

MS SHAREPOINT FOR PROJECT MANAGEMENT



For managers, project managers, IT project managers, program managers, supervisors, project coordinators, project team members, stakeholders, and senior managers who want to learn how to use MS SharePoint to manage their programs, projects, and workload.

Duration: 2 Day Workshop
Location:
Price:
PDU: 15 PDU
Workshop Code: PM 247

What the Workshop Provides

Microsoft SharePoint is an integrated suite of server capabilities that can provide organizational efficiency for document management, information sharing, business process integration, and team collaboration across the enterprise. SharePoint allows individuals and organizations to easily create and manage collaborative websites that integrate seamlessly with the Web, MS Windows, and MS Office. In this hands-on workshop, participants learn how to use SharePoint to create a Project Management Collaboration and Management Site to successfully manage projects, programs, and portfolios. Participants are provided with a comprehensive overview of SharePoint's features and capabilities along with a framework for using this tool for project management. All course content is compliant with the project management theory, practices, and standards of the Project Management Institute.

What Participants Learn

Skills that enable you to :

- Create SharePoint sites
- Use SharePoint for team collaboration
- Create document management systems
- Generate custom reports
- Automate processes
- Manage, track, and control projects
- Integrate with MS Office applications

Workshop Format

This hands-on workshop includes instruction and student exercises that reinforce the learning presented in the workshop.

Participant receives:

- Two full days of instruction
- Comprehensive course binder
- Certificate of completion

Topics Covered

- 1. Introduction to SharePoint**
What is SharePoint
SharePoint collaboration features
Using SharePoint technology
Customizing SharePoint
Integration with other applications
SharePoint for project management
- 2. Creating SharePoint sites**
What is a SharePoint site
Creating a SharePoint site
Site structure and organization
Using templates
Security & access rights
Site look and feel
- 3. Customizing the site**
What is a list
Creating lists
Creating views
Using list data filters
Adding user defined filters
Creating a discussion board
Creating a blog
Wiki
Modifying existing lists
Adding contacts
Creating calendars
Other types of lists
- 4. Managing Information**
Creating document libraries
Using libraries
Managing documents
Supporting various document types
Using the document library features
Version control
Document check in/out
Content approval
Document library meta data
Organizing information
- 5. Customizing Sharepoint Web Pages**
What are web parts
Modifying web pages
Out of the box web parts vs purchased web parts vs custom web parts
Arranging web parts is zones
Using templates
- 6. Team Collaboration**
Share / disseminate information
Jointly work on documents
Schedule meetings
Hold brainstorming sessions
Discussion boards
Access to centralized data
Create user groups, workspaces
Manage team communications
- 7. Creating Reports**
Creating custom reports Automated alerts
Interactive project summary data
- 8. Integration with MS Office**
Synchronizing with Outlook
Using Excel, Access, Word with SharePoint
Online document collaboration
- 9. Using Sharepoint for Project Management**
Leveraging SharePoint for project management applications
Integrating project management tools and techniques
Using project management control documents
Managing projects with SharePoint



**Earn PDU Credits from
Project Management Institute**

NPM is a Registered Educational Provider of the Project Management Institute. All workshops qualify for PDU credits from PMI.

On-Site Training

We offer on-site training for this workshop. If you want to train 10 or more staff, we can provide your own in-house customized workshop at affordable group rates.

More Information



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