September 2017 SharePoint Surgery Project Management

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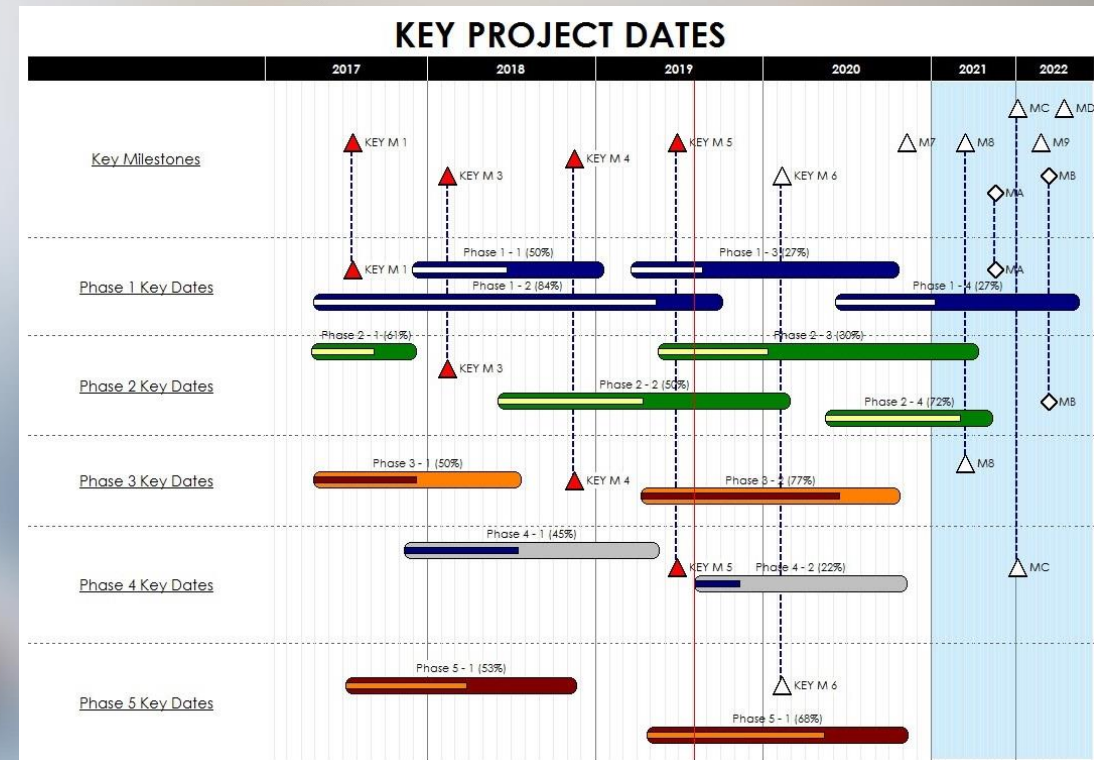
What is "Project Management"?

Here are a few examples:-

- Construction

- Transport
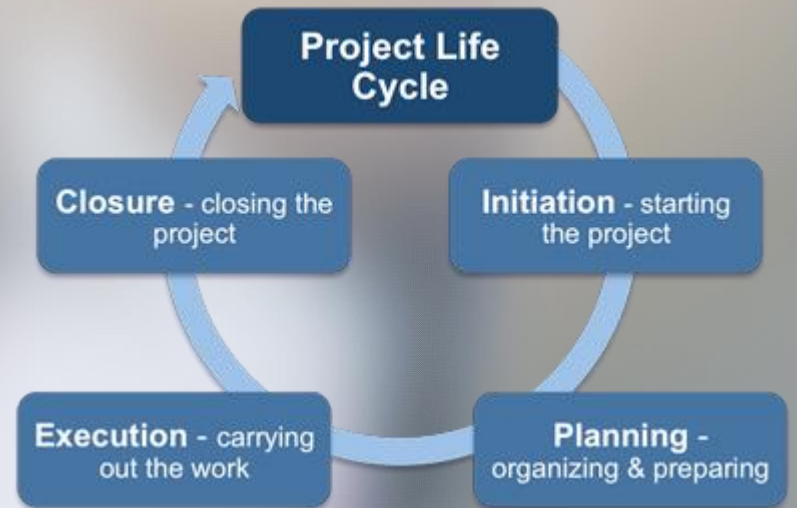
- Consultancy

- Utilities

- Product design

What are the challenges?

