



MICROSOFT TRAINING

Ms Project Online

Master Microsoft Project Online to efficiently plan, manage, and track your projects, boosting your team's productivity and achieving successful outcomes.

DURATION

16 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This intermediate-level Microsoft Project Online course, spanning 16 hours, equips project professionals with the essential skills to effectively manage projects in a cloud-based environment. Participants will learn to leverage Project Online's robust features for comprehensive project planning, meticulous resource allocation, precise task tracking, and insightful portfolio management within the broader Microsoft 365 ecosystem. The curriculum emphasizes practical application, enabling users to confidently create and manage complex project schedules, assign resources efficiently, monitor progress against baselines, and generate compelling reports to stakeholders.

By mastering Microsoft Project Online, participants will gain the ability to significantly streamline project workflows, enhance real-time team collaboration, and consistently improve overall project delivery outcomes. This certification is crucial for individuals looking to modernize their project management practices, transition from desktop-only tools, and harness the power of cloud-based solutions for greater flexibility and accessibility. It provides a distinct advantage in today's increasingly remote and distributed work environments, ensuring projects are delivered on time and within budget through intelligent project planning and robust cloud integration.

Duration	16 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Introduction to Microsoft Project Online

- Understanding Project Online Architecture and PWA
- Navigating Project Web App (PWA) Interface
- Key Differences from Microsoft Project Desktop
- Setting up your Project Online environment
- Understanding Project Types and Templates

02 Module 2: Project Creation and Scheduling

- Creating New Projects in Project Online
- Defining Tasks, Milestones, and Summary Tasks
- Establishing Task Dependencies and Constraints
- Working with Calendars and Scheduling Options
- Building a Work Breakdown Structure (WBS)

03 Module 3: Resource Management and Assignment

- Understanding the Enterprise Resource Pool
- Adding and Managing Enterprise Resources (Work, Material, Cost)
- Assigning Resources to Tasks
- Effort-Driven Scheduling and Task Types
- Resource Leveling and Addressing Over-allocations

04 Module 4: Tracking Progress and Baselines

- Setting and Managing Baselines for Performance Measurement
- Updating Task Progress (Actuals, Remaining Work)
- Tracking Project Performance with Earned Value Management (EVM) Concepts
- Utilizing Timesheets for Actual Work Entry and Approval

- Understanding Variance Analysis for Schedule and Cost

05 Module 5: Reporting and Communication

- Generating Standard and Custom Reports in PWA
- Using Power BI with Project Online for Advanced Analytics
- Creating Dashboards for Stakeholder Communication
- Sharing Project Information and Collaboration Features
- Integrating with Microsoft Teams and SharePoint

06 Module 6: Customization and Collaboration in Project Online

- Creating and Managing Custom Fields for Specific Data Needs
- Customizing Views, Tables, and Filters for Personalized Data Display
- Working with Project Detail Pages (PDPs)
- Utilizing SharePoint Project Sites for Document Management
- Team Collaboration and Communication Tools within PWA

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Cloud Project Manager**
- > **Project Portfolio Coordinator**
- > **Enterprise Project Management (EPM) Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What foundational knowledge or prior experience is recommended before enrolling in the Ms Project Online course?

This intermediate course assumes participants have a basic understanding of core project management principles and some familiarity with either Microsoft Project Desktop or a similar project scheduling tool. Prior exposure to Microsoft 365 applications, such as SharePoint or Teams, would also be beneficial for understanding integration points, but it is not a strict prerequisite for successful completion of this course.

Q: How will mastering Ms Project Online specifically enhance my career opportunities in project management?

Proficiency in Ms Project Online directly positions you for roles requiring modern, cloud-based project management and collaborative project execution. It demonstrates your ability to manage distributed teams, leverage powerful reporting tools for strategic decision-making, and contribute effectively to enterprise-level project portfolio initiatives. This skill set is highly valued by organizations adopting agile and hybrid methodologies, making you a more competitive and valuable asset in the contemporary project management landscape.

Q: What are the key advantages of using Microsoft Project Online compared to the traditional desktop version for team collaboration and reporting?

Microsoft Project Online offers significant advantages for collaboration and reporting by providing a centralized, cloud-based platform accessible from anywhere with an internet connection. It facilitates real-time project updates from team members, streamlines resource management across multiple projects and departments, offers integrated business

intelligence and reporting through tools like Power BI, and enhances visibility for all stakeholders, all of which are considerably more challenging to achieve with the standalone desktop version of Microsoft Project.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

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50+

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READY TO ENROL?

Take the next step in your technology career.

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