Create projects in Project Online

Project

Quick Start Guide

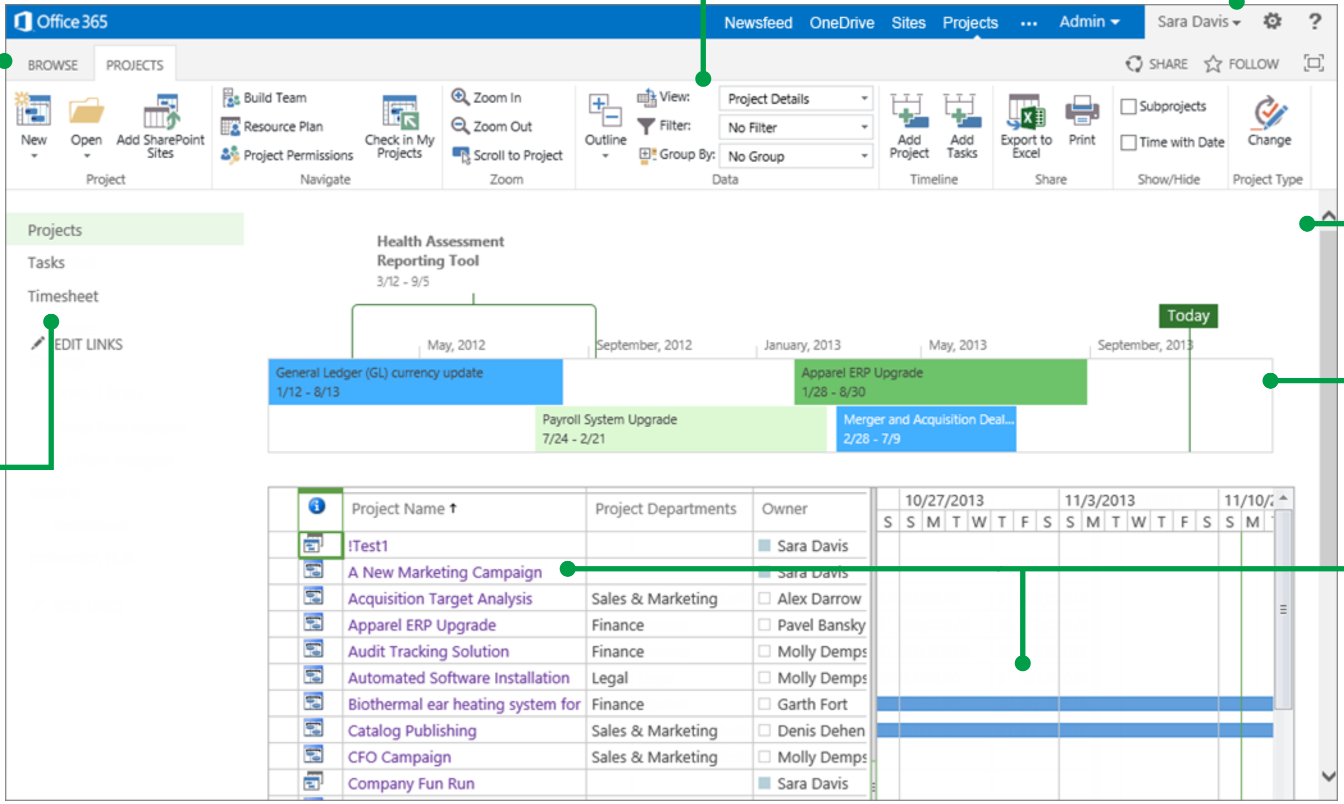
Create projects to plan your work
As a project owner, a lot of your time in Project Online will be spent planning work in the Project Center, shown here. You can add new SharePoint task list projects, or create more detailed enterprise projects, to schedule the work happening in your organization.

Take action with the ribbon
The ribbon is the toolbar that you use to perform actions on what's currently in the main display area.

This is you...
Click your name to get to your personal page, where you can see a list of all tasks assigned to you across Project Online, SharePoint, and Outlook.

