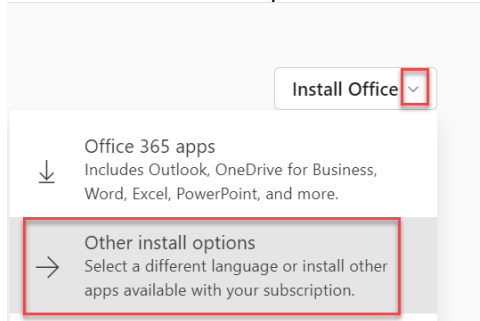
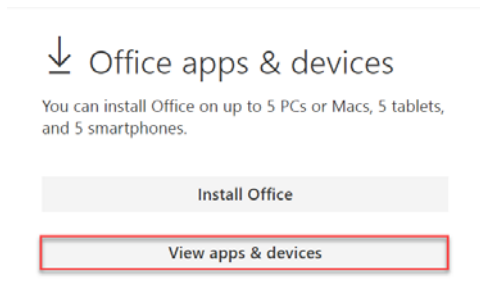


Installing Project Online

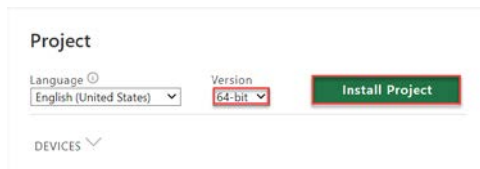
1. Go to <https://portal.office.com> and login with your account (you should have administrator rights).
2. Choose: *Other install options*.



3. Choose: *View apps & devices*.



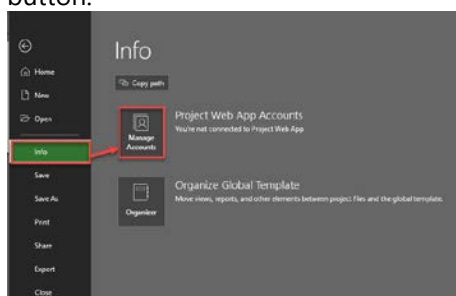
4. Choose: *Project*.



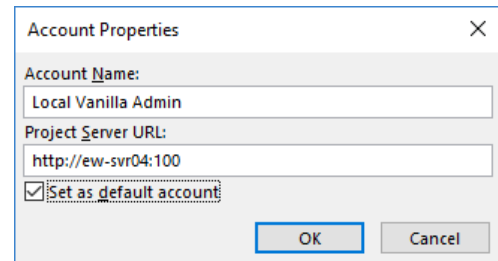
Before Starting Your First Project

Create a profile to connect to Project Server or Project Online

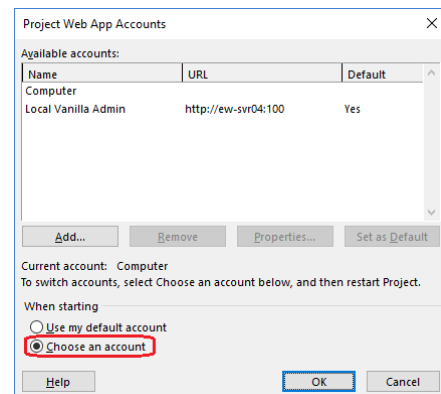
1. Open Microsoft Project Online.
2. When the application has opened, press the **Esc** key on your keyboard.
3. Click on the **File** tab in the upper left corner.
4. On the Info tab, click the **Manage Accounts** button.



5. In the Project Web App Accounts dialog, click the **Add** button. Give the account/connection a name and specify the URL for your Project Server/PWA/Project Online instance. Also, check the **Set as default account** option and click **OK**.



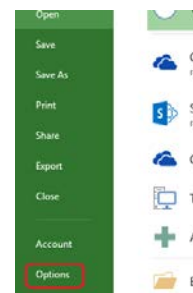
6. Select the **Choose an account** option and click **OK**.



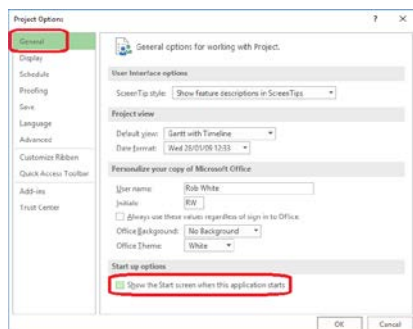
7. Close Microsoft Project Online.

Set application default options

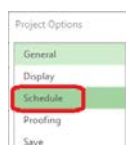
1. Open Microsoft Project Online and click **OK** on the login dialog.
2. When the application has opened, press the **Esc** key on your keyboard.
3. Click on the **File** tab in the upper left corner.
4. Click **Options** to open the Project Options dialog.



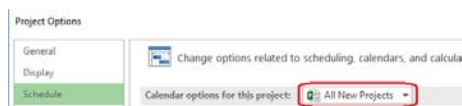
- In the **General** tab, uncheck "Show the Start screen when this application starts."



