**Project Online**

*Project Online is a flexible online solution for Project and Portfolio Management, delivered through and bringing to you all the benefits of Office 365. Project Online provides powerful capabilities for project management and portfolio investment from anywhere using almost any device.*

1. **Login into Project Online (PWA)**
   1. Go to the address bar and type this link <https://ameren.sharepoint.com/sites/pwa/>
   2. Enter username and password if required.
2. **Launch MS Project Professional**

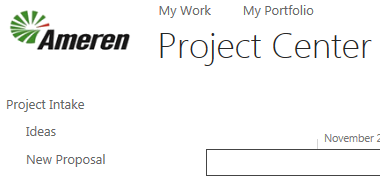
Go to **Start > All Programs > Project 2016** from your desktop.

1. **Connect Project Online (PWA) to MS Project Professional**

Refer to Project Online User Manual for detailed steps.

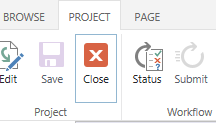
* 1. Connect to Project Online PWA.
  2. Create a PWA Account for Microsoft Project Professional.
  3. Manage PWA Account by completing Account Properties.

1. **Set up New Project**
   1. In Project Online Home page, click “**New Proposal**” from quick launch.

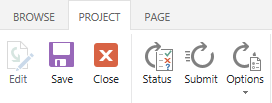


* 1. Choose your project's size and methodology, then click “**Next**”.
  2. Fill out the Project Details Tab.
  3. Refer to Project Online User Manual for details.
  4. Fill out the Business Case Tab
  5. Fill out the Project Information Tab
  6. Once done, click “**Finish**”, click "**Close**", and then check-in the project.

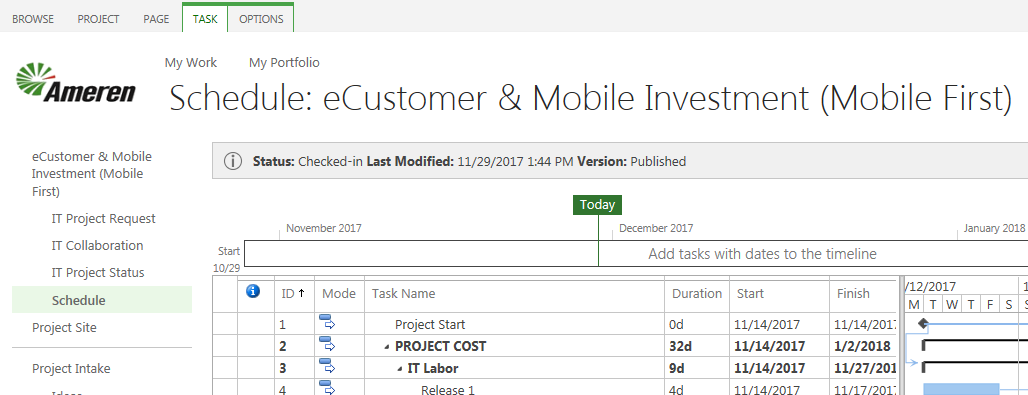
1. **Edit a Project**
   1. In Project Online Home page, click on **'Project Center'** from quick launch, and click your project to open.
   2. From Ribbon navigation, click “**PROJECT**”, then click “**Edit**”.
   3. Go to either “**Project Details**” tab or “**Business Case**” or “**Project Information**” tab, and go to the field where initial entry requires edit.
   4. "**Save**" the changes once done, click "**Close**", and then check-in the project.



1. **Submit a Project for Approval**
   1. Project Manager to validate if the project is ready for submission for approval.
   2. If project is ready for submission, go to Ribbon, click “**PROJECT**”, then “**Edit**”, and click “**Submit**”.

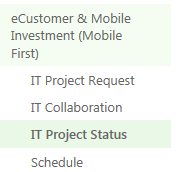


1. **View and Edit a Project Schedule**
   1. In Project Online Home page, click on **'Project Center'** from quick launch, and click your project to open.
   2. Click "**Schedule**" from quick launch.
   3. Scroll up or down, left or right to view the schedule.

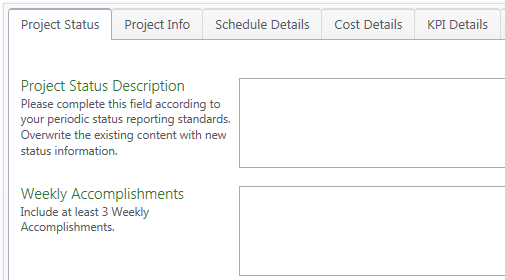


* 1. From Ribbon area, click "**TASK**", then click "**Edit**" to edit an entry in the Schedule.
  2. Click "**Save**" and "**Close**", once done.
  3. Click "**Publish**" to reflect any change in the server. Otherwise, changes are only save in your local drive.

