

## MS Project Online 2016

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## A. Course Outlines



### 1. MS Project Online 2016 for Project Managers

#### Course description

MS Project Online 2016 For Project Managers is a comprehensive 3-day course specifically designed for the EPM Administrator responsible for setting up, configuring and customizing the Microsoft Office Project, web Access and advanced analysis tools required to utilize the powerful capabilities of Microsoft Office Project as an Enterprise Project Management tool.

#### Course duration

This course is scheduled for three (3) days from 9:00 till 16:00.

#### Course pre-requisites

A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office.

#### Documentation

The following documentation is included with the course

- Microsoft Project Online 2016 for Project Manager's guide
- User assessment
- Certificate of attendance

#### After attending you will be able to:

Using this approach, we will explore the tool to understand all the features and functionality available. In order to fully grasp the concepts of EPM 2016, this training manual consists of 2 parts spanning the project lifecycle:

- **Part 1** introduces the client tool for planning and scheduling projects – Microsoft Project 2016.
- **Part 2** introduces the collaborative side of EPM 2016 which is Project Server 2016.

#### Who should attend?

- **Project Server administrators**

Those individuals who will have administrative privileges for Project Server and will perform the duties required to configure and maintain Project Server and assist project users.



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- **Project Management Office (PMO)**  
Project/Programme managers who help to define and maintain project management standards and practices throughout the organization and using MS Project as a front end user.
- **Any member of your organization's Project Server**  
Those individuals within your organization who will be part of a project team and be assigned to project tasks using the project collaboration sites and may need a better understanding of the day-to-day Project Server tasks that are available in Project Web App.

### Topics Covered

#### Part I: Microsoft Project Professional 2016

- Chapter 1, "What's New in Project 2016"
- Chapter 2, "Navigating in Project 2016"
- Chapter 3, "Getting Started"
- Chapter 4, "Initiate a Project"
- Chapter 5, "Planning the Project"
- Chapter 6, "Track and Monitor the Project"

#### Part II: Project Online 2016 (Collaboration)

- Chapter 7, "Project Web App (PWA) User Interface"
- Chapter 8, "Manage Projects in PWA"
- Chapter 9, "Demand Management"
- Chapter 10, "Resource Management"
- Chapter 11, "Time and Task Management"
- Chapter 12, "Team Collaboration"
- Chapter 13, "Close the Project"
- Chapter 14, "Master Project and Subprojects"
- Chapter 15, "Work with Offline Projects"

## 2. MS Project Online 2016 Administration

### Course description

The MS Project Online 2016 Administration course is a comprehensive 3 day course specifically designed for the EPM Administrator responsible for setting up, configuring and customizing the Microsoft Office Project, web Access and advanced analysis tools required to utilize the powerful capabilities of Microsoft office project as an enterprise project management tool.

### Course duration

This course is scheduled for three (3) days from 9:00 till 16:00.

### Course pre-requisites

A good understanding of the Windows environment, have mastered standard Windows software conventions such as Office.

### Documentation

The following documentation is included with the course

- Microsoft Project Online 2016 user guide



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- User assessment
- Certificate of attendance

#### After attending you will be able to:

There are several important tasks that an administrator must manage in Microsoft Project Server 2016 for Project Web App users to access and interact effectively with project data, including:

- Managing users, groups, and categories.
- Customizing Project Web App to fit the specific needs of your organization.
- Managing workflows.
- Managing enterprise data (custom fields, calendars, views, etc.).
- Managing queue settings for your specific environment.
- Managing time and task tracking.
- Configuring Active Directory synchronization to security groups and resources.

#### Who should attend?

- **Project Server administrators**  
Those individuals who will have administrative privileges for Project Server and will perform the duties required to configure and maintain Project Server.
- **SharePoint Server farm administrators**  
Those individuals responsible for administering the SharePoint Server Central Administration web site and ensuring that Project Server and Microsoft SharePoint Server are always properly synchronized and that SharePoint Server features and functionality are available.
- **Project Management Office (PMO)**  
Those individuals who help to define and maintain project management standards and practices throughout the organization.
- **Project site administrators**  
Those individuals who will have administrative privileges for Project Server and will perform the duties required to configure Project Server to meet organizational portfolio and project management needs.
- **Active Directory administrators**  
Those individuals responsible for setting up individual e-mail accounts and security groups in the Active Directory service that will be mapped to the Project Server Enterprise Resource Pool and Project Server security groups.
- **Any member of your organization's Project Server deployment planning team**  
Those individuals within your organization who will plan the deployment of Project Server 2016 and who may need a better understanding of the day-to-day Project Server administrative tasks that are available in Project Web App.

#### Topics Covered

##### Project Web App Settings in Project Online 2016

- Chapter 1, "Personal Settings"
- Chapter 2, "Enterprise Data"
- Chapter 3, "Queue and Database Administration"
- Chapter 4, "Look and Feel"
- Chapter 5, "Time and Task Management"
- Chapter 6, "Operational Policies"
- Chapter 7, "Workflow and Project Detail Pages"



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- Chapter 8, "Security"

**Project Web App Settings in SharePoint Central Administration**

- Chapter 9, "Queue and Database Administration"
- Chapter 10, "Operational Policies"
- Chapter 11, "Workflow and Project Detail Pages"
- Chapter 12, "Manage Queue Settings"



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## B. Contact Details

### 1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion  
1001 Clifton Avenue  
Lyttelton Manor  
Centurion

### 2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail [training@acctech.biz](mailto:training@acctech.biz)

For the latest event schedule visit our training page on [www.acctech.biz](http://www.acctech.biz)



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