

# Microsoft Project Online (3 Days)



Code : Project-ON-200






## About This Course

This three-day instructor-led is intended for project team member or project managers who build an easy-to-maintain and reusable work schedule for team members and partners. Managing task status and evaluate the work schedule in terms of time, man-hours, tasks, budgets on demand. Also, would like to improve effective project team communication and collaboration.

<b>Technology</b>	Microsoft Project Online
<b>Audience(s):</b>	Project Manager, Team Members
<b>Language:</b>	Speaker Thai / Presentation English & Thai
<b>Prerequisites:</b>	Project Online Account

## Course Outline

#	Module	Lessons	Lab
	<p><b>1. Understanding Project and Project Management</b></p> <p>This module explains the basic elements of project and what is the common tasks to perform when managing a project</p>	<ul style="list-style-type: none"> <li>✦ What's a Project?</li> <li>✦ Determining Project Objectives</li> <li>✦ The Project Triangle</li> <li>✦ Optimize the Schedule</li> <li>✦ Introduction to Project Web App</li> </ul>	<p><b>Understanding Project Web App</b></p> <ul style="list-style-type: none"> <li>✦ Experience the Project Web App</li> <li>✦ Experience the Project Site</li> </ul>
	<p><b>2. Create a new Project</b></p> <p>This module explains how to create a new project with MS Project Online and publish it to Project site</p>	<ul style="list-style-type: none"> <li>✦ Understand MS Project</li> <li>✦ Define the Project Scope</li> <li>✦ Create a Project</li> </ul>	<p><b>Create a new project</b></p> <ul style="list-style-type: none"> <li>✦ Create a new project with MS Project Pro</li> <li>✦ Editing Project Properties</li> <li>✦ Editing Project Calendar</li> <li>✦ Publish to Project Site</li> </ul>

#	Module	Lessons	Lab
	<b>3. Managing Project Task</b> This module explains how to manage project tasks in the project. Also explain the considerations for creating work breakdown schedule (WBS)	<ul style="list-style-type: none"> <li>✦ Project Task</li> <li>✦ Managing Project Task</li> </ul>	<b>Managing Project Resource</b> <ul style="list-style-type: none"> <li>✦ Creating tasks in MS Project</li> <li>✦ Defining task Properties</li> <li>✦ Creating dependencies</li> </ul>
	<b>4. Managing Project Resources</b> This module explains how to manage project resources in MS Project. This module also describes the concept of centralized resources pool with Project Online	<ul style="list-style-type: none"> <li>✦ Create Enterprise resources</li> <li>✦ Define Project resources</li> </ul>	<b>Managing Project Resource</b> <ul style="list-style-type: none"> <li>✦ Create project specific resources</li> <li>✦ Create centralized resources</li> <li>✦ Estimating project cost</li> </ul>
	<b>5. Using Timesheet</b> This module explains how to report project task status from project member prospective. This module also describes the configuration tasks for enabling timesheet	<ul style="list-style-type: none"> <li>✦ Configuring timesheet</li> <li>✦ Completing timesheet</li> </ul>	<b>Using timesheet</b> <ul style="list-style-type: none"> <li>✦ Configuring timesheet</li> <li>✦ Completing timesheet</li> </ul>
	<b>6. Managing Issues and Risks</b> This module explains how to manage issue and risk with Project Site. This also explain the basis of project issues and risks	<ul style="list-style-type: none"> <li>✦ Understanding Issue</li> <li>✦ Understanding Risk</li> <li>✦ Managing Issue and Risk in Project Site</li> </ul>	<b>Managing Issues and Risks</b> <ul style="list-style-type: none"> <li>✦ Managing Issues</li> <li>✦ Managing Risks</li> </ul>
	<b>7. Project Reporting</b> This module explains how to use project report and project site report to understand the project status.	<ul style="list-style-type: none"> <li>✦ Using Project Report</li> <li>✦ Using Project Server Report</li> <li>✦ Building Custom report with Excel</li> </ul>	<b>Project Reporting</b> <ul style="list-style-type: none"> <li>✦ Using Project Report</li> </ul>