- Milestones and tasks are constantly changing

- Tight timescales and budgets

- Lots of communication – mostly by e-mail

- Traceability of who said what/when etc

- Project members are frequently changed

- Wide variety of project duration
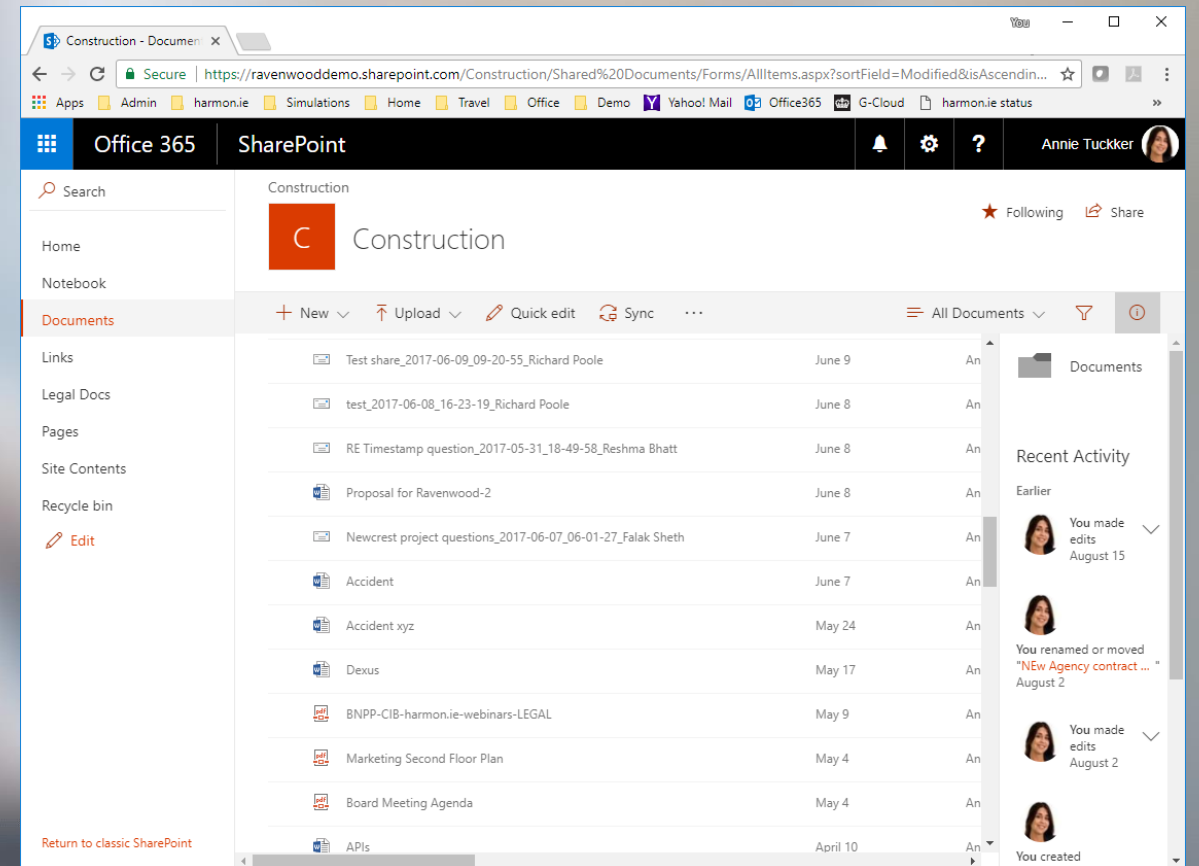
What are the challenges?

- Maintaining many iterations of documentation

- Need to have a single system that users "live and breathe" in

- Support collaboration from initial concept, through to planning, execution and maintenance

- Access to project data from different places and devices

Project Life Cycle

Closure - closing the project

Initiation - starting the project

Execution - carrying out the work

Planning - organizing & preparing

Is SharePoint the best solution?

Yes, but........

- Users may have come from bespoke systems, that meet specific needs

- On it's own SharePoint isn't the <u>single interface</u> that business users need / like / want to use

Is SharePoint the best solution?

Yes – with harmon.ie it's the ideal <u>single platform</u>

- Manage e-mails, documentation, and other artifacts together – in context, and in a familiar interface

