

A group of people, including a man with a beard and a woman, are gathered around a white table, looking at a laptop. The man is pointing at the screen, and the woman is holding a pen. There are other people in the background, also looking at the laptop. The scene is brightly lit, suggesting a modern office environment.

Bringing online collaboration into  
Microsoft Project Desktop:

## 3 SIMPLE STEPS

# Introduction

MS Project Desktop is a powerful project management tool that is used by project managers around the world.

However, its limitations become more apparent as projects become increasingly complex and distributed.

We'll explore how organizations can bring online collaboration into Microsoft Project Desktop by following simple steps, and how PMs can overcome its limitations and enhance collaboration, reporting, and cloud project visibility.

Whether you're managing a small project or a large enterprise project, the steps outlined in this ebook can help you optimize your project management capabilities and achieve better project outcomes.



# The power of many:

How online collaboration tools can help your team achieve more



Collaboration is a key component of successful project management, and with the increasing prevalence of remote work, online collaboration has become more important than ever.

## Why?

### Improved communication:

Real-time collaboration helps reduce communication gaps and delays, leading to more efficient project management.

### Better project visibility:

Collaboration tools enable all team members to see the same data, improving project transparency and avoiding misunderstandings and mistakes.

### Enhanced teamwork:

Collaboration tools enable team members to collaborate seamlessly and share information easily, leading to better cooperation and teamwork.

### More accurate reporting:

Real-time data allows for more precise and up-to-date reporting, helping project managers make informed decisions and keep stakeholders informed about project progress.

### Increased productivity:

Team members can access project information and update project status from anywhere, at any time, leading to increased productivity and faster project completion.

### Cost savings:

Collaboration tools can reduce project costs by eliminating the need for travel and allowing remote work, resulting in lower project overheads and increased profitability.

**Online collaboration can significantly improve project management by enhancing communication, teamwork, productivity, transparency, reporting accuracy, and cost savings.**

# Thinking outside the box:

## Overcoming Project Desktop constraints

### Microsoft Project has its constraints.

These constraints can affect how effectively you manage your project and may impact your ability to collaborate with team



## From silos to synergy: the importance of collaboration features in Microsoft Project Desktop

One of the main constraint of MS Project Desktop is its lack of built-in collaboration features:



### Single-user access:

Project Desktop files (in MPP format) are stored locally or on cloud-based servers (OneDrive, SharePoint, or Dropbox), limiting multi-user accessibility and potentially causing delays for remote teams.



### Limited real-time collaboration:

Microsoft Project lacks real-time collaboration, which can lead to outdated project data and miscommunication.



### No centralized document sharing:

MS Project lacks a centralized platform for sharing project files, which can lead to version control issues and data duplication.



### No social collaboration features:

Project Desktop lacks social collaboration features, limiting effective communication and team building.



### Inefficient task assignments and notifications:

MS Project does not offer a user-friendly interface for task assignments and notifications, which can lead to team members being unaware of new changes.



## From blindness to clarity: mastering project status, resources, and risks with Microsoft Project Desktop for unparalleled success



Another downside of Project Desktop is that it can be challenging to comprehensively understand a project's status, resources, and risks. Some of the key limitations include:



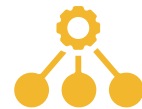
### Manual progress and status sharing:

MS Project requires manual entry and updating of project progress and status, which can be time-consuming and prone to errors.



### Limited visibility:

MS Project Desktop reporting features can be limited, making it challenging to gain a comprehensive view of project status, progress, and risks.



### Resource allocation:

Microsoft Project does not offer built-in features, which makes it challenging to allocate resources effectively.



### Risk management:

Project Desktop does not provide centralized risk management capabilities, which means identifying and managing project risks is challenging.

# Breaking out of Microsoft Project Desktop stand-alone project management bubble

Project Desktop is designed as a stand-alone project management tool, so it can be challenging to integrate with other project and portfolio management systems. The key limitations as a stand-alone tool include:



## Single-project focus:

MS Project Desktop is designed primarily for managing individual projects rather than multiple projects simultaneously.



## Integration challenges:

Project Desktop may not integrate with other tools or systems, which makes it difficult to share project data.



## Limited portfolio management:

Microsoft Project does not offer robust portfolio management features, making managing multiple projects and resources challenging.



## Limited reporting capabilities:

Microsoft Project has limited reporting capabilities compared with other project management tools, which means it's difficult to generate detailed reports or visualizations of project data.



