

# Timesheet and Task Updates Using Microsoft Project Online

## Overview

This course focuses on approaches for efficient task progress and resource time reporting in Project Online. This reduces the administrative overhead for projects, provides up-to-date updates, and frees project and portfolio managers to fulfil higher responsibilities.

## Duration

4 Hours

## Outline

- Understand the options and features available for task update and timesheets
- Ability to submit and approve a timesheet
- Ability to report progress on tasks
- Articulate the need and requirements for 3rd party integration
- Understand timesheet and task progress reporting

## Who is this for

- Resource and Line Managers
- PMO Managers and PMO Leads
- PMO Supporting Staff
- Project Management Consultants and PMO Analysts

## What's Included

Participant Guide

## Development Units

4 PDU (PMI)

8 CPD (AIPM)