- Metadata can be utilized to organize and categorize

- All data is searchable in a consistent manner

- Work with OneDrive, Groups and Team Sites in a single interface
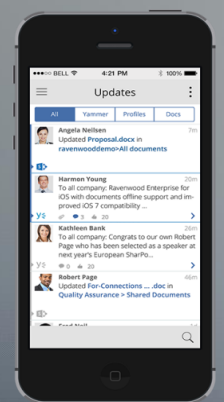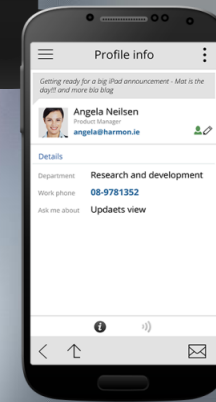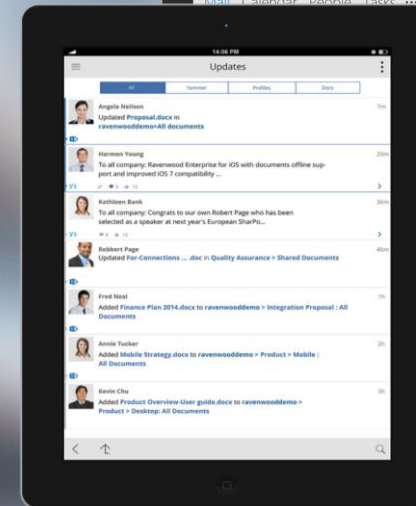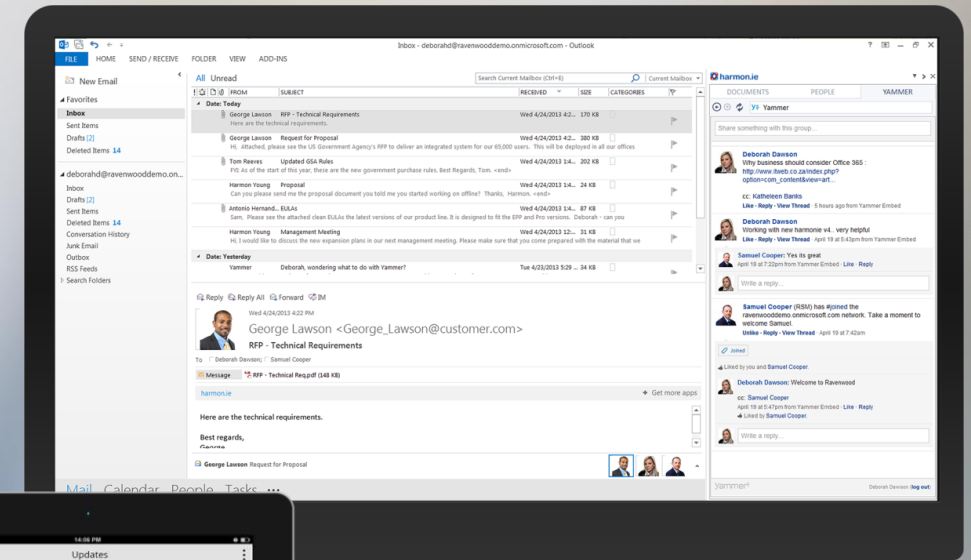

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How do you collaborate?

- With clients, colleagues and partners

  - Capturing documents and e-mails

  - Sending and receiving documentation

  - Sending and receiving links

  - Maintaining document versions
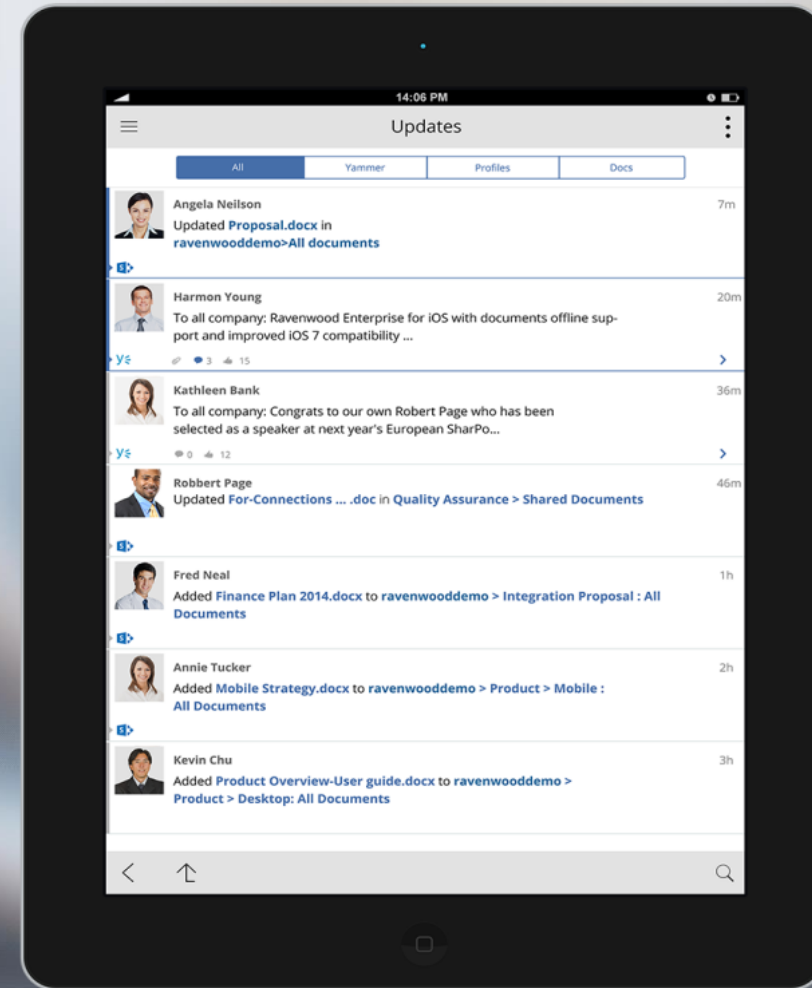
  - Updating metadata on mass

How do access up-to-date project data?

- In the Office
  - In Outlook
  - In Word / Excel / PowerPoint

- On the road
  - From phones
  - From tablets

How do get notified of changes?

- Announcements

- Updates
  - Documents

  - E-mails

  - Tasks

  - Events

How do you re-use existing knowledge?

- Searching

- Copying

- Modifying

How do access all your content?

- OneDrive

- Groups

- Team Sites

Thank You