What's New in Project Pro 2016

Laura Crawford

9/20/18

Agenda

Introductions and Objectives

What's New in Project Pro 2016

What's New in Project Online

Demo

Q & A and Next Steps

PPM Works

Laura Crawford

Senior PPM Specialist

Laura has over 8 years of experience with Microsoft PPM and offers a unique combination of business, project management, and technical expertise. Laura is an expert at envisioning and delivering solutions that utilize technologies across the Project Online, SharePoint and Business Intelligence platforms. Laura holds an BS from State University of New York College at Oswego and is a Microsoft Certified Trainer and a Microsoft Specialist.

Why Clients Choose PPM Works

Our Philosophy: We believe in honesty, integrity, and dedication – our passion for success drives our team. PPM Works core values start with family and health first to provide the most for our clients.

- Quality of Services are unmatched
- Trusted Experience
- Listening comes 1st
- Proven Methodology and Templates
- Competitive Pricing

Thank you for the information share today! You are so knowledgeable and a gifted presenter/teacher.

Program Manager, UnitedHealth Group

I wish we would have found PPM Works a long time ago - you make Microsoft Project understandable for all

Large Boston-based Pharma Co, Director of Training

I've attended several industry webcasts, conference sessions, and vendor meeting – this week's MPUG webinar certificate series on Microsoft Project (Online, Server, and Professional) was by far the best and I found it very useful – thank you.

Sr. Project Manager Consultant, Large Legal Firm

PPM Works

PPM Works Services and Solutions

Each company is unique. One-size-fits-all approaches will never help your business reach its full potential. We deliver custom PPM solutions and services, tailored to you – your industry, your culture, your one-of-a-kind challenges.

Solutions

- Project Online Quick Start
- Industry Solutions
- PMO On-Demand
- Data Warehouse

- Report Pack
- PPM Discovery
- Office 365 Apps
- PPM Verticals
- Custom PPM Solutions

Services

- Project Configuration
- Mentoring And Support
- Project Assessments
- Hands-on Workshops
- Virtual Upgrades

- Power BI And Dashboards
- Microsoft Planning Services
- Training Courses

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Learning Objectives

In today's webinar we will learn how to:
- Save a project to a recent location
- Create Agile projects
- Quickly Update Task Boards
- Link Tasks to Planner
- Set Predecessors using the new drop down feature
- Create multiple timelines
- Insert a Blank Row
- Insert the Task Summary Name field

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Recent Save Locations

Project keeps a running list of where you have saved other projects.
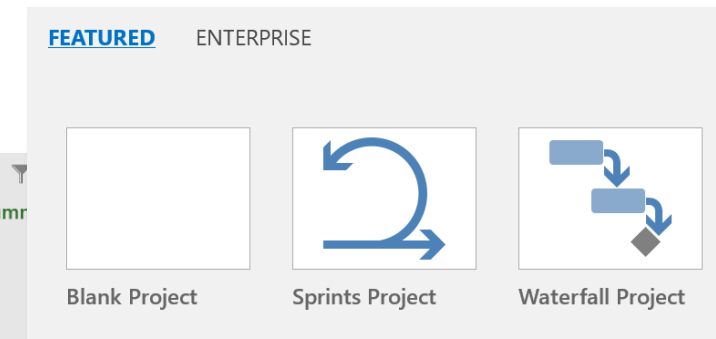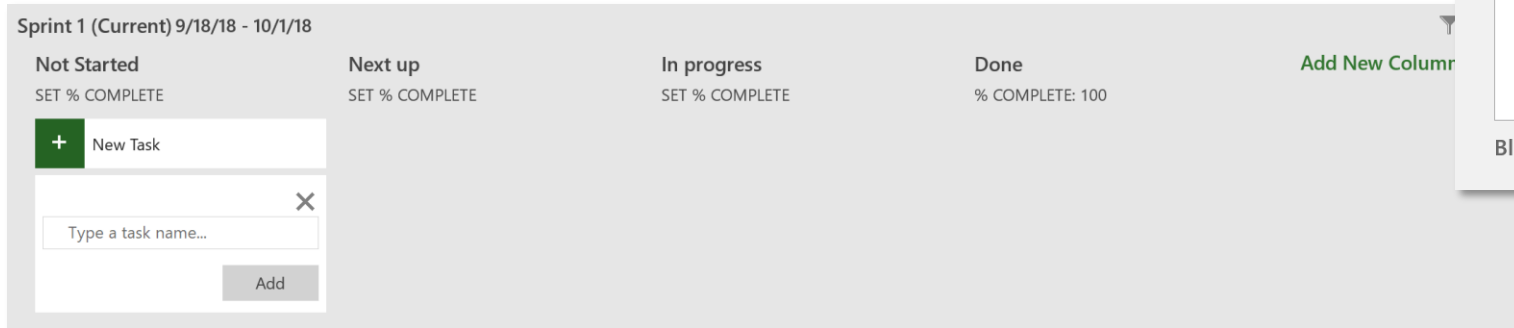
To choose a location:

