

# Microsoft Project Online – multiple projects management

Course code: MSPRO20L

Can you work with MS Project and would you like to have projects in the cloud? With Project Online you can have all projects in one place, track their progress, costs. You can plan resources across all projects, track their utilization and remaining capacity. You can work with projects with the MS Project Desktop client and use all the advanced functionalities of this extended project planning program or with a browser on a mobile or tablet. In addition, there are reports with the most important information from all projects, with which you can work directly in MS Excel. Project Online is an extension of MS Office 365 plans and thanks to the integration with SharePoint Online you can have all project documents, a list of risks and problems in a single structure.

## Who is the course for?

For all those who have or are considering a Microsoft Project Plan 3 license and want to take full advantage of the potential of the advanced Project Online cloud application.

## What we will teach you

You will learn to work with projects in the Project Online environment. Have an overview of the status of individual projects. Utilize corporate human resources and resources across multiple projects and evaluate their availability, utilization, and remaining capacity. Use available reports from all projects for important decisions.

## Required input knowledge

Basic user knowledge of MS Project Desktop or earlier versions (2013/16/19)

## Studying materials

Printed or electronic presentation

## Course outline

Introduction

- Introduction to the Project Online environment and options
- License and availability
- Project Online, Project Online Desktop, Project Online Essentials
- Project for the web
- Project Roadmap

Working with projects

- Project Center
- Project types
- Create and set up a new project
- Working with a project in the Online vs Desktop client
- Project schedule
- Save, publish, reserve a project
- Project workspace (web)
- Problems, risks, shared documents

Working with resources

- Resource Center
- Settings, workload, availability
- Assign resources to a project
- Assign resources to tasks

Project launch and monitoring

- Baseline
- Job reporting, schedules

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- Status approval, timesheets
- Project update
- Cross-Project Communication (Status Reports)

## Project costs

### Links between projects

- Direct dependencies
- Deliveries
- Major and sub-projects

## Permissions

- Group and category logic
- SharePoint vs Project Server Permissions Mode

## Reports

- Reports in Desktop Client
- Data reports from all projects

## Appendices

- Notification
- What is a team in Project Online, Team tasks
- Project vs. Task list
- Requirements management
- Troubleshooting