

Work with Project Web App 2013

Access to Project Web App and use timesheets OnLine or on premise

Program

For who ?

- Team members
- Project coordinator. Project manager
- Planner
- Head of departments
- All industries

Requirements

- Know the principles of managing projects
- No experience on older version of Project

Ref.LM123

Half day

500 € VAT included

Intra-firm
These pricing are given without travel

1 Introduction

- Connect to Project OnLine or Server 2013
- PWA User authorizations
- User Web experience : Interface , ribbon, views,...

2 Plan or update projects with PWA

- Set units (days, hours, ...)
- Set tasks assign resource and links

3 Build teams

- In Project Professional 2013
- In Project Web Access
- Resources Center

4 Timesheets

- How to submit timesheets
- To create a timesheets
- Completing timesheets
- Add a timesheets task
- Timesheets reminder
- Delete timesheets
- Submit time for another person
- Recall a timesheet
- Assigned a task to another resource

5 Updating process

- The approval process

Training outcome

- Transfer competencies to people accessing to Project Web App to capture time and track projects

Benefits

- Use immediately this web software
- More productivity in entering timesheet time