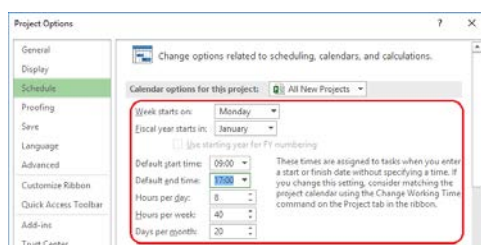
- Select the **Schedule** tab.



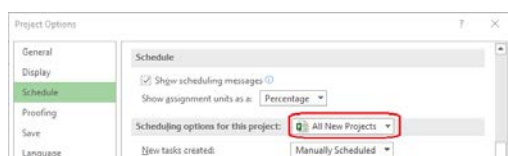
- Select **All New Projects** from the Calendar options for this project dropdown.



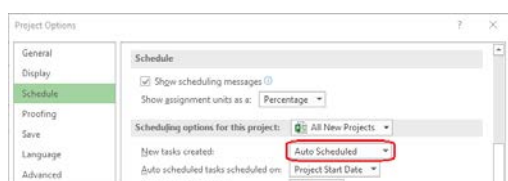
- Set the calendar options for your organization.



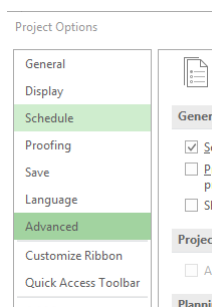
- Select **All New Projects** from the Scheduling options for this project dropdown.



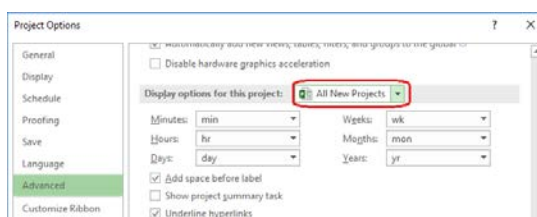
- Select **Auto Scheduled** from the New tasks created dropdown.



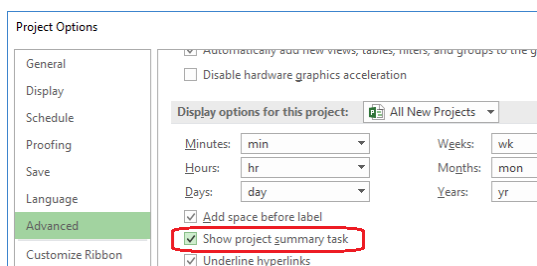
- Select the **Advanced** tab.



- Select **All New Projects** from the Display options for this project dropdown.



- Check the **Show project summary task** option.



- Click **OK**.

- Close Microsoft Project.

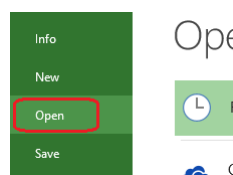
Starting Your First Project

Create a new project

- Open Microsoft Project Online.
- Upon opening, Project will automatically set you up with a blank project.

Open a project from an existing file

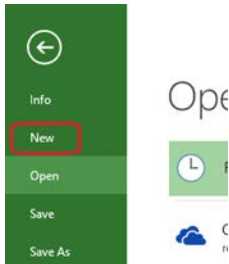
- Open Microsoft Project Online.
- Click on **File** in the upper left corner.
- Click on **Open**.



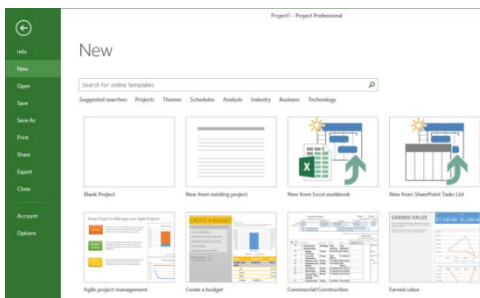
4. Select the appropriate folder and file and click **Open**.

Open a Project from a template

1. Open Microsoft Project Online.
2. Select the **File** tab.
3. Select the **New** menu item and click on the template icon.

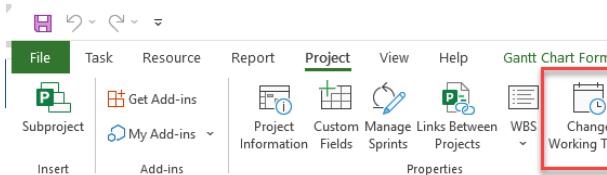


4. Select and download your template.



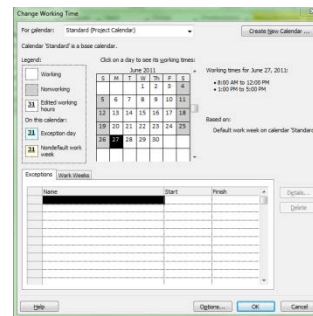
Adjust the Calendar

1. The default Microsoft Project calendar is called Standard. To view and change this calendar within Project, select the **Project** tab on the ribbon under Properties. Click on the **Change Working Time** button.



