



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



Advisicon.thinkific.com



360.314.6702  
866.362.3847



Training@Advisicon.com



Advisicon.com

Microsoft  
Partner



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



# PROJECT ONLINE TEAM MEMBER TRAINING

## COURSE OVERVIEW

Microsoft Project Online is a flexible web-based solution that provides organizations with robust project management capabilities to better plan, prioritize and manage projects. Users at many levels can access and use the application.

This two hour workshop can be delivered in-person or virtually. There are no prerequisites for this course.

Focus is on *Team Member access*, covering these key topics:

- Overview of Project Online
- Reporting Task Progress
- Accessing Project SharePoint sites
- Adding Risks and Issues
- Collaborating with Team Members
- Working with document libraries

## WHO SHOULD ATTEND

This course is targeted to project stakeholders who are responsible for completing project tasks and/or require access to project information that will be shared in Project sites.

## COURSE MATERIALS

Course materials are comprised of demonstrations and exercises. Attendees may also earn Professional Development Units from the Project Management Institute (PMI®).



## CLIENT RECOMMENDATIONS

Very efficient and friendly, a pleasure to work with. I received all positive comments from my team regarding the training sessions.



**John**  
Co-Owner,  
Suarez & Munoz  
Construction, Inc.

Advisicon fulfilled all of our requirements satisfactorily and provided the necessary training/guidance to assist us in implementing and using our tools.

IT Project Manager, Oregon PERS

Paul



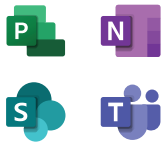
# COURSE OBJECTIVES

## Introduction

- Application overview
- Launch Project Online
- Program navigation

## Team Collaboration

- Work with Project SharePoint sites
- Use OneNote notebook
- Collaborate in MS Teams



## Manage Tasks

- Access assigned tasks
- View task details
- Report task progress

## Manage Risks & Issues

- Assign risks & issues
- View risks & issues
- Associate to tasks

## Document Libraries

- Navigation
- Upload files
- View & organize files

## Notifications

- View notification preferences
- Manage personal alerts & reminders



# PAIN POINTS THIS COURSE HELPS!

## MY INBOX IS FULL!

Get out of your inbox and collaborate online with your team members.

## SO, WHAT ARE MY TASKS?

View all of your assigned project tasks in one place.

## WE'RE ALWAYS GETTING CAUGHT OFF GUARD!

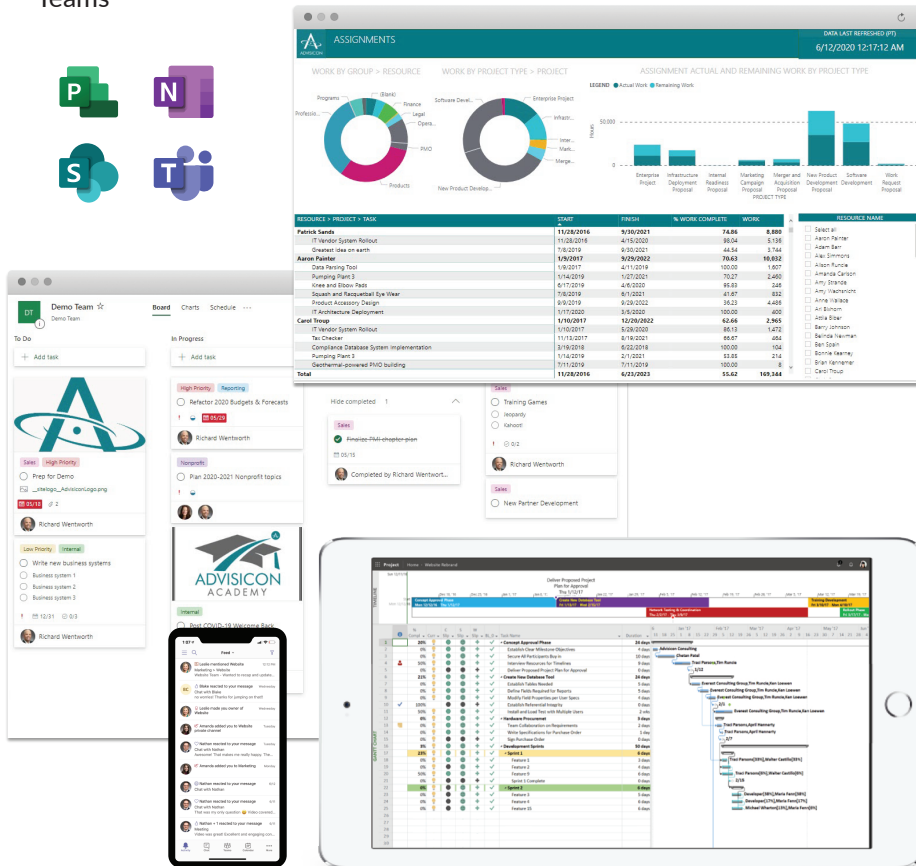
Project Online lets you and your team assess risks & issues before they happen.

## OUR FILES ARE A MESS.

Eliminate document version issues by storing project documentation in specific libraries.

## REMIND ME AGAIN?

Keep your team on the same page—get notified with reminders for your outstanding tasks.



# COURSE INSTRUCTORS & ACCREDITATION

This course will be taught by an experienced instructor, well-versed in the field of project management, MS Project/Project Server, and the entire Microsoft stack. Attendees will walk away from the class with the skills they need to navigate project interdependencies and make the best portfolio business decisions moving forward.



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

[in](#) [yt](#) [fb](#) [tw](#) @Advisicon  
Training@Advisicon.com

5411 NE 107th Avenue  
Vancouver, WA 98662

Gold Microsoft Partner  
Microsoft

Project Management Institute.