- **File | Save As | Recent**
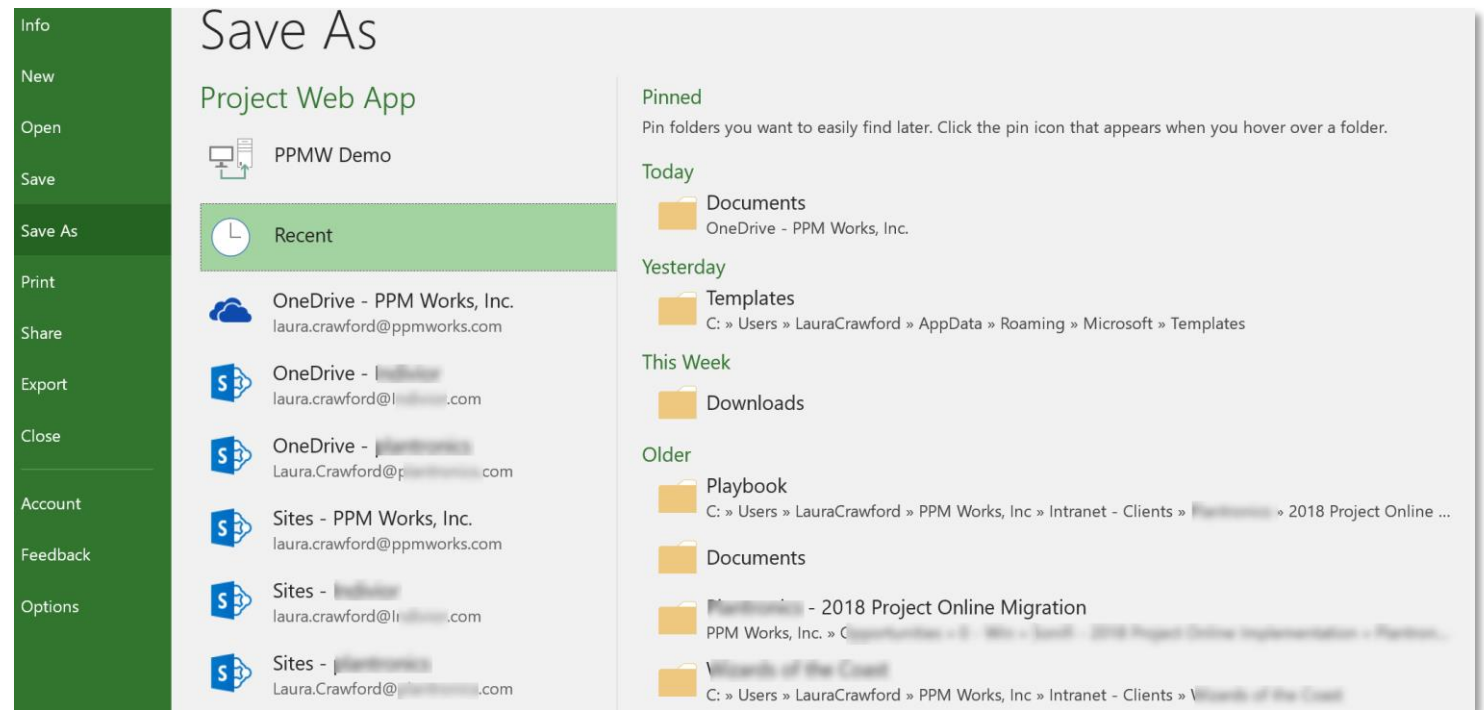
Agile Project Templates

