

Managing Projects with Microsoft Project for the Web (365) («MSPFTW»)

If Planner is not comprehensive enough for you, and Project Online is too complex & expensive, then you should check out Project for the Web. It offers additional automation and reporting features thanks to the Power Apps.

Duration: 1 day

Price: 680.–

Content

Project for the Web is built on the Power Platform and leverages the strengths of Power Apps such as Power Automate and Power BI to add an additional layer of automation and reporting capabilities. In this course, you will learn how to create new projects (from scratch and using built-in templates). You will learn how to add tasks, structure the project (with summary and subtasks), create dependencies, assign buckets and labels, and view the project Gantt chart in the timeline view.

1. Basics

- Difference between Microsoft Planner, Project for the web, Project Online Desktop Client
- Navigating in the project
- Different views (grid, board, timeline, diagrams, ...)

2. Project planning

- Creating a project with and without a template
- Importing a project from Project Online
- Setting the start and end date of a project
- Creating new tasks
- Creating and assigning people
- Adding structure with summary and subtasks
- Creating dependencies between tasks
- Using the Timeline view to modify tasks
- Adding attachments, notes and checklist items
- Organise tasks into custom buckets
- Update task progress
- Categorise tasks with labels
- Share projects and tasks with others

3. Customizing

- Customise column headings
- Hiding and removing columns
- Conditional formatting

4. Collaboration with other apps

- Visualise project plans in a Microsoft Teams channel
- Creating a project roadmap
- Example report with PowerBI

5. Outlook

- Project Accelerator for Project for the web

Key Learnings

- Gaining knowledge of Project for the Web (365)
- Planning and monitoring projects with Project for the Web
- Getting a quick overview of project tasks for everyone involved
- Getting a quick overview of who is doing what by when

Methodology & didactics

Using practical examples, you will learn about the planning processes of a project.

Target audience

This course is designed for project staff who want to independently plan and manage their projects using Project for the Web.

Requirements

Initial experience with Microsoft 365 tools is a plus.

- [Task management with Microsoft Office 365 \(«O365TM»\)](#)

Further courses

- [Microsoft Power BI – Fundamentals \(«MPBI01»\)](#)

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-project-visio/course-managing-projects-with-microsoft-project-for-the-web-365