1. **Update Project Status**
   1. In Project Online Home page, click on **'Project Center'** from quick launch, and click your project to open.
   2. Click "IT Project Status" from quick launch.

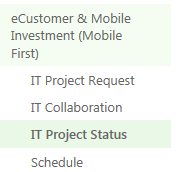


* 1. From Ribbon navigation, click “**PROJECT**”, then click “**Edit**”.
  2. Go to appropriate tab to edit the status.

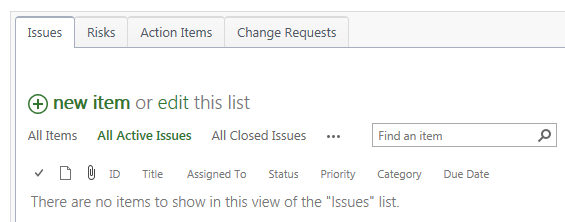


* 1. Ensure to reflect the latest project status, as pertinent entries here will be picked and included in the status report.
  2. "**Save**" the changes once done, then click "**Close**".

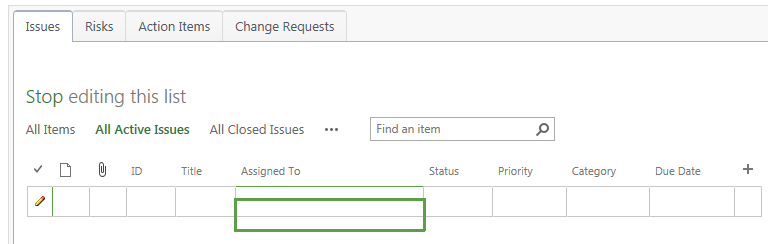
1. **Log Issues, Risks, Change Requests, and Cross-Team Dependencies**
   1. In Project Online Home page, click on **'Project Center'** from quick launch, and click your project to open.
   2. Click "**IT Collaboration**" from quick launch.



* 1. From Ribbon navigation, click “**PROJECT**”, then click “**Edit**”.
  2. Go to appropriate tab to log either an issue, risk, or change request.



* 1. Click "+ new item" to log a new entry.
  2. Click "edit this list" to edit an existing entry. Once done editing, click "Stop editing this list".



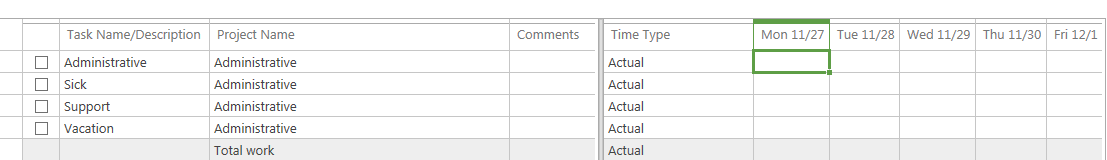
* 1. Click "Close" to exit from this view.

Note: Refer to the individual Issues, Risks, PCR, and Cross-Team Dependency User Job Aids for more details.

1. **Enter a project time and Submit Timesheet**

You can report your task progress in 2 ways: either using Tasks or through Timesheet. Recommendation is to use Timesheet.

* 1. In Project Online Home page, click on **'Project Center'** from quick launch, and click your project to open.
  2. Click "**Timesheet**" from quick launch.
  3. Update the actual hours worked per day for your assigned tasks.



* 1. Click on the Timesheet tab in the ribbon and click "**Save**" to update the remaining work.
  2. Make any needed adjustments to the remaining work and click "**Save**" again in the Timesheet tab in the ribbon.
  3. At the end of the week, from the Timesheet tab in the ribbon, choose Send > Turn in Final Timesheet to send the actuals to your timesheet manager and project manager. *See instructions above the Timesheet.*

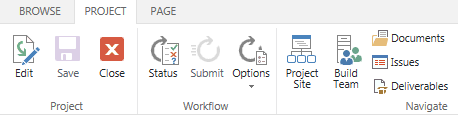
1. **Add Tasks to a Timesheet**

If team member needs to perform work on a task that doesn't currently appear on his timesheet, he can "**Add Row**" from Ribbon with the following options from the dropdown menu:

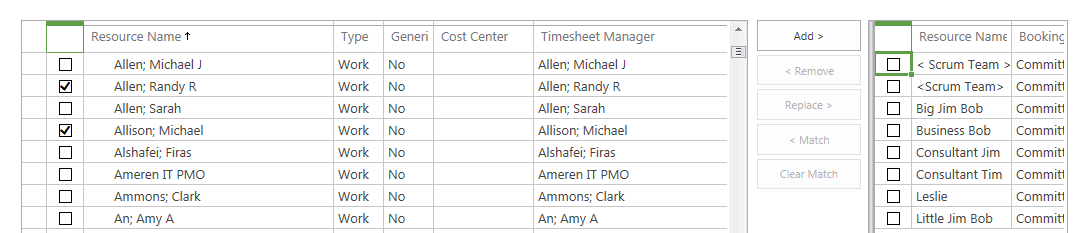
1. **Select from Existing Assignments** – task is assigned to resource but not yet scheduled to start during current time period.
2. **Add a New Task** – (**Note**: PM needs to approve adding new Task to schedule). If task isn't yet listed in current project schedule
3. **Add yourself to a Task** - (**Note**: Engage PM first). If Team member will take over or assist on another team member's task.
4. **Add Non-Project Line** – If adding non-project task that's not listed on current timesheet. Category options are limited to: *Administrative, Bereavement, Jury Duty, Sick, Support, Training, and Vacation*. If new categories are needed, reach out to IT PMO.
5. **Add resources to a project team**

Before starting a project, you must plan for resources and build a project team.

* 1. From Project Center, select the project name that you want to build a team for.
  2. From Ribbon navigation, click “**PROJECT**”, and then click “**Build Team**”.



* 1. From the Resource Pool on the left, select the resources that you want to add/replace in your project team.



* 1. Once resources are selected, click “**Add**”.
  2. Click “**Save**” and “**Close**” to add the resources to your project.

**Note: Perform steps in XIII & XIV from MS PROJECT PROFESSIONAL.**

1. **Assign tasks to resources**

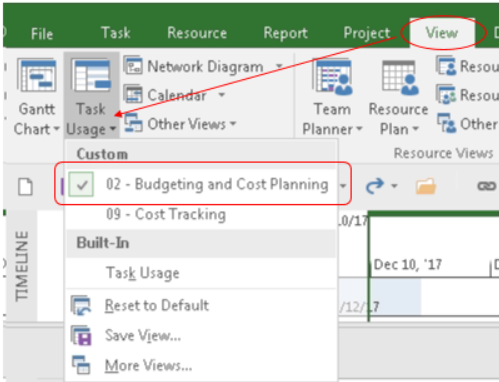
Once a team has been built, you can assign tasks to the resources.

* 1. From project plan, select the task row and go to Resource Name column.
  2. Select one or more resource name from the drop-down list and click “**Save**”.

1. **Tracking and Managing Resource Cost**

As your team charges their actuals weekly via Timesheet, you can monitor how your cost is stacking up against plan via Task Usage view

* 1. In MS Project 2016 Professional, open your project schedule
  2. Click View tab, "**Task Usage**" then select "**02 – Budgeting and Cost Planning**" view

