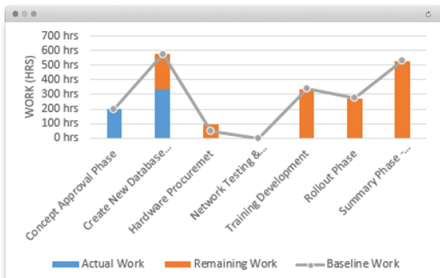
COURSE OBJECTIVES

Overview

- Learn application benefits
- Navigate Project Web App (PWA)
- Connect Project Desktop to PWA

Resource Management

- Build project resource teams
- Assign resources to tasks in PWA and Project Desktop
- Publish task assignments
- Replace resources
- View/analyze resource demand

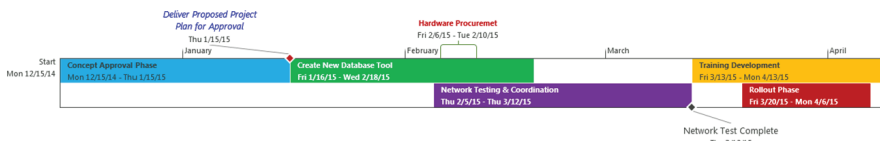
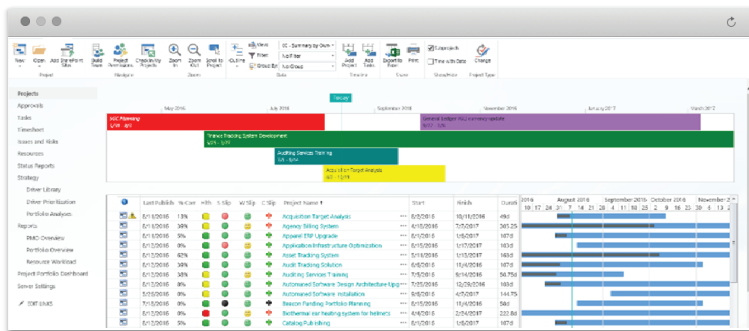


Create & Maintain Projects

- Create SharePoint task list projects & schedule-based projects
- Use Project information pages
- Check projects in/out
- Create & edit schedules in PWA
- Save & publish projects
- Collaborate & manage risks, issues, & documents in the Project SharePoint site

Track Progress & Manage Variances

- Set the project baseline
- Submit progress updates for tasks & timesheets
- Configure views
- Approve & reject task updates
- Display & correct variances
- Use delegation to complete work on behalf of another



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 Microsoft365 suite to optimize collaboration, reporting, and process automation.



Advision'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.



PAIN POINTS THIS COURSE HELPS!

ARE WE AT RISK? DO WE HAVE AN ISSUE?

Effectively track and manage your project risks and issues before they sabotage your project.

MY RESOURCES ARE ALL OVERALLOCATED!

Learn how to plan a successful project by understanding resource demand and capacity.

BEHIND SCHEDULE & OVER BUDGET!

Avoid late projects and budget overruns though advanced tracking and variance analysis.

SO, WHAT ARE MY TASKS?

View all of your assigned tasks in one place.

MISSED THE DEADLINE!

Set and view milestones in your project so you can avoid missing deadlines.