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AUSTRALIA

CREATE CHANGE

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.

Role	Description	Project Online group name
Team members	Users who are part of the project team and can contribute to the project sites (e.g. risks, issues).	UQ Team Members
Owner	Users who are owners of the project and can edit the PDP information and schedule.	UQ Project Managers

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:

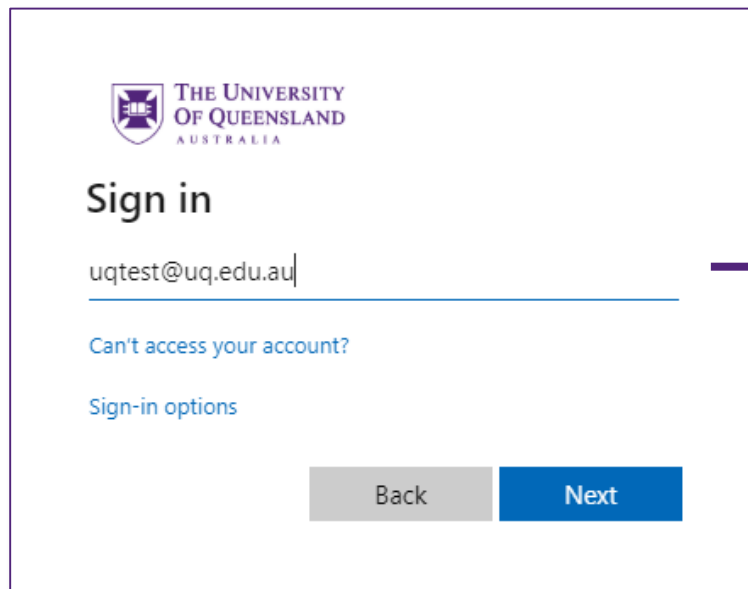
- View project in Project Centre
- View project data
- View schedule
- Update documents
- Update logs/registers (e.g. risks, issues)

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 –



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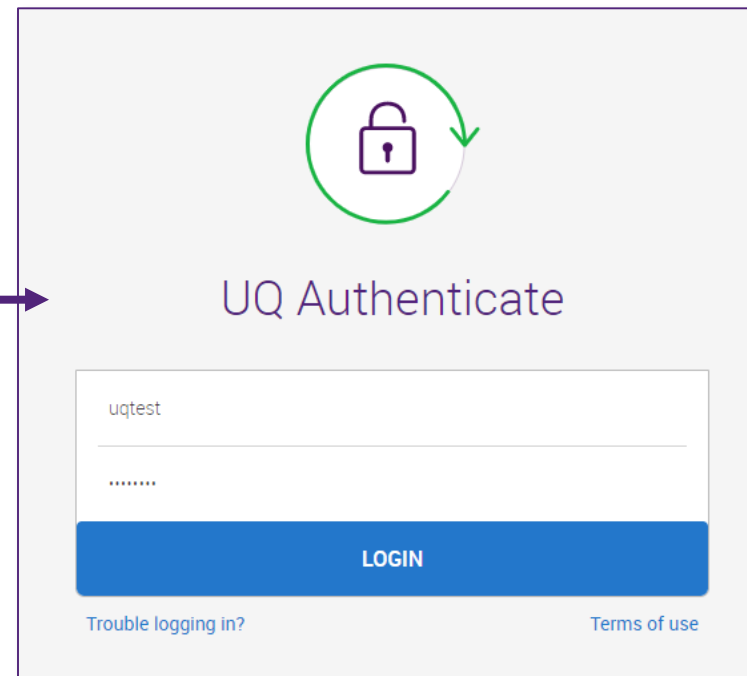
Sign in


uqtest@uq.edu.au

[Can't access your account?](#)

[Sign-in options](#)