Project Online subscriber have access to a Sprints Project template in Professional Pro.

- Open Project Pro
- Select **Sprints Project** under the featured templates

FEATURED   ENTERPRISE

Blank Project   Sprints Project   Waterfall Project

Sprint 1 (Current) 9/18/18 - 10/1/18

| Not Started | Next up | In progress | Done | Add New Column |
| SET % COMPLETE | SET % COMPLETE | SET % COMPLETE | % COMPLETE: 100 | |

+ New Task

Type a task name...

Add

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Manage Sprints

To quickly manage your sprints:

- From the **Sprint Tools** tab select the Sprint ribbon

- Click on **Manage**

- Add, update, or delete Sprints
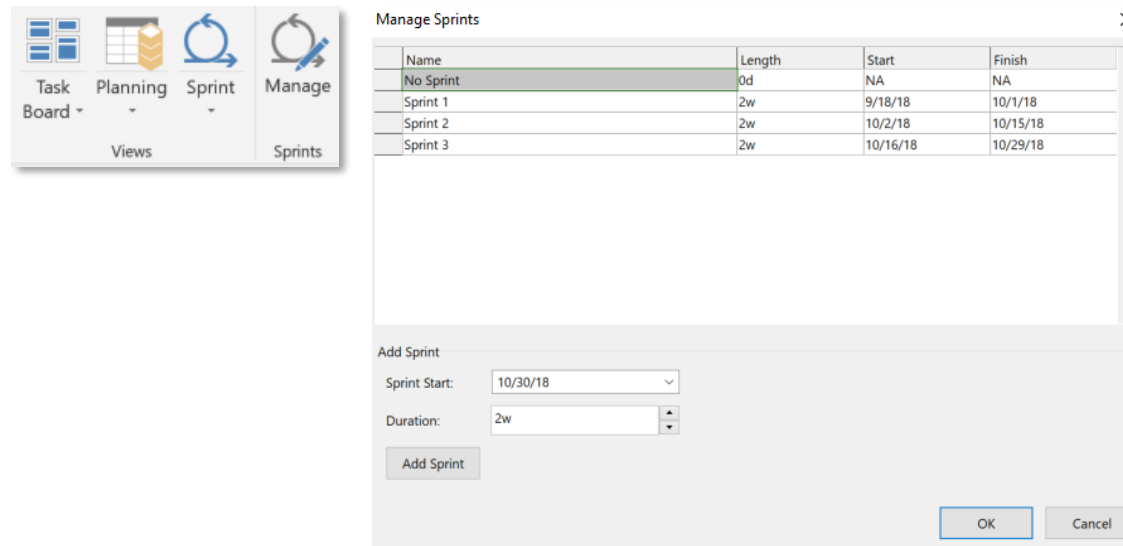
Improved Task Board Cards