## Lack of business intelligence:

Project Desktop does not provide business intelligence features, which can limit project managers' ability to make informed decisions.



# Supercharge your Microsoft Project Desktop:

How third-party integrations can enhance your collaboration and reporting capabilities



Several third-party integrations can be used to supplement MS Project Desktop capabilities and enhance its collaboration and reporting features.

PPM Express is a powerful project and portfolio management tool that can be integrated with Project Desktop to enhance collaboration and reporting capabilities. It can help project managers overcome the limitations of Microsoft Project and transform them into benefits.





# Breaking the collaboration barrier:

## Uncovering the hidden potential of Project Desktop



Here are some of the key features of PPM Express that can help to add online collaboration to Microsoft Project Desktop:



### Project portfolio management:

PPM Express allows project managers to manage multiple projects in a single view, providing insights into project performance and resource allocation across the entire portfolio.



### Resource management:

PPM Express represents resource allocation visually, allowing project managers to identify potential resource constraints and make adjustments as needed.



### Real-time collaboration:

PPM Express provides a cloud-based platform for project and portfolio management, allowing team members to collaborate in real time and stay up-to-date on project progress.



### Financial management:

PPM Express allows project managers to manage project budgets, track project costs, and identify potential cost overruns.





### **Risk and issue management:**

PPM Express allows project managers to track risks and issues associated with their projects, prioritize them, and develop mitigation strategies.



### **Automated progress and status sharing:**

PPM Express automatically updates project progress and status based on task completion, providing a more efficient and accurate way to share project updates.



### **Reporting and analytics:**

PPM Express provides customizable reports and dashboards, allowing project managers to gain insights into project performance and make data-driven decisions.



### **Collaboration:**

PPM Express provides a centralized platform for collaboration, allowing team members to share documents, communicate, and work on projects within native integration with MS Teams.



### **Integration with other tools:**

PPM Express can integrate with other project management tools, such as Azure DevOps, Jira, MS Planner, and Smartsheet, allowing project managers to streamline workflows and improve productivity.

**By integrating PPM Express with Project Desktop, project managers can overcome the limitations of MS Project and enhance collaboration and reporting capabilities.**

# Maximizing your project management efficiency with PPM Express:

## 3 simple steps



PPM Express is a cloud-based project management tool that can be integrated with Microsoft Project to enhance collaboration, reporting, and cloud project visibility. Here are the steps to get PPM Express:

01

**Visit** the PPM Express website and book a discovery call by entering your email address.

02

**Choose** a pricing plan that fits your needs from the options provided on the PPM Express website.

03

**Integrate** PPM Express with Microsoft Project Desktop by following the instructions provided by PPM Express, which involves installing a plugin and entering your login credentials.

Following these steps, project managers get access to PPM Express and enhance their project management capabilities with cloud-based collaboration, reporting, and project portfolio management features.

# Supercharge your project portfolio management with PPM Express integration



PPM Express equips organizations with:

- ✓ Portfolio management
- ✓ Program management
- ✓ Project management
- ✓ Task management
- ✓ Budgeting
- ✓ Resource planning
- ✓ Roadmapping
- ✓ Prioritization, strategic themes, strategic alignment
- ✓ OKR (Objectives and Key Results)
- ✓ Ideation/ initiative intake
- ✓ Advanced reporting with Microsoft Power BI
- ✓ Integration with multiple platforms
- ✓ Automation and API

## Schedule your free consultation

with our PPM Transformation Team today to discuss your goals, objectives, and the current state of your processes at [www.ppm.express/trial](http://www.ppm.express/trial)

Bringing online collaboration into Microsoft Project Desktop



# Conclusion

While MS Project Desktop may have its limitations, there are ways to handle them and still effectively manage projects.

Integrating cloud-based project management tools like PPM Express with MS Project Desktop can provide project managers with the best of both worlds – the robust features of MS Project Desktop combined with flexibility and collaboration capabilities of cloud-based tools.

By following the simple steps outlined in this ebook, project managers can start bringing online collaboration into their MS Project Desktop workflow, improve team communication, streamline project management processes, and ultimately achieve project success.

The logo for PPM Express, featuring a stylized yellow bar chart with an upward-pointing arrow to the left of the text "PPM Express" in white.  
[www.ppm.express](http://www.ppm.express)