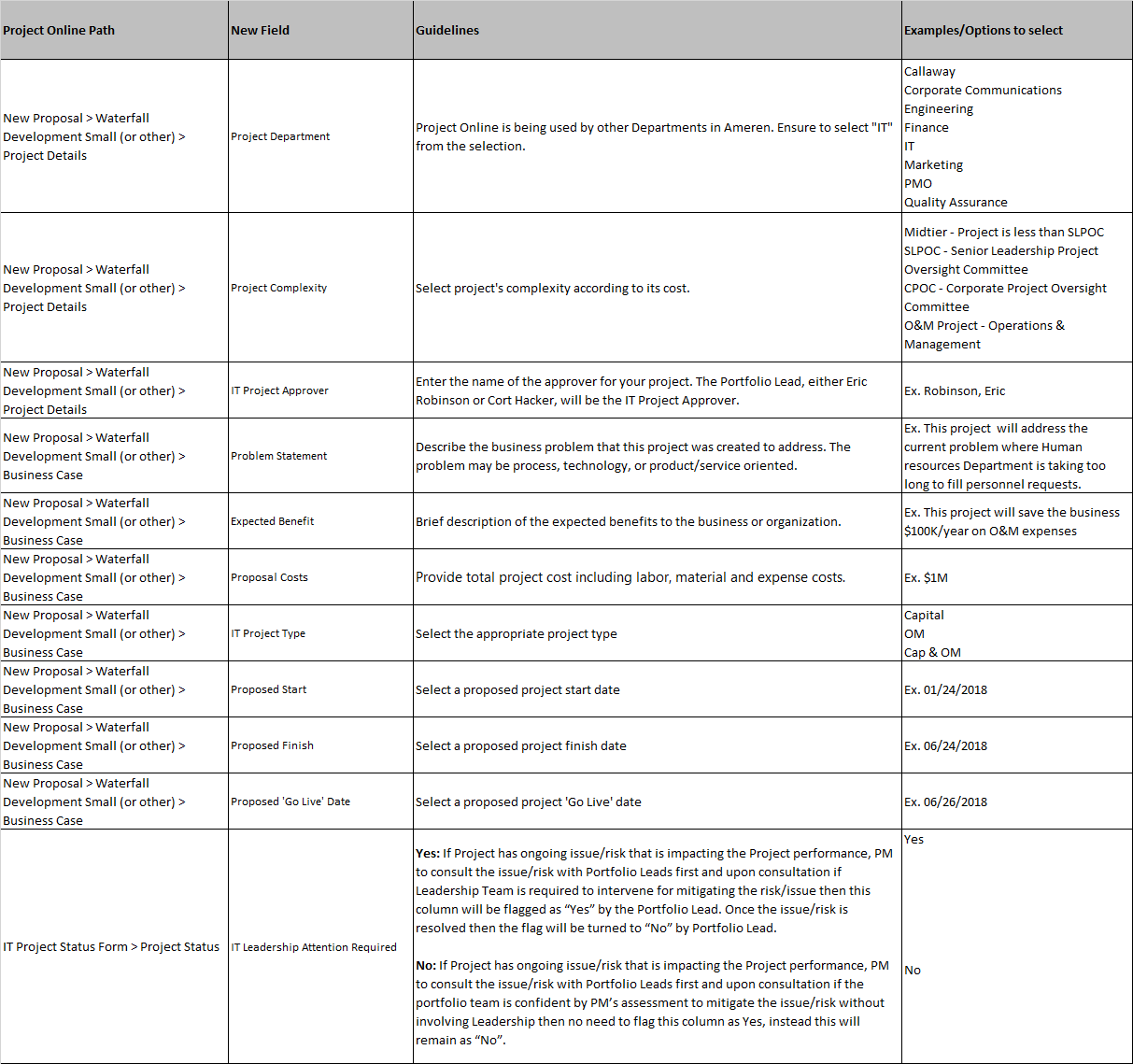


* 1. Right-click In the "**Timeline**" pane to show fields you'd like to compare actuals against (e.g., Cost, Work, Baseline values, etc)

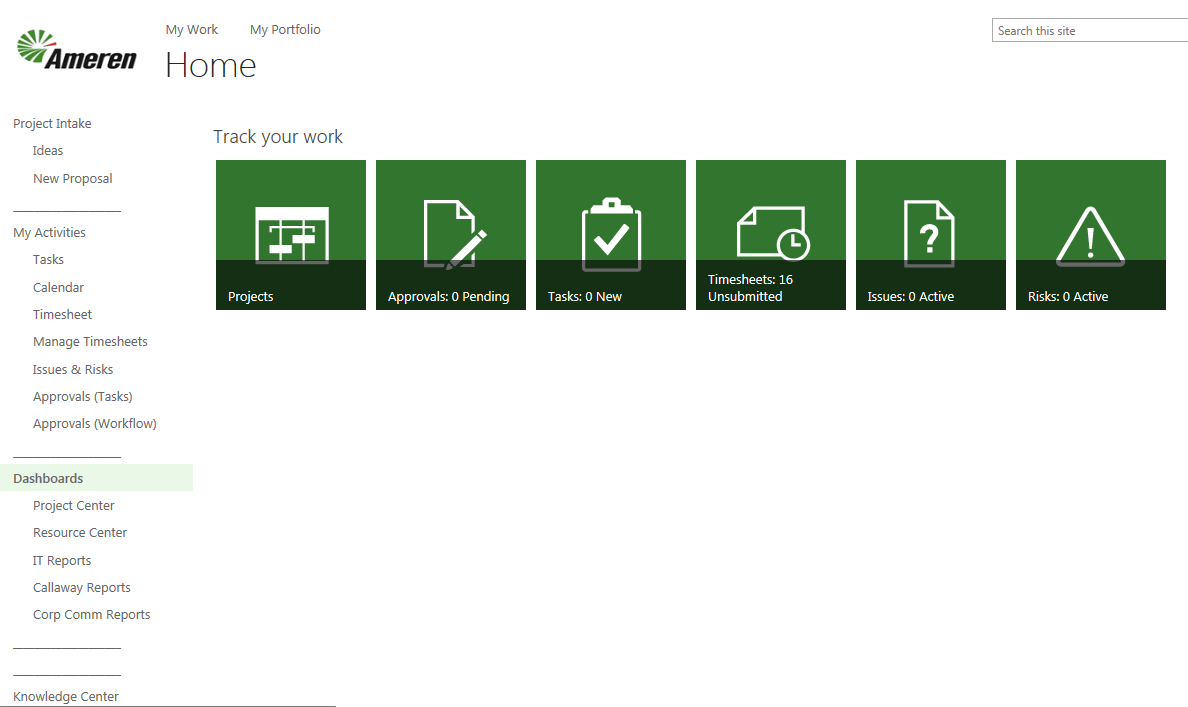


**Note**: Resource costs are computed based on your resource's hourly rate. If the rate on one of your resource reach out to your IT PMO Admin.