Filter Task Boards to view tasks related to a specific resource or Summary Task.
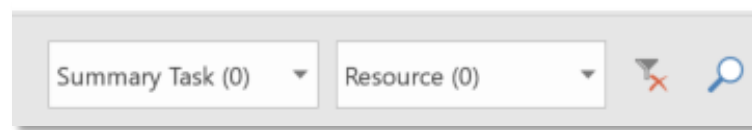
- Click on the filter icon to display filtering options
- Choose multiple **Summary Tasks** or **Resources**
- From the Format tab, select **Customize Cards** to add fields
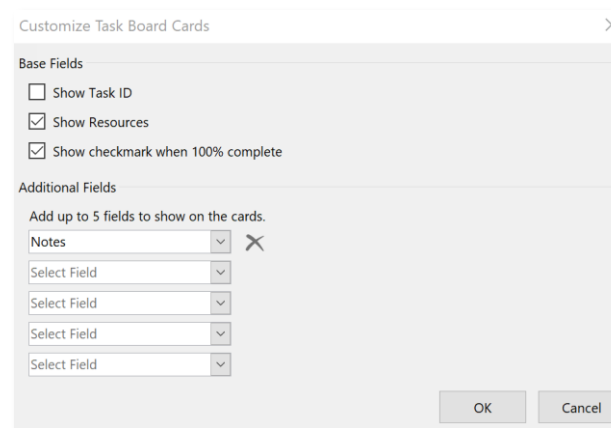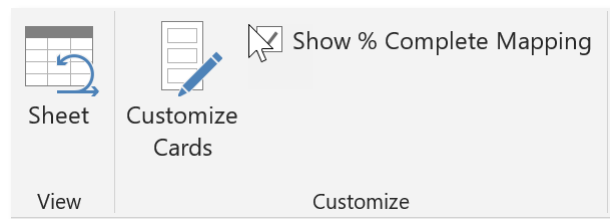
Manage Sprints

To set % Complete from the task board:

- Click in **SET % Complete** and enter the percentage
- Move tasks in to that column
- The tasks % Complete will be updated
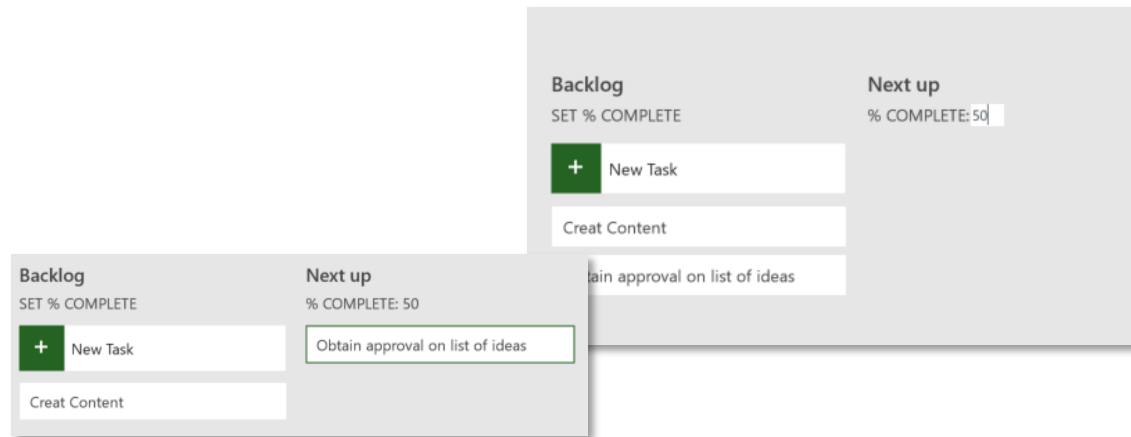
Link a Task to Planner

You can link a task in Project to a plan in Microsoft Planner.

To link your task to Planner:

- Select a tack and click on the **Planner** button on the Task ribbon

- In the **Link task to a plan** pane, search for the group that your plan belongs to

- Choose the plan from the list and select **Create Link**

Note: The project and task must be published first

Link to plan

Which Office 365 Group is the plan in?