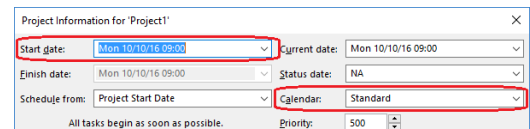
2. Once the Change Working Time dialog box opens, you will be viewing the Standard Calendar.
3. To set a holiday as a non-working day, click on the **Holiday Date**. Click an **Open Exception** line at the bottom. Enter the holiday name. Click **Enter**. Recurring holidays may be entered

4. by clicking **Details** while selecting the holiday entry.
5. To change daily working time, click on **Work Weeks** at the bottom. Click on **Details**. Select days of the week to be changed. Click the **third radio button** on the right and change the working times. Click **Enter**.
6. Click **OK** to close the box.



Set the Project Start Date and apply the Project Calendar

1. Click the **Project** tab. Then click **Project Information**.
2. Enter the project Start Date.
3. Select the project **Calendar** and click **OK**.

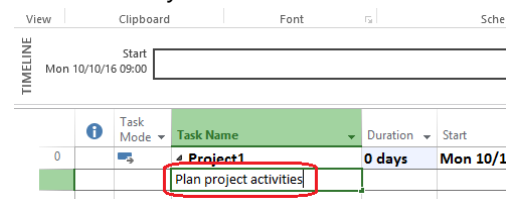


Create Tasks

1. Ensure the Gantt Chart view is active by selecting the **Task** tab on the ribbon and clicking the **Gantt Chart** button.



2. Click in the **Task Name** cells of the first empty task row and enter the name for the task/summary task.



- Press the **Tab** key to move to the duration column and enter the duration in days.

Task Mode	Task Name	Duration	Start
0	Project1	1 day?	Mon 10/10/16 09:00
1	Plan project activities	2	Mon 10/10/16 09:00

- Create additional tasks and milestones as required for your project. Milestones are created by specifying zero days of duration.

Task Mode	Task Name	Duration	Start
0	Project1	15 days?	Mon 10/10/16 09:00
1	Plan project activities	2 days	Mon 10/10/16 09:00
2	Sprint One Activities	1 day?	Mon 10/10/16 09:00
3	Kick Off	0 days	Mon 10/10/16 09:00
4	Design	5 days	Mon 10/10/16 09:00
5	Build	15 days	Mon 10/10/16 09:00
6	Test	8 days	Mon 10/10/16 09:00
7	Deploy	5 days	Mon 10/10/16 09:00
8	Sprint Complete	0 days	Mon 10/10/16 09:00

Multiple tasks and milestones can be linked by selecting multiple rows (hold down the Shift and/or Ctrl keys) when selecting task rows.

Task Mode	Task Name	Duration	Start
0	Project1	35 days	Mon 10/10/16 09:00
1	Plan project activities	2 days	Mon 10/10/16 09:00
2	Sprint One Activities	1 day	Mon 10/10/16 09:00
3	Kick Off	0 days	Mon 10/10/16 09:00
4	Design	5 days	Mon 10/10/16 09:00
5	Build	15 days	Mon 10/10/16 09:00
6	Test	8 days	Mon 10/10/16 09:00
7	Deploy	5 days	Mon 10/10/16 09:00
8	Sprint Complete	0 days	Mon 10/10/16 09:00

Best Practice Tip: Do not link summary tasks.

Inserting and Deleting Tasks

To insert a new task row into the middle of your project schedule, select a task and either:

- Press the **Insert** key on your keyboard, or
- Right click the row and select **Insert Task**.

A blank row will be inserted above the selected task.

To delete a task from your project schedule, right click on the task and select **Delete Task**.

Task Mode	Task Name	Duration	Start
0	Project1	15 days	Mon 10/10/16 09:00
1	Plan project activities	2 days	Mon 10/10/16 09:00
2	Sprint One Activities	15 days	Mon 10/10/16 09:00
3	Kick Off	0 days	Mon 10/10/16 09:00
4	Design	5 days	Mon 10/10/16 09:00
5	Build	15 days	Mon 10/10/16 09:00
6	Test	8 days	Mon 10/10/16 09:00
7	Deploy	5 days	Mon 10/10/16 09:00
8	Sprint Complete	0 days	Mon 10/10/16 09:00

Best Practice Tip: Pressing the **Del** key will remove the contents of the selected cell; it does not delete the task.

Working with Resources

Build a team using enterprise resources

- With Microsoft Project open, click on the **View** tab on the ribbon bar and select **Resource Sheet** under Resource Views.