**List of New Mandatory Fields in Project Online:**



The **Project Web App** interface is made up of 3 main areas**: (1)** **Home Page**, **(2)** **Quick Launch**, and **(3)** **Track your work carousel**

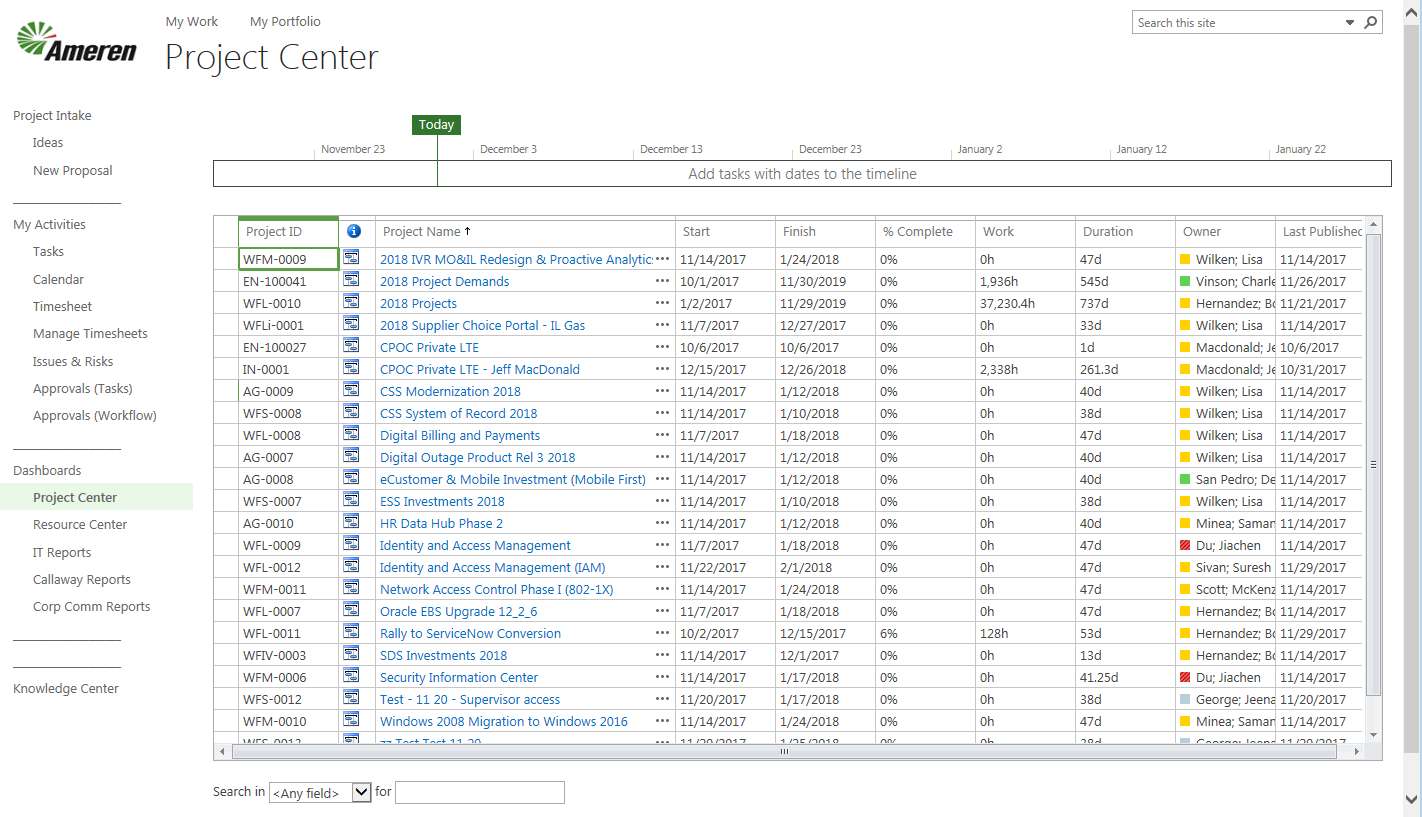


**Quick Launch**

**Track your Work carousel**

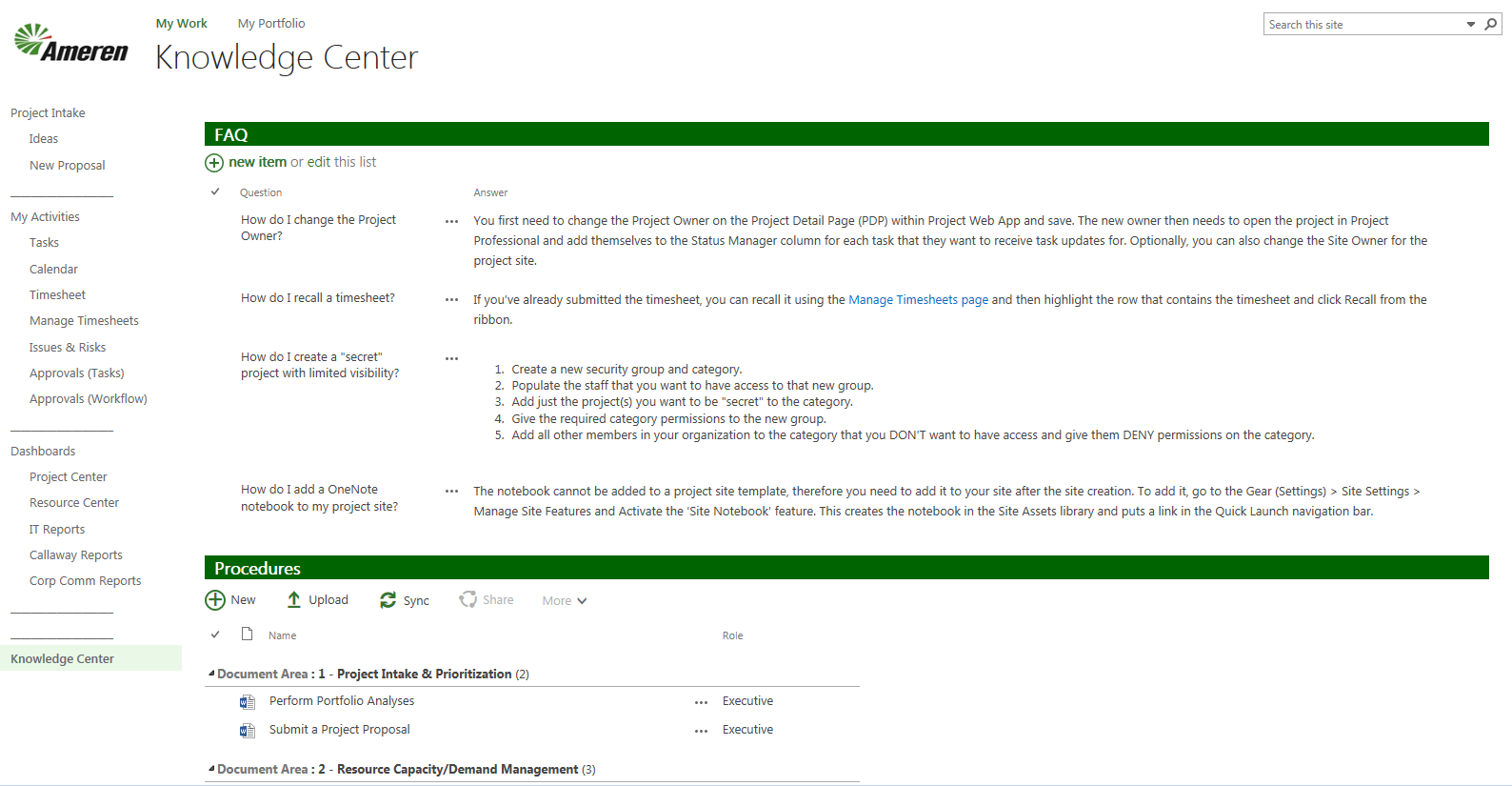
**Home Page**

* **Project Center**



**Quick Search**

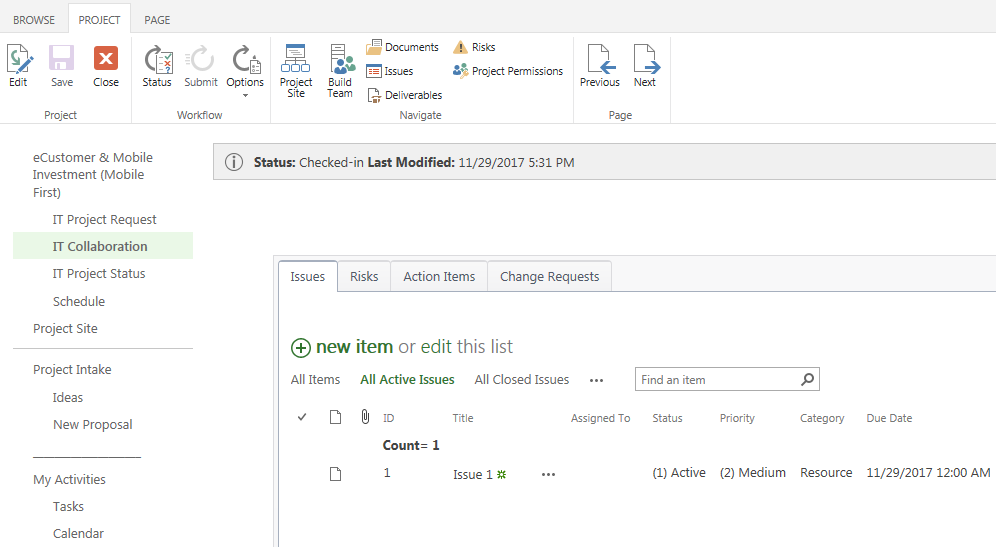
