

Microsoft Project Online → Onplana Migration Guide

A practical, step-by-step playbook for moving your project portfolio off Microsoft Project Online before it retires: live OData import, what comes across, what to plan for, and how to land the cutover cleanly.

⚠ **Project Online retires 30 September 2026**

Why now

Microsoft is retiring Project Online on **30 September 2026**. Every Project Web App (PWA) tenant goes read-only that day, and the OData reporting feed, the fastest way to migrate, stops responding shortly after. While the feed is live, Onplana connects to it directly and brings your portfolio across project by project, with no manual re-entry.

DEADLINE

After 30 September 2026 the only path off Project Online is exporting individual `.mpp` or XML files and importing them one at a time. The live-feed migration described in this guide is dramatically faster. Plan the move before the date.

What comes across

Data	Notes
Project details	Name, dates, and a rolled-up budget derived from imported task costs
Tasks	Names, dates, progress, priorities, notes; progress maps to task status automatically
Work breakdown structure	Outline levels become parent/subtask hierarchy
Milestones	Flagged and rendered as milestones on the Gantt
Estimated work	From task work, or duration when work is absent
Costs	Planned, fixed, and baseline cost per task
Dependencies	All four types (FS/SS/FF/SF) with lead and lag
Constraints & deadlines	Common constraint types map directly; unsupported ones are dropped with a per-task warning
Custom enterprise fields	Task-scoped definitions and per-task values, on every plan
Resources & assignments	Matched to your organization by email; unmatched people can be invited during the import

Called out honestly, before you commit

Anything that cannot come across is shown as a warning in the preview, before any data is created:

- **Currency** is not exposed by the reporting feed; set the project currency after import.
- **Resource-scoped custom fields** are skipped (task-scoped ones migrate).

- **Timesheet history** stays in Project Online; export to Excel for archive before the retirement.
- **Project site content** (document libraries, Risks and Issues lists) is ordinary SharePoint content and **survives the retirement**. It can be linked into the matching Onplana project's workspace afterwards at your own pace; nothing there is at deadline risk.

Before you start

- Your Project Web App URL, usually <https://<tenant>.sharepoint.com/sites/pwa> .
- An account with **reporting access** to Project Online (Portfolio Viewers group is enough).
- An **access token** for your SharePoint tenant (below). Tokens last about an hour; mint a fresh one if a long session outlives it.
- An Onplana workspace. The migration works on **every plan, including Free**, so you can validate before any purchase decision.

Getting an access token

Quick way: sign in to your PWA site, open browser developer tools (F12), and copy the **Authorization: Bearer eyJ...** header value from any **_api** request on the Network tab. The import wizard shows this walkthrough inline. **Scripted way:** mint an Azure AD OAuth 2.0 token with scope <https://<tenant>.sharepoint.com/.default> .

DEPENDENCIES NOTE

Task dependencies live in a second Project Online API, separate from the reporting feed. If your token does not authorize it, everything else still imports and the wizard says so plainly; mint a broader-scope token and re-import to bring dependencies across.

The import, step by step

1 Connect

Open **Import** in Onplana, choose **Project Online OData**, enter your PWA URL and access token, and click Connect. Onplana lists every published project your account can read.

2 Pick a project

Each run imports one project, which keeps failures isolated and verification simple. Select a project and click Fetch & Continue.

3 Review the field mapping

Every field, including your custom enterprise fields, appears as a row with a live sample value. Keep, remap, or skip each one.

4 Preview and match resources

See exactly what will be created before committing. People are matched by email; unmatched teammates can be invited in one click and their assignments reconnect automatically when they accept.

5 Import, verify, repeat

Create the project, check the Gantt against the Project Online view, review any warnings on the project banner, then move to the next project.

Best practices from real migrations

- **Run a validation project first.** Pick one mid-sized project (20 to 50 tasks, real dependencies), import it, verify the Gantt, then capture a baseline. This surfaces any tenant-specific quirks before they propagate.
- **Migrate in batches of ten projects per sitting.** Roughly half a day per batch, with a feedback loop between batches.
- **Invite your team before the first batch.** Imports match resources by email, so pre-invited teammates turn every matched resource into a live assignment.
- **Plan the cutover as its own project.** Phase one is data (while Project Online is live); phase two is flipping the system of record on an announced date. Most teams keep Project Online read-only for 30 days after Onplana goes live.

If you cannot use the live feed

If your tenant blocks the OData connection or you have already started decommissioning, export each project as a `.mpp` or XML file and use Onplana's file import instead. It carries the same data (including costs, baselines, dependencies, and custom fields) through the same wizard, one file at a time.

Purchasing through the Microsoft commercial marketplace

PROCUREMENT-FRIENDLY

Onplana is a **transactable offer on the Microsoft commercial marketplace**: purchase through your existing Microsoft agreement, billed on your Microsoft invoice, with no new supplier onboarding. Search "Onplana" in the marketplace or visit **marketplace.microsoft.com** → Onplana. Monthly and annual per-seat plans are available; you can also start on the free plan directly at **app.onplana.com** and buy later.

Migration checklist

✓	Item
	Inventory your portfolio: active vs. archived projects, custom fields, resource plans, project sites
	Export a full backup (.mpp/XML per project, plus timesheets to Excel) regardless of tooling choice
	Create the Onplana workspace and invite the team
	Run the validation project and verify against Project Online
	Migrate in batches; clear warnings after each batch
	Configure rate cards and capture baselines on imported projects
	Announce the cutover date; run parallel; retire Project Online links

We will run this with you

Share a quick inventory of your Project Online estate and one of our team members will plan and run the transition with you end to end, including a guided session for your first migration.

support@onplana.com · Full online guide: **docs.onplana.com** · **app.onplana.com** (free to start)