Webinar Planning Activities

Choose a plan from the Webinar Planning Activities group:

◉ Webinar Planning Activities
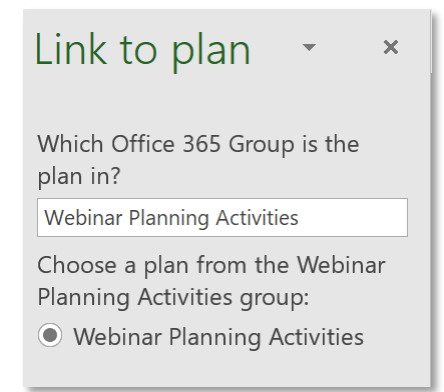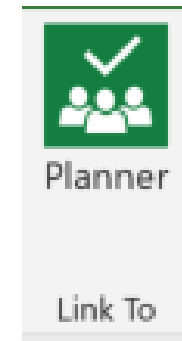
Predecessor Drop Down

- Select the drop-down in the **Predecessor** column
- Use the check boxes to create a **Finish to Start** dependency
- The hierarchy matches your project
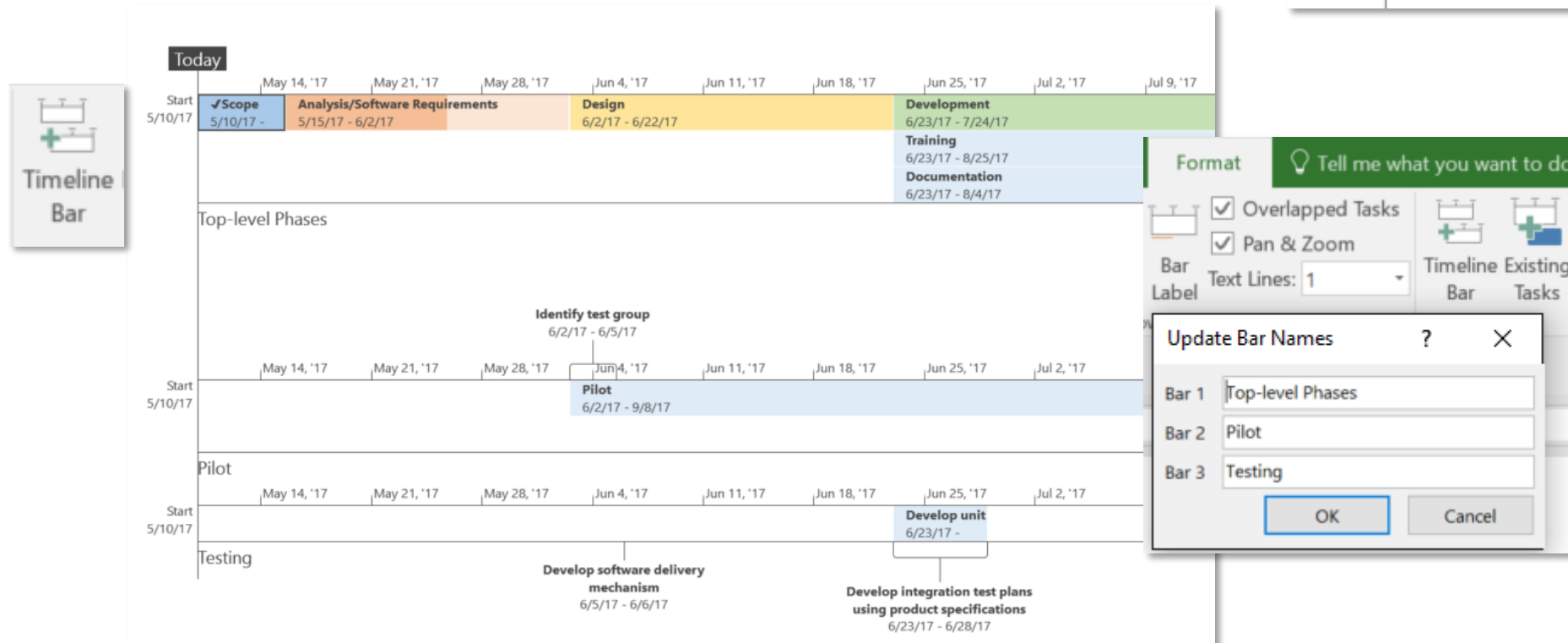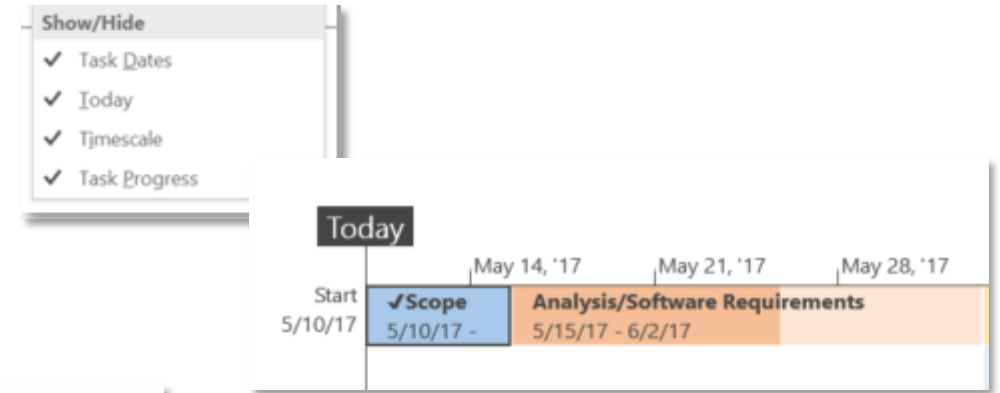
New Timeline Features

