TCS Training

Microsoft Project for the Web

Introduction to Project for the Web

- What is Project for the Web?
- Licence overview
- Features by product overview

Getting Started with Project for the Web

- Project Home
- Create a New Project
- Explore Views

Add, Modify and View Tasks

- Add Tasks and Summary Tasks
- Create and Manage Buckets for 'Sprint Projects'
- Create Dependencies
- Add Durations and Effort
- Add Milestones

Add Progress to a Plan

- Update a Task
- Update a Project

Share and Collaborate on a Plan

- Add Resources, Assign Tasks and Microsoft 365 Groups
- Project for the Web & Microsoft Teams
- Modify Calendars in Project for the Web

Work with Roadmaps

- Use a Roadmap
- Connect to Projects
- Update Roadmaps

Reporting with Project for the Web

- Built-In 'Reporting'
- Power BI Reporting

Appendix: Microsoft Planner vs Project for The Web

- Planner Overview
- Tool Comparison

Our 1-day Microsoft Project for the Web course guides you step-by-step through building and managing projects using Microsoft's modern, cloud-based project management tool. Throughout the day, you'll learn how to create and structure projects, assign tasks, track progress, and collaborate seamlessly within Microsoft 365. By the end of the course, you'll be confident using Project for the Web to plan work, manage teams, and keep projects on track in a shared, collaborative environment.