File	Task	Resource	Report	Project	View	Team	Format
Gantt Chart	Task Usage	Resource Usage	Resource Sheet	Resource Plan	Other Views	Sort	Outli

Creating a WBS/Outline Structure

Make a task (or milestone) a subtask of the preceding one by selecting it and clicking on the **Indent Task** button from the **Task** ribbon tab. You can select multiple tasks if there is more than one subtask.

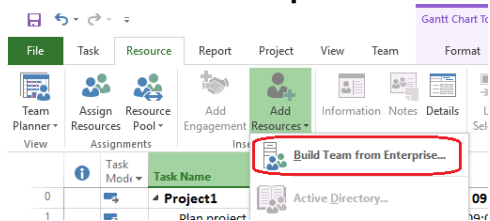
Task Mode	Task Name	Duration	Start
0	Project1	15 days	Mon 10/10/16 09:00
1	Plan project activities	2 days	Mon 10/10/16 09:00
2	Sprint One Activities	15 days	Mon 10/10/16 09:00
3	Kick Off	0 days	Mon 10/10/16 09:00
4	Design	5 days	Mon 10/10/16 09:00
5	Build	15 days	Mon 10/10/16 09:00
6	Test	8 days	Mon 10/10/16 09:00
7	Deploy	5 days	Mon 10/10/16 09:00
8	Sprint Complete	0 days	Mon 10/10/16 09:00

Create Task Dependency Relationships

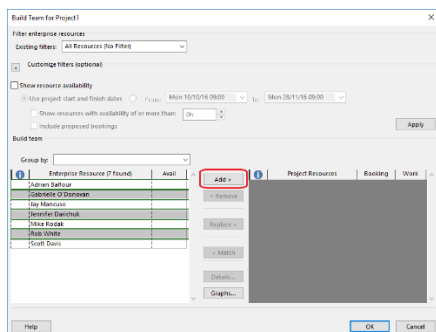
Creating relationships between tasks creates the timeline of the project. Select a **task**, hold the **Ctrl** key down, and select a second task. Then click the **Link** button on the Task ribbon tab. The first task becomes a predecessor and drives the start date of, the second.

Task Mode	Task Name	Duration	Start
0	Project1	15 days	Mon 10/10/16 09:00
1	Plan project activities	2 days	Mon 10/10/16 09:00
2	Sprint One Activities	15 days	Mon 10/10/16 09:00
3	Kick Off	0 days	Mon 10/10/16 09:00
4	Design	5 days	Mon 10/10/16 09:00
5	Build	15 days	Mon 10/10/16 09:00

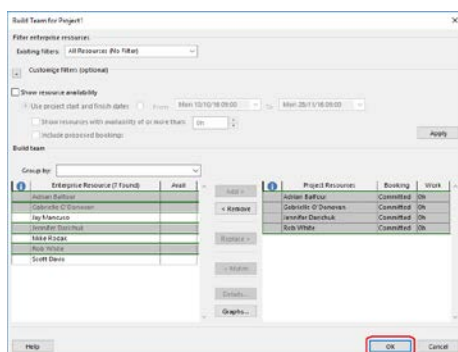
- Click on the **Resource** tab on the ribbon, select **Add Resources** under Insert, and choose **Build Team from Enterprise**.



- In the Build Team dialog, select one or more enterprise resources from the list on the left side. Use the Shift and/or Ctrl keys to select multiple resources at once.
- Press the **Add** button to move the selected resources to the list on the right side of the dialog.

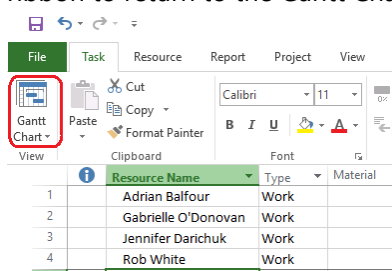


- Select additional resources, if required, and then click **OK**.



Assign resources to tasks

- Click the **Gantt Chart** button on the Task ribbon to return to the Gantt Chart view.



- Click in the Resource Name's cell of a task you wish to assign and click the **dropdown arrow**. Select the resource or resources you wish to assign to the task.

Task Name	Duration	Start	Resource Names
Project1	35 days	Mon 10/10/16 09:00	
Plan project activities	2 days	Mon 10/10/16 09:00	
Sprint One Activities	33 days	Wed 12/10/16 09:00	
Kick Off	0 days	Wed 12/10/16 09:00	
Design	5 days	Wed 12/10/16 09:00	
Build	15 days	Wed 19/10/16 09:00	
Test	8 days	Wed 09/11/16 09:00	
Deploy	5 days	Mon 21/11/16 09:00	

- Alternatively, you can type resource names directly into the Resource Name cell. If you need to enter more than one, separate the resources with commas.

Task Name	Duration	Start	Resource Names
Project1	35 days	Mon 10/10/16 09:00	Adrian Balfour, Gabrielle O'Donovan
Plan project activities	2 days	Mon 10/10/16 09:00	
Sprint One Activities	33 days	Wed 12/10/16 09:00	
Kick Off	0 days	Wed 12/10/16 09:00	

View all Task and Resource assignments for a project

- To view resource assignments for tasks, click the **Task Usage** button on the View ribbon.