Back Next





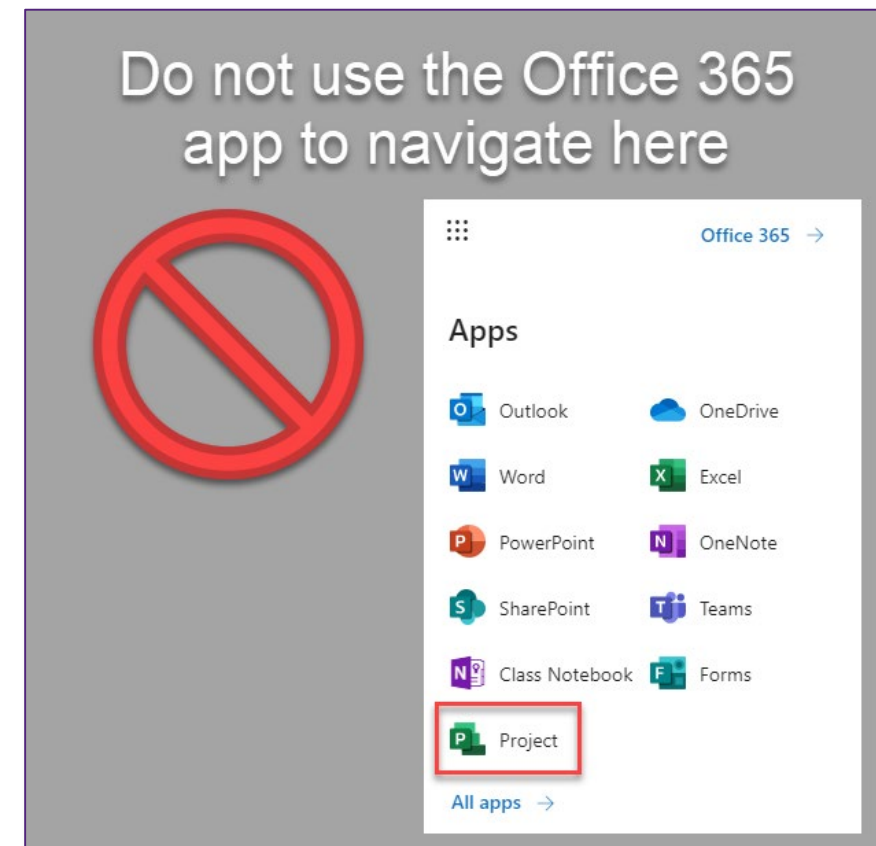
UQ Authenticate

uqtest

.....

LOGIN











[Trouble logging in?](#) [Terms of use](#)



Do not use the Office 365 app to navigate here

Office 365 →

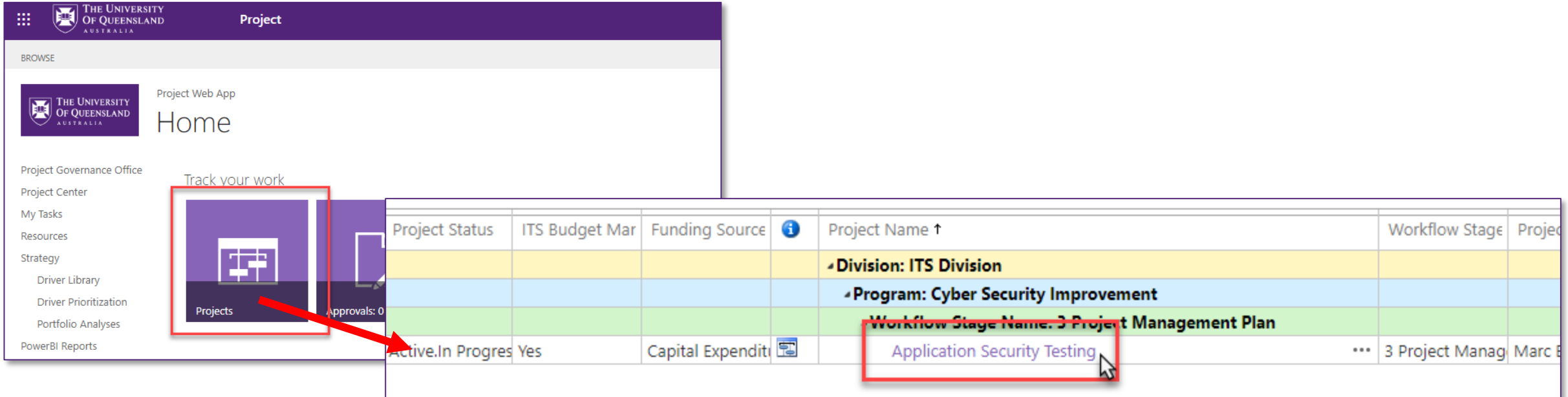
Apps

 Outlook	 OneDrive
 Word	 Excel
 PowerPoint	 OneNote
 SharePoint	 Teams
 Class Notebook	 Forms