New Timeline formatting features:

- Task progress is now displayed

- Additional Timeline bars can be added

- Labels for each Timeline bar can be created

Copy Timeline

To share the Timeline:

- Select Copy Timeline on the Format ribbon
  - For E-mail – copy the Timeline for an email message
  - For Presentation – will paste the Timeline in a PowerPoint or other application that supports graphics
  - Full Size – copy the Timeline at the current size
- Recipients do not need Project Professional to view the Timeline

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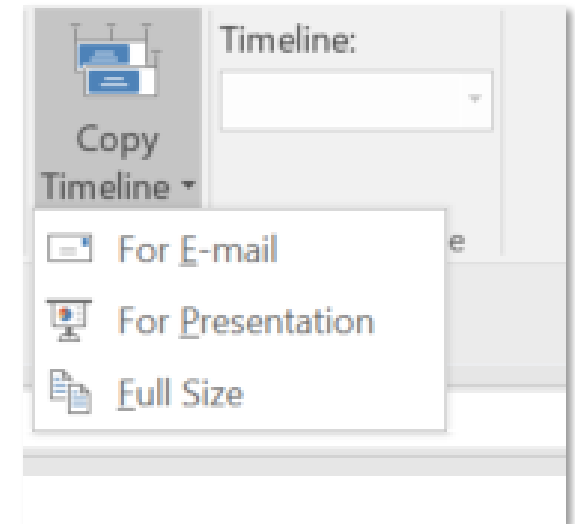
Insert Blank Row

To insert a Blank Row instead of a New Task:

- Navigate to the **Task** ribbon

- Highlight the row where you want the task inserted above

- From the ribbon click on the Task drop down and select **Blank Row**

- A blank row without estimated Duration, % complete and Start and Finish dates will be inserted
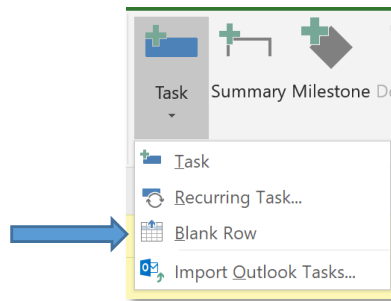
Note: How it inserts a blank row without estimated Duration, % Complete and Start and Finish Dates

