

Software Solutions

Mastering

Microsoft Project for the Web



The aim of this course is to teach participants the skills necessary to create a Project plan from scratch to tracking. This includes a project calendar with exceptions, tasks & outlines, links, leads and lags, also resource management including resource calendars and assignment. It is suitable for beginners, those that are **self-taught** and wanting to fill the gaps in their knowledge, or those who have not attended a Project course in a very long time or those making the transition from an older version of Project. The depth of the subject matter depends on the depth of the learners understanding.

COURSE CONTENT

PROJECT FOR THE WEB

CREATE A PROJECT BASED ON A TEMPLATE

CREATE A BLANK PROJECT

- ☐ Return To Project Home Page
- ☐ Open A Project
- ☐ Manage Recent Projects
- ☐ Project Details (Project Manager & Start Date)
- ☐ Date Format

TASKS

- ☐ Add New Tasks
- ☐ Insert A Task
- ☐ Select More Than One Task with Mouse Or Keyboard
- ☐ Create A Sub Task
- ☐ Delete Tasks
- ☐ Move Tasks
- ☐ Cut, Copy and Paste Tasks

COLUMNS

- ☐ Move Column
- ☐ Add Column
- ☐ Outline Number (WBS Work Breakdown Structure)
- ☐ Column Width
- ☐ Hide A Column
- ☐ Duration
- ☐ Timeline
- ☐ Zoom
- ☐ Magnification
- ☐ Summary Task
- ☐ Sub Task
- ☐ Milestone

DEPENDENCIES

- ☐ Grid
- ☐ Depends On
- ☐ Dependents (After)
- ☐ Dependency Types
- ☐ Leads
- ☐ Lags

GROUP MEMBERS

- ☐ Share A Project with An Office 365 Group
- ☐ Share With a Group Before You Assign Tasks
- ☐ Know What Office 365 Group Membership Gives Your User Access To
- ☐ Assign A Task to a Non-User Resource
- ☐ What If My Project's Office 365 Group Has Been Deleted?
- ☐ Change Group Assigned to Project

ASSIGN TASKS TO PEOPLE

- ☐ People View
- ☐ Effort

EFFICIENCY & ORGANISATIONAL

- ☐ Shortcuts For Grid and Timeline Views
- ☐ Priority
- ☐ Labels
- ☐ Details
- ☐ Notes
- ☐ Quick Look
- ☐ Attachments & Checklists
- ☐ New Fields
- ☐ Rollup

GOALS (KPIs)

- ☐ Goal Column
- ☐ Board View
- ☐ Buckets
- ☐ Grouping

SPRINTS

- ☐ Filtering

COMPLETION

- ☐ Mark Completion
- ☐ Timeline Completion
- ☐ Board Completion
- ☐ Charts View Completion
- ☐ Goals View Completion
- ☐ Assignments View
- ☐ Conditional Colouring
- ☐ Export To Excel
- ☐ Copy Project
- ☐ Share A Project with Group Members