Project

All apps →

Locate your project

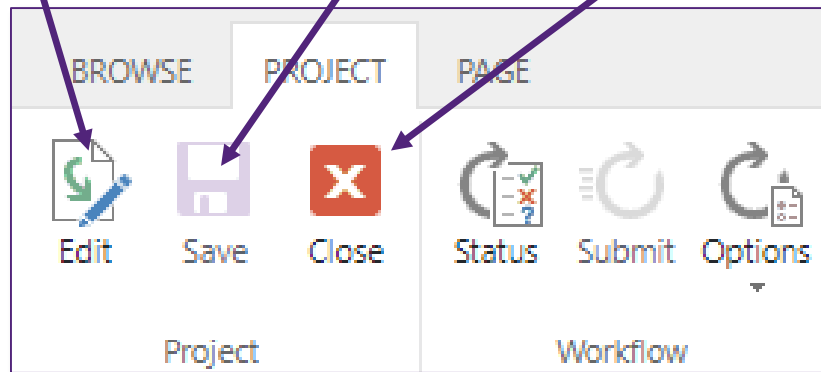
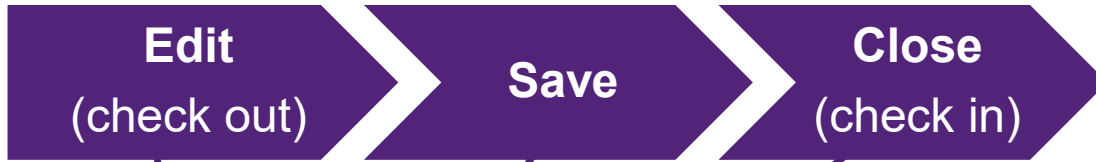


The screenshot shows the Project Web App interface. On the left, there is a navigation menu with the following items: Project Governance Office, Project Center, My Tasks, Resources, Strategy, Driver Library, Driver Prioritization, Portfolio Analyses, and PowerBI Reports. The 'Projects' link is highlighted with a red box. On the right, there is a table of projects. The table has columns for Project Status, ITS Budget Mar, Funding Source, Project Name, Workflow Stage, and Project. The table contains several rows, including a row for 'Application Security Testing' which is highlighted with a red box. A red arrow points from the 'Projects' link in the navigation menu to the 'Application Security Testing' project name in the table.

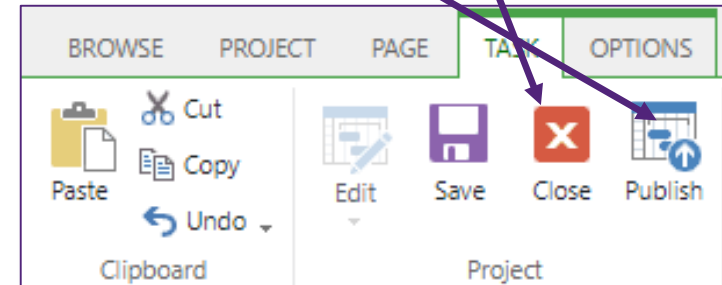
Project Status	ITS Budget Mar	Funding Source	Project Name ↑	Workflow Stage	Project
			Division: ITS Division		
			Program: Cyber Security Improvement		
			Workflow Stage Name: 3 Project Management Plan		
Active.In Progress	Yes	Capital Expendit	Application Security Testing	...	3 Project Manag Marc B

- 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



TASK ribbon
(when editing Schedule)



Remember to keep saving your work as often as possible!

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

Project

Team

Resource Name	Type	Generic	Cost Center	T
<input type="checkbox"/> Jeremy Crowley	Work	No		Je
<input type="checkbox"/> Kim Taylor	Work	No		Ki
<input type="checkbox"/> Kim Taylor	Work	No		Ki
<input type="checkbox"/> Lyndal Ross	Work	No		Ly
<input type="checkbox"/> Mark Richardson	Work	No		M
<input type="checkbox"/> Melinda Rettke	Work	No		M
<input type="checkbox"/> Mis - Datawarehouse	Work	No		M
<input type="checkbox"/> Oss Iqbal	Work	No		O
<input checked="" type="checkbox"/> Resource Departments: Property & Facilities Di	Work	No		
<input checked="" type="checkbox"/> Stephanie Llano	Work	No		St
<input type="checkbox"/> Resource Departments: Property & Facilities Di	Work	No		
<input type="checkbox"/> Angela Smit	Work	No		Ar
<input type="checkbox"/> Toni Hammond	Work	No		Tc
<input type="checkbox"/> Resource Departments: ITS Division	Work	No		

Resource Name	Booking Type
<input type="checkbox"/> Melinda Rettke	Committed