Task Name	Work	Details	S	M	T	F
Project1	32 hrs	Work		16h	16h	
Plan Project Activities	32 hrs	Work		16h	16h	
Adrian Balfour	16 hrs	Work		8h	8h	
Gabrielle O'Donovan	16 hrs	Work		8h	8h	
Sprint One Activities	0 hrs	Work				

- To view task assignments for resources, click the **Resource Usage** button on the View ribbon.

Resource Name	Work	Details	S	M	T	W
Unassigned	0 hrs	Work				
Kick Off	0 hrs	Work				
Design	0 hrs	Work				
Build	0 hrs	Work				
Test	0 hrs	Work				
Deploy	0 hrs	Work				
Sprint Complete	0 hrs	Work				
Adrian Balfour	16 hrs	Work		8h	8h	
Plan Project Activities	16 hrs	Work		8h	8h	
Gabrielle O'Donovan	16 hrs	Work		8h	8h	
Plan Project Activities	16 hrs	Work		8h	8h	
Jennifer Darichuk	0 hrs	Work				
Rob White	0 hrs	Work				

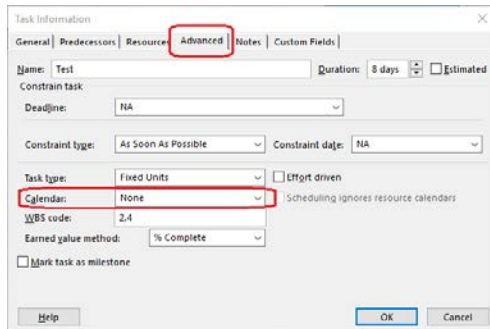
Assign a Calendar to a Task

Note that when a task needs to be performed outside of normal working hours of the Project Calendar, a Task Calendar may be assigned to alter the timeframe for an individual task.

1. To assign a Task Calendar, with Microsoft Project open, select the **Gantt Chart** view.
2. Select the **Task** you wish to assign to the calendar.
3. Double click the task or click the **Information** button on the Task ribbon tab.



4. Select the **Advanced** tab and change the **Calendar** in the Calendar dropdown menu.

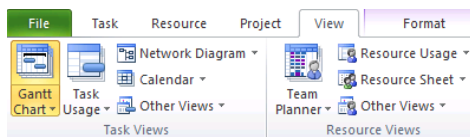


5. Click **OK**.

Working with Views

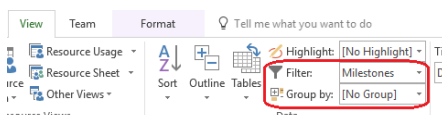
Select a View

1. With Microsoft Project open, select the **View** ribbon.
2. Under the Task View and Resource View sections, select the view you wish to use.

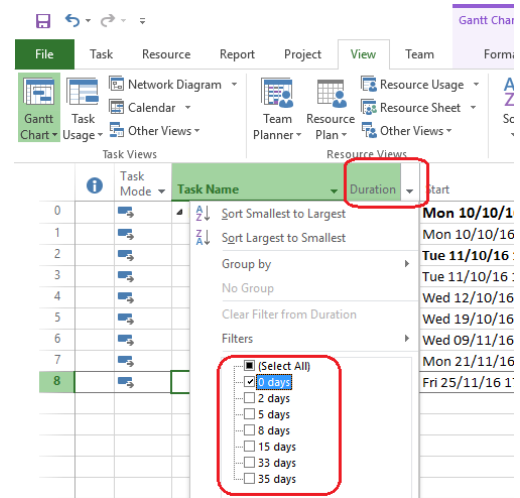


Change the way the data is viewed

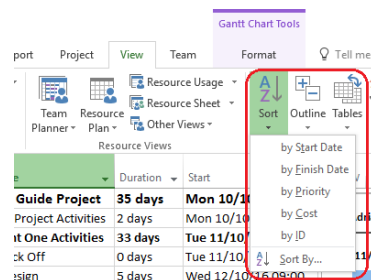
1. You can apply predefined filters and grouping to the view by using the **Filter** and **Group By** dropdowns in the Data section.



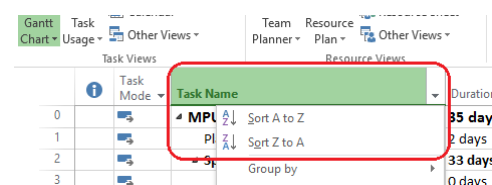
2. You can also filter a view using the quick filter for one or more columns. Click the **down arrow** in the column header to show filter options.