Task Summary Name

With long lists of tasks, it can be difficult to know what a task is indented under in the overall project plan. The **Task Summary Name** field is a read-only field that shows the name of a task's summary task. Right-click on the column title
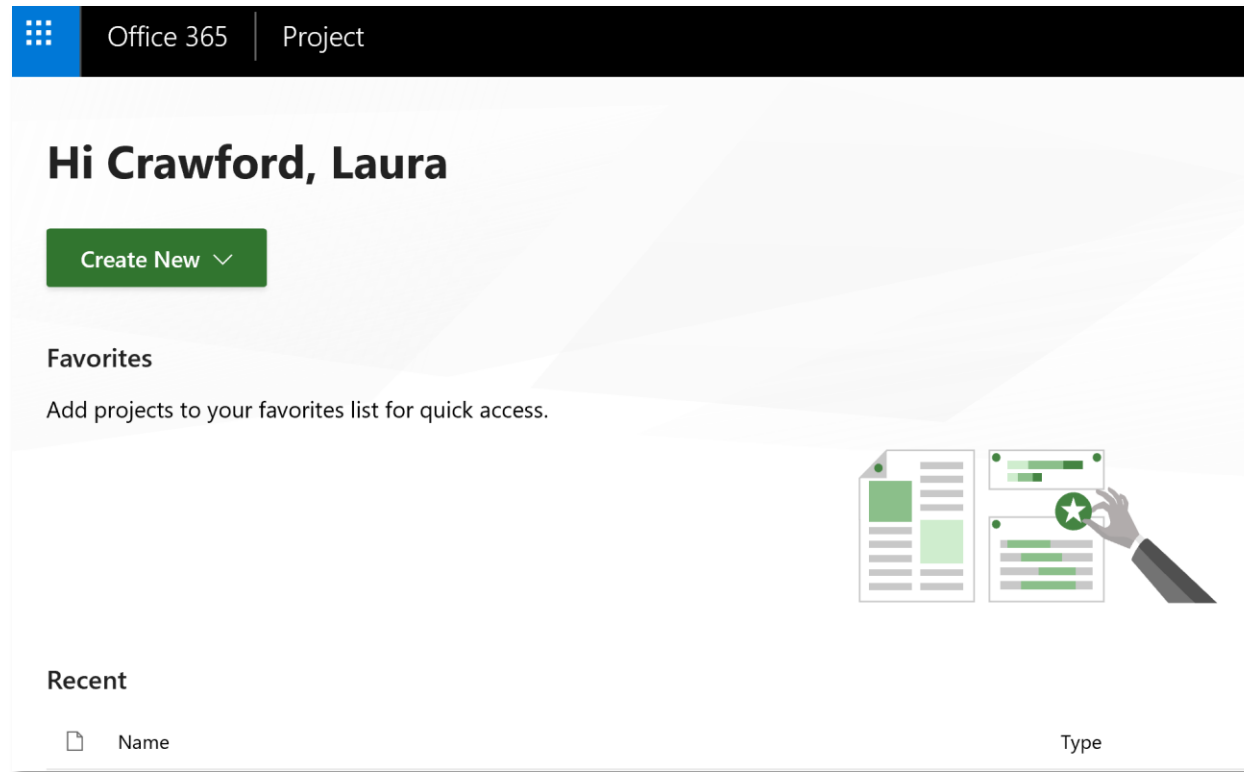
- Select **Insert Column**
- Select **Task Summary Name** from the drop-down list

New Look and Feel

When logging in through the portal users will see a new interface.

• Scroll down to navigate to PWA

Modern Pages

Project Sites default to Modern Pages.

- Click on **Return to classic SharePoint** to change the style
- Click **Exit classic experience** to return to Modern Pages

Return to classic SharePoint

Exit classic experience

Microsoft PPM

Demo

Microsoft   PPM Works

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and
https://www.linkedin.com/company/ppm-works-inc-
Our Site: www.ppmworks.com
Blog: http://blogs.ppmworks.com

Calls To Action

1. Start incorporating these techniques today
2. Check out our Blogs / webcasts @ https://ppmworks.com/blog/ for additional information on the topics we covered
3. Get LinkedIn with me Laura Crawford
4. Get LinkedIn with PPM Works
5. Send questions to Info@ppmworks.com
6. Become an Office Insider https://products.office.com/en-US/office-insider

We'd Love to Hear From You- Get In Touch With Us!

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