* **Knowledge Center**



**FAQ**

**Procedures**

* **IT Collaboration**



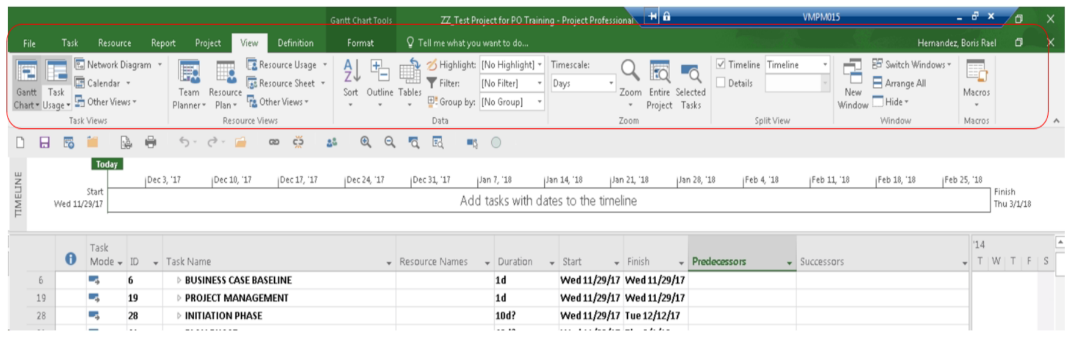
4

**Multi-tabs**

**MicroSOft project 2016**

**Features and Navigations:**

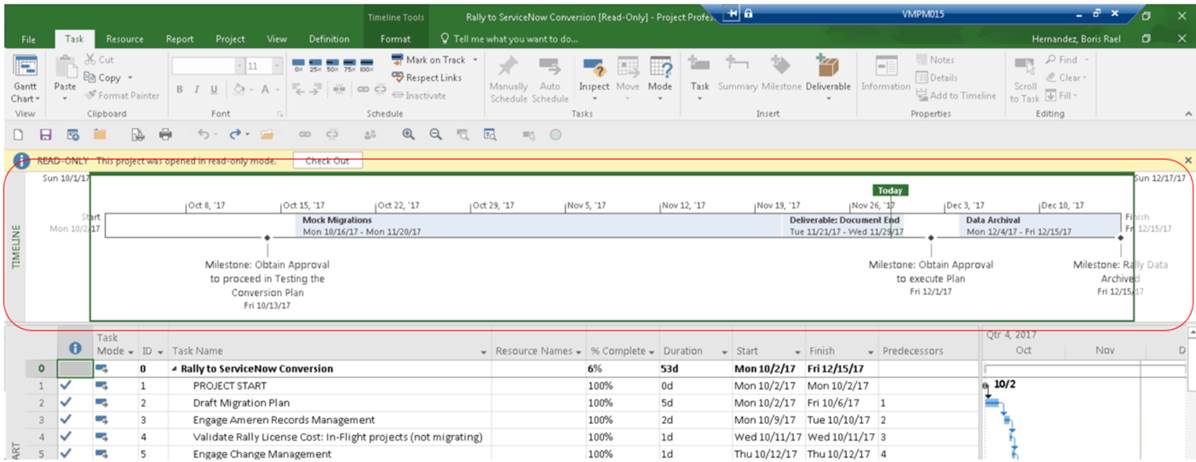
* **Ribbons** – offer an efficient method of navigation and access to the key features of Microsoft Project. Three of the ribbons – **Task, Resource**, and **Project** – provide access to most of the functionality and will likely be used daily.
* **Quick Access Toolbar** - is a customizable **toolbar** that contains a set of commands that are independent of the tab on the ribbon that is currently displayed.



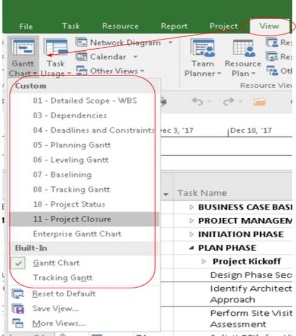
**Quick Access Toolbar**

**Ribbons**

* **Timeline** – is a snapshot of key tasks and milestones of your project.



