COURSE TABLE OF CONTENTS

Zoho Projects

OEM: Zoho Corporation • Duration: 4 Days (32 hrs)

COURSE MODULES & TOPICS

Module 1: Introduction to Zoho Projects

- Product overview and architecture
- Editions and navigation
- Workspaces
- Project management capabilities

Module 2: Organization and Project Configuration

- Organization setup
- Portal settings
- Project templates
- Project configurations
- Project users
- Project permissions

Module 3: Project Planning and Scheduling

- Project creation
- Task lists, tasks, and subtasks
- Milestones and dependencies
- Project calendars
- Gantt charts

Module 4: Task and Resource Management

- Task ownership and priorities
- Recurring tasks
- Task assignments
- Resource allocation
- Workload management
- Time estimates

Module 5: Agile and Collaborative Project Management

- Kanban boards
- Scrum-oriented workflows
- Task boards
- Comments and feeds
- Forums
- Team collaboration
- Document sharing

Module 6: Time Tracking and Financial Management

- Timesheets and timers
- Billing and budget tracking
- Expense management

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- Cost estimation
- Project profitability concepts

Module 7: Issues, Risks and Automation

- Issue tracking and workflows
- Custom fields
- Blueprints
- Business rules
- Workflow automation
- Notifications

Module 8: Advanced Reporting and Integrations

- Reports and dashboards
- Charts and project analytics
- Zoho Analytics integration
- Third-party integrations
- APIs overview

Module 9: End-to-End Project Implementation

- Project setup and planning
- Execution and monitoring
- Reporting and administration
- Practical assessment