ProTRAC Quick Reference Guide

Adding team members to your project

Project Governance Office
Adding Team Members to a Project - Licensing

Owners can add team members (resources) to their project records. To be added as a resource, the team member will require a Project Online license. PGO can provide a Project Essentials license; if you require Project Professional, purchase through UQeMarket. Email license requests to pgo@enquire.uq.edu.au.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
<th>Project Online group name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team members</td>
<td>Users who are part of the project team and can contribute to the project sites (e.g. risks, issues).</td>
<td>UQ Team Members</td>
</tr>
<tr>
<td>Owner</td>
<td>Users who are <strong>owners</strong> of the project and can edit the PDP information and schedule.</td>
<td>UQ Project Managers</td>
</tr>
</tbody>
</table>
Owner

- Based on the Owner field in Project (maintained by PGO/PMO)
- There can only be one Owner at a time
- Able to edit all aspects of the data
- View the Project Status Report (PSR)
Project Team

Can do:

• View project in Project Centre
• View project data
• View schedule
• Update documents
• Update logs/registers (e.g. risks, issues)

Cannot do:

• Cannot view Project Status Report (PSR)
• Cannot update project data in Project Detail Pages
Log into ProTRAC

1. Navigate to https://uq.sharepoint.com/sites/pwa-coo/
2. Log in as below –
If you cannot locate your project, please email pgo@enquire.uq.edu.au for assistance.

Select the Project hyperlink to access the project record.
Project editing workflow

PROJECT ribbon

💡 Remember to keep saving your work as often as possible!

TASK ribbon

(when editing Schedule)
Sharing your project with the team

As the project owner you can edit the project information, schedule and project registers

1. Open the project and click on Edit in the Project tab
2. Click on the Build Team button in the Project tab
3. Select the user
4. Click Add to add to the project team
5. Save and Close
6. Make sure to Publish the project to apply changes