3. To sort a view, select a sort order from the **Sort** dropdown on the View ribbon tab.

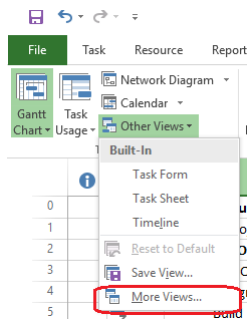


4. Alternatively, sort using the column dropdown menu.

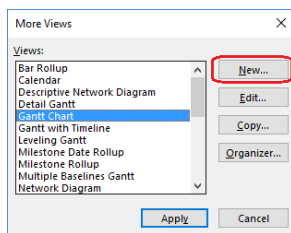


Create a new View

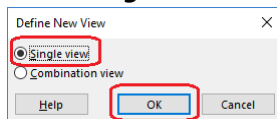
1. With Microsoft Project open, click on the **View** tab.
2. To create a new task view, click on the **More Views** option in the **Other Views** dropdown in the Task Views section. To create a new resource view, click on the **More Views** option in the **Other Views** dropdown in the Resource Views section.



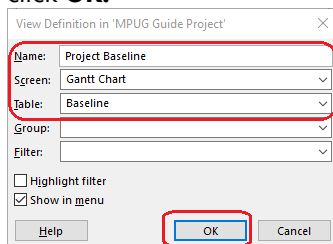
- When the dialog box opens, click on the **New** button.



- Select **Single View** and click on **OK**.

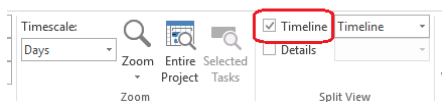


- When the view definition dialog box opens, name your new view, select the **Screen** (type of view) you want displayed, and (when appropriate) the table to be displayed. Then, click **OK**.

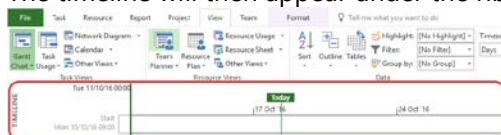


Add a Timeline

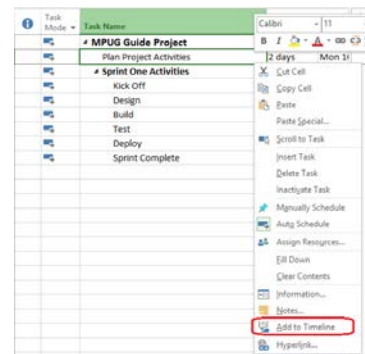
- To view the timeline, check the **Timeline** option on the ribbon's View tab.



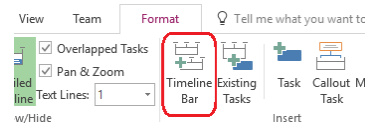
- The timeline will then appear under the ribbon.



- To add a task or milestone to the timeline, right click it (in the Gantt Chart view) and select **Add to Timeline**.



- By default, a timeline view has only one timeline. You can add additional timelines by clicking the **Timeline Bar** button on the Format ribbon tab. Note that the Format ribbon is context-sensitive, so ensure that the Timeline view has the proper focus by clicking within it.



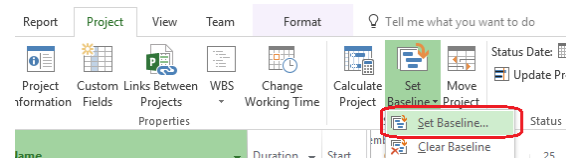
- If you have multiple timelines, ensure you have checked the appropriate one before adding a task or milestone. Tasks and milestones can be moved between timelines simply by dragging and dropping them.



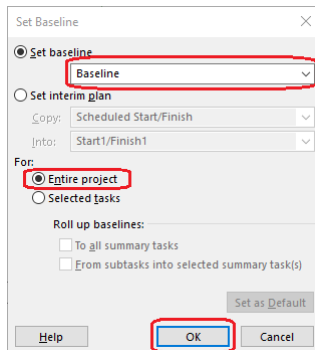
Managing a Project

Set a Baseline

- With Microsoft Project open, select **the Project** tab.
- Under the Schedule section, click on **Set Baseline**.

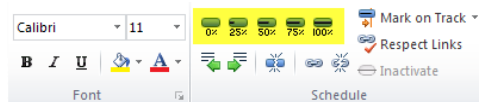


3. The Set Baseline dialog box will open. Select the **Baseline** you wish to set.
4. Select whether the Baseline will be for the Entire Project or just for Selected Tasks. Click **OK**.

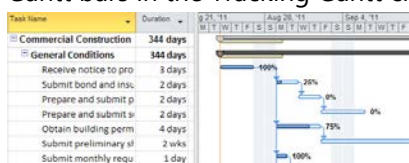


Enter progress using Percent Complete

1. With Microsoft Project open, go to the Tracking Gantt chart view and select the **Task Name** column.
2. Click on a task you wish to update.
3. On the **Task** tab, click the appropriate update percentage for the task in the Schedule section.



