



Formation Microsoft Office 365 - Project for the Web in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 1178

Goal : Get up to speed with Project for the Web (P4W), the collaborative browser-based interface for Microsoft Project. In this training you will learn how to use P4W to efficiently collaborate and share details about projects, tasks, and resources, all from one centralized location.

Audience : This training is intended for team leaders, project managers and engineers needing to prepare projects with MS Project.

Prerequisites : The participants must be familiar with Microsoft Project Desktop (Standard or Pro) or Project Web App/Server and Project Management methodologies.

Goals :

- Introduction
- Reminder on the different versions of Microsoft Project
- Pros and Cons of Project Online (limitations)
- Create and Copy projects in the naive way or with Project Accelerator (with their calendar, type of effort, schedule type, etc.)
- Create, Assign, Manage and understand project groups
- Manage project changes
- Configure and manage project, calendars and resources calendars
- Create milestones, phases and tasks with our without checklists (and create dummy project summary task)
- Create links between tasks
- Add attachments and notes to tasks
- Filter tasks
- Different ways of seeing the Critical Path
- Add custom fields
- How to use boards
- Create/Manage and Assign resources and equipments
- Assign Calendar to ressources
- How to track project work and costs
- Define notifications behavior
- Difference Between Group Project Members and Guests
- Share projects
- ...

Pedagogical method : This training is based on examples imposed by the trainer and consists of 90% practice and 10% theory.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 700 CHF

Daily price in remote : 336 CHF

Daily price in remote for students : [contact us](#) (only if student card!)

Daily price in remote (with recording) : 3500 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Book

- **Title :**
- **Author(s) :**
- **Pages :**
- **ISBN :**

Tags : project online, project for the web, office 365, project online course, project online training.

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