Switch between tabs
There may be multiple tabs on the ribbon, to change between different sets of actions. Each tab contains groups of related buttons that you can use to interact with the page content.

Switch between pages and views
The Quick Launch lists the main views and pages that you are able to access. You can click these links to navigate to different areas of Project Online.



Do stuff here!
The main display area contains information about your projects and tasks. This is the main focus of each page and is where you will enter and review data.

See the big picture
Your organization may choose to display all projects, or key projects, on the timeline.

All projects, one list
The Project Center lists multiple projects going on in your organization. Click project names in the list on the left, or view the projects with associated dates using the Gantt chart on the right.

What kind of project do I need?

Enterprise Project

Great for **more complex projects**, with dependencies on people, deliverables, or other projects.

Changes are made in **Project Online**.

SharePoint Task List Project

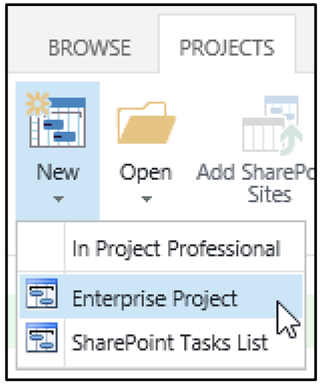
Great for **simple projects**.

Viewable in Project Online.

Changes are made on the **project site**, outside of Project Online.

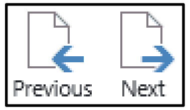
Create an enterprise project

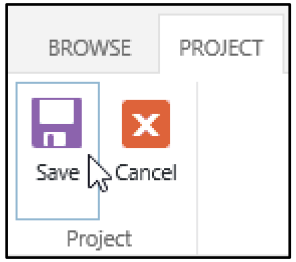
1. Click **Projects** on the Quick Launch.



2. Click **Projects** > **New** > **Enterprise Project**, or choose one of your organization's templates.
3. Fill out the form, and then click **Project** > **Save**.

   To move between pages in the form, save first, and then click **Previous** or **Next**.





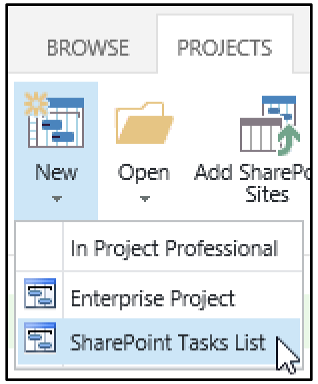
Once your project is created, you might need to click **Submit** to kick off an approval process.

Don't forget to publish!

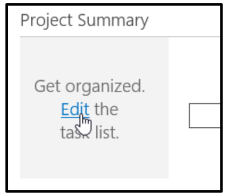
At first, you are the only one who can see your project. Once you've added tasks and assigned them to team members, publish your project so that others can see it too.

Create a SharePoint Task List project

1. Click **Projects** on the Quick Launch.



2. Click **Projects** > **New** > **SharePoint Tasks List**, or choose one of your organization's templates.
3. Type a name for your new project, and then click **Create**.
4. Once the project site is created, click **Edit** to add tasks.

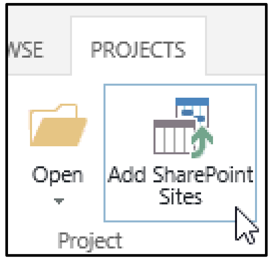


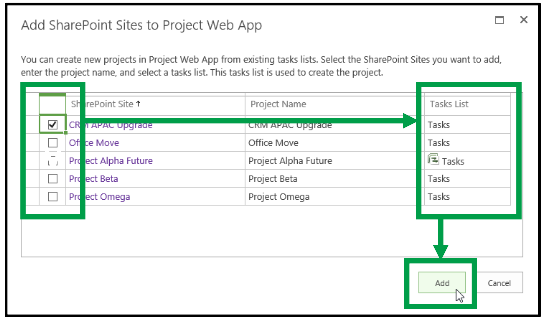
Already started a project as a task list?