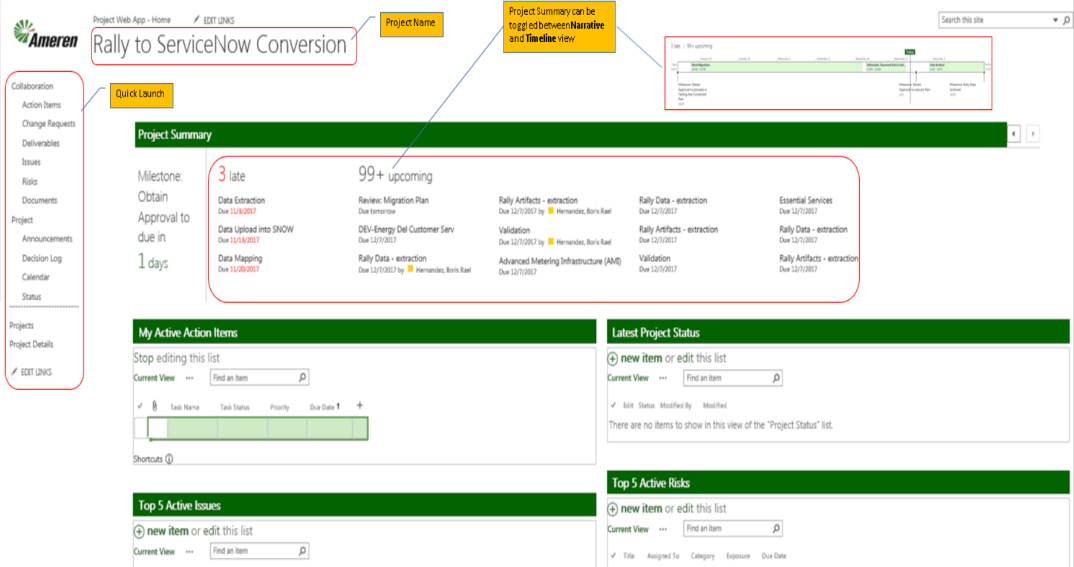
* **Views**



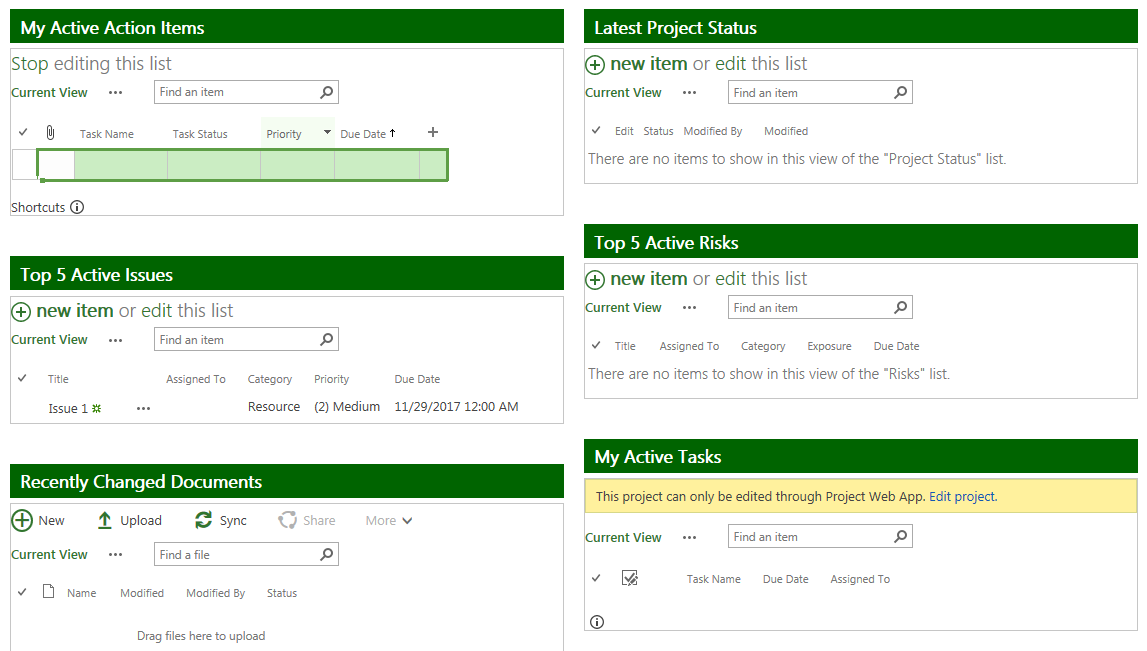
**project ONLINE SHAREPOINT SITE**

**Features and Navigations:**

* **Project Summary – a**ggregates and highlights project status (e.g., milestones, upcoming deliverables; can also be toggled to show Project Timeline
* **Quick Launch – to quickly jump into project lists, artifacts, or calendar**



**Panes –** multiple panes to show latest project status, top action items, issues, risks etc.



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