4. Note the update values to the right of the Gantt bars in the Tracking Gantt chart view.



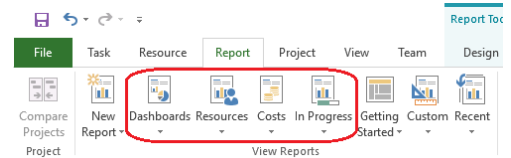
Best Practice Tip: % Complete represents the percentage of task duration that's complete. % Work Complete is the percentage of task work hours that are complete. You probably know that time can pass without a corresponding amount of work getting done. When the percent duration is updated, the percentage of work completed is updated also.

Reporting

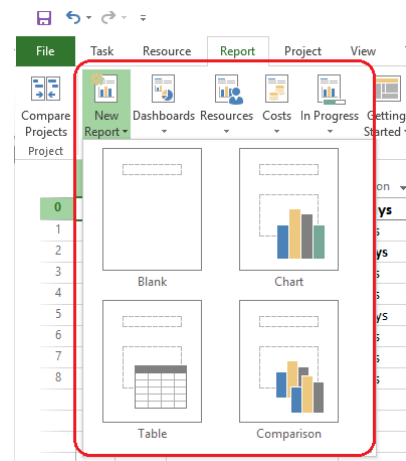
Create a project report

With Microsoft Project open, select the **Report** tab.

1. Under the View Reports section, select one of the canned reports from **Dashboards, Resources, Costs, or In Progress**.

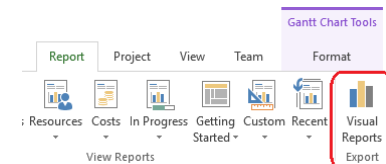


2. To create a new report, select the report style from the **New Report** dropdown.

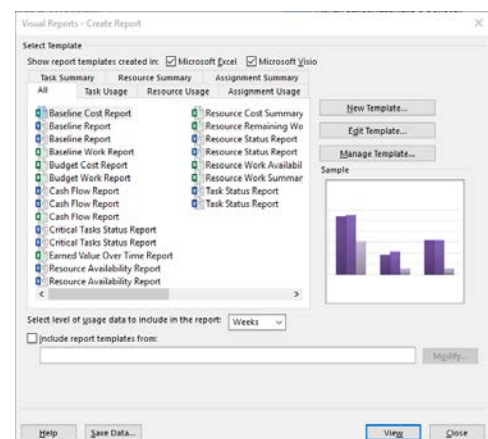


Create a visual report

1. Click on Visual Reports, under the Project tab.



2. When the Create Report Dialog opens, select the desired report from the tabs and click **View**.



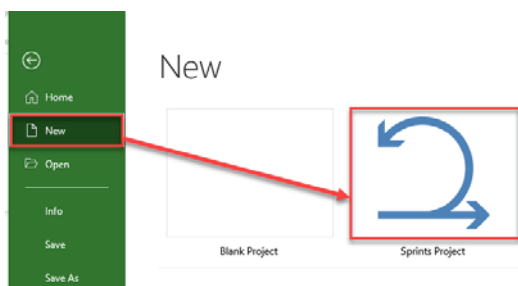
- Your report will open in either Microsoft Excel or Microsoft Visio, depending on which format you select.

Sprint Projects

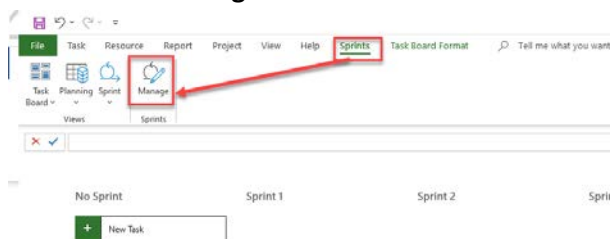
In Microsoft Project Online, you can build an Agile/Sprint Projects.

Create new sprint project

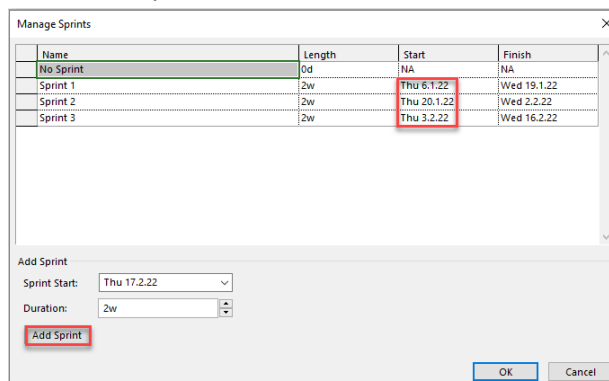
- Open Microsoft Project Online. Click **OK** on the login dialog.
- Click on the File tab in the upper left corner.
- Click **New** and choose **Sprint Projects**.



