

Microsoft Project Workgroup Communications

Class Overview: This class has been designed to teach you how to communicate task assignments within a workgroup using your organization's email application and Microsoft Project tools.

Class Duration: This class will last 1 day.

Selected Audience: This class has been designed for project managers, team members and resources who want to use Microsoft Project for communications management as they manage projects and resources.

Prerequisite Skills: This class assumes you have taken **Microsoft Project Portfolio Management**.

Objectives: The following topics will be covered in class.

- E-mail Utilities
- make task assignments using Microsoft Project's Team Assign
 - accept or decline task assignments from Team Assign
 - track task work using Microsoft Project's Team Status
 - update the task work schedule using Microsoft Project's Team Update
 - send project files and tasks using Microsoft Project's Scheduling Notes feature

- Project Central
- prepare your project for Project Central
 - make task assignments using Project Central
 - accept, decline and process task assignments
 - complete, submit and process timesheets to updating project progress
 - submit and process resource availability to update resource calendars
 - customize views of project portfolio data using Project Central
 - create status reports to obtain more details about project progress
 - create Inbox rules to automate message management

- Project Workshop
- **assistance from instructor on personal projects**