Here's how to add it to Project Online.

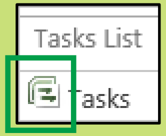
Add an existing task list to the Project Center

1. Click **Projects** on the Quick Launch.
2. Click **Projects** > **Add SharePoint Sites**.
3. Choose the check box for the site, choose the **Tasks** List, and then and then click **Add**.





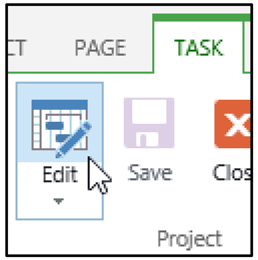
What's this symbol mean?

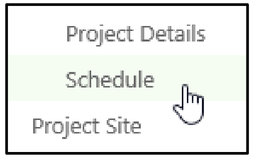


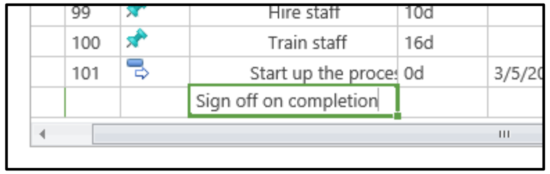
This symbol means that the task list is syncing with Project Pro. Once the task list is added to the Project Center, open it in Project Pro to finish setting things up.

Add tasks to a project

1. Click **Projects** on the Quick Launch.
2. Click the name of a project in the list.
3. Click **Task** > **Edit**.
4. Click **Schedule** under your project name on the Quick Launch.
5. Add your new task to the bottom of the list.



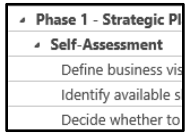




Have your tasks listed in another file? Try copying and pasting!

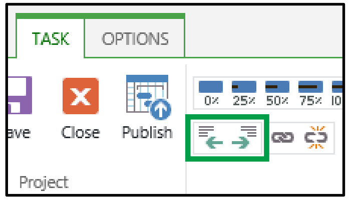
Want to insert a new task between two tasks? Click a row header, and then click **Tasks** > **Insert**.

Indent or outdent tasks

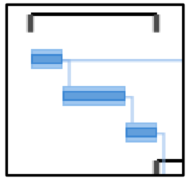


Create a hierarchy of tasks in your project by indenting some tasks below others.

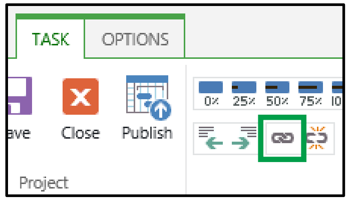
Click **Task** > **Indent** or **Outdent**.



Link tasks together



1. Click the row for the first task, and then click the row for the task that can't start until the first one has finished.
2. Click **Task** > **Link Tasks**.

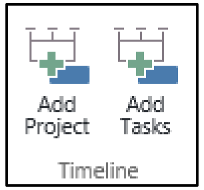


Add tasks and projects to the timeline

1. Click the row for the task or project that you want to add to the timeline.
2. Do one of these:

   On the **Schedule** page, click **Task** > **Add to Timeline**.

   In the Project Center, click **Projects** > **Add Project** or **Add Tasks**.



Want to change how it looks?

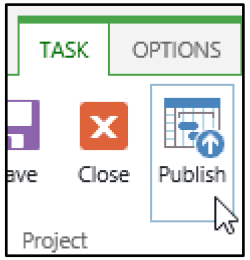
Click the timeline...

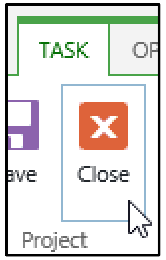
...and then click the **Timeline** tab.

Click a bar on the timeline, and then use the options on the **Timeline** tab to make changes.

Publish a project

When you're ready to share your project with others, click **Task** > **Publish** on the **Schedule** page.





If you have no other changes, click **Task** > **Close**.