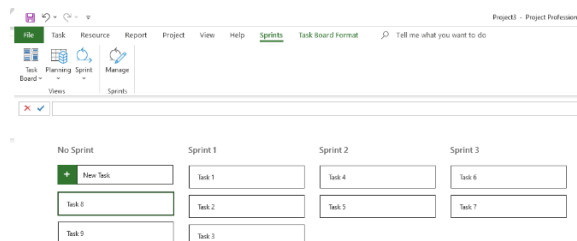
- The **Sprint Planning Board** View is created with three Sprints.
- To Manage Sprints, click on **Sprint** Tab, and then choose **Manage**.



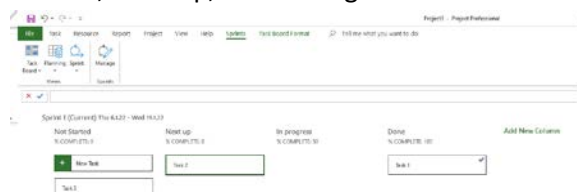
- Change Sprint duration, Start Date, and/or add a new Sprint.



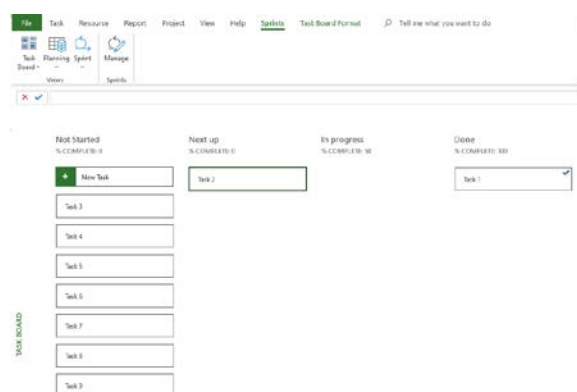
- Add a Task to the Board (under No Sprint Column) and move it to the proper Sprint (drag and drop).



- To see Sprint Progress for a Current Sprint, click on the **Sprints** Tab and choose **Sprint -> Current Sprint**. Set % Complete for the Not Started, Next Up, and In Progress Columns.



- You can move tasks around within these Columns. Once a task is done, move it to the **Done** Column and it will be marked as completed.
- To see all tasks (not only in the current Sprint), click on the Task Board tab, and then choose Task Board.



Navigate in Project Online with Only Your Keyboard

The following table lists keyboard shortcuts for Project Online:

Action	Shortcut
Move the selection between the links on the top link bar.	Alt+J
Move the selection from one Web Part to the next Web Part on pages that use multiple Web Parts.	Alt+W
Expand drop-down lists.	Alt+Down arrow key
Move to the next cell or row.	Right arrow key or Tab key
Move to the previous cell or row.	Left arrow key or Shift+Tab
Move up.	Up arrow key
Move down.	Down arrow key or Enter
Go to the URL in the selected cell.	Enter
Move to cell header.	Ctrl+Y
Remove focus from the selected cell.	Esc
Move to the last cell or row.	Ctrl+End
Move to the first cell or row.	Ctrl+Home
Toggle row highlight.	Ctrl+Spacebar
Expand a drop-down menu in a cell header	Ctrl+Spacebar
Expand or collapse a grouping.	Ctrl+Spacebar
Expand a group.	Ctrl+Spacebar
Collapse a group.	Ctrl+Spacebar
Expand or collapse a grid element with children.	Ctrl+Spacebar
Toggle a check box.	Spacebar
Open a drop-down cell.	Alt+Down arrow key
Activate Edit Mode for a cell.	F2
Up one page.	Page Up
Down one page.	Page Down
Indent selected task.	Alt+Shift+Right arrow key
Outdent selected task.	Alt+Shift+Left arrow key
Cancel entry or edit.	Esc

Copy selection.	Ctrl+C
Cut selection.	Ctrl+X
Delete the selected data.	Delete or Ctrl+V or Ctrl+Z
Delete a row.	Ctrl+Delete
Move to the first field in a row.	Home
Move to the first row.	Ctrl+Up arrow key
Move to the last field in a row.	End
Move to the last field of the last row.	Ctrl+End
Move the selected items from the source list to the target list.	Access key+> (Single right-pointing angle quotation mark)
Move all items from the source list to the target list.	Access key+W
Move all items from the target to the source list.	Access key+X
Move the selected item from the target to the source list.	Access key+< (Single left-pointing angle quotation mark)
Access the check boxes under the Resource name check box.	Spacebar
Access the calendar in a table cell.	Alt+Down arrow key (for example, start date or end date)
Move to the next month.	Alt+> (Single right-pointing angle quotation mark)
Move to the previous month.	Alt+< (Single left-pointing angle quotation mark)
> (Single right-pointing angle quotation mark)	Alt+A
>> (Right-pointing double angle quotation mark)	Alt+W
<< (Left-pointing double angle quotation mark)	Alt+X
< (Single left-pointing angle quotation mark)	Alt+O