

Course Title	Introduction to Microsoft Project Online Workshop
Course Code	ProjectOnline-012018-001
Objective	<p>Introduce the Microsoft Enterprise Project Management Platform.</p> <p>This workshop is design to ensure the attendee will benefit from the theory and concept as well as the hands-on experience.</p>
Benefits	<p>Demonstrate the capability of Project Online and SharePoint as a platform for project and portfolio management as well as collaboration needs</p> <p>Demonstrate the possible answer to all the questions you may have</p> <p>Demonstrate the possible scenario that we can “turn-on” as part of Project Online</p> <p>Continue to the learning experience after this workshop with the Project Online Trial for 30days (if applicable)</p>
Duration	<p>Two days</p> <p>10.00 am to 6.00 pm (with one hour lunch break at own expenses)</p>
Venue	<p>Microsoft Office</p> <p>1 Marina Boulevard</p> <p>#22-01 One Marina Boulevard</p> <p>Singapore 018989</p>
Class Size	Limit to 8 attendees to have an effective learning experience
Technology	Office 365 – Project Online and SharePoint Online
Notes to Attendee	<p>Attendee has to bring your own laptop (Windows 7 and above) for this workshop.</p> <p>Attendee has to ensure that the internet browser software is updated to the supported version with SharePoint 2016 server.</p> <p>http://technet.microsoft.com/en-us/library/cc263526(v=office.15).aspx</p> <p>Attendee has to ensure that this laptop is able to connect to wifi network.</p> <p>Ensure Microsoft Project Professional 2013 or 2016 is installed</p>

<p>Workshop Agenda</p>	<p>Overview of SharePoint and Project Online</p> <ul style="list-style-type: none">• Overview of SharePoint• Overview of Project Online <p>Creating Project Professional</p> <ul style="list-style-type: none">• Creating a project plan• Adding tasks• Create Dependencies• Publish Project to SharePoint/Project Online <p>Managing Issue and Risk</p> <ul style="list-style-type: none">• Using Risk List• Using Issue List <p>Storing Project Documents</p> <ul style="list-style-type: none">• Using SharePoint to manage project documents• Using Coauthoring
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Note:

- 1 Free 14-days of email support/enquiry with Training Facilitator from last day of the class.
- 2 Trainee agreed to provide the feedback form on the last day of the class.
- 3 Trainee agreed that this feedback form will be shared with the company of the trainee (if sponsored by the company), Microsoft upon request for verification/validation purpose.