



Project Management Using Windows SharePoint Server

Description	<p>This course provides an overview of how to use Windows SharePoint Server (WSS) 3.0 tools and templates to help manage, organize, monitor, and successfully complete projects.</p> <p>We cover the basic functions available within WSS, focusing on the Project Tracking Workspace, which includes:</p> <ul style="list-style-type: none">• Lists for tracking Tasks, Calendars, Deliverables, Risks, Issues• Document Libraries for tracking project-related documentation• Team Discussion boards for threaded project forums
Length	1 day (custom deliveries available with additional days)
Professional Development Units	6 contact hours
Prerequisites	Fundamentals of Project Management
Building Block For	<ul style="list-style-type: none">• Project Management Using Microsoft Office SharePoint Server• Managing Projects Using Microsoft Project Server• Managing Projects and Portfolios Using Microsoft Project Server
Materials	Custom materials provided by Instructor.
Who Should Take This Course	<p>Beginning project managers or team members who wish to use a low-cost and highly productive collaboration tool to help organize project documentation, and centralize communication among their project teams.</p> <p>Those who have experience in managing projects, but want an introduction to the basic functions available in Microsoft Windows SharePoint Services as it relates to Project Management.</p>
Rate	\$595 / person Discounts available for on-site classes or for multiple attendees



Course Objectives and Content

Objectives

- Understand the basic structure and navigational interface of Microsoft Windows SharePoint Services 3.0.
- Understand how to create and navigate through a Project Tracking website.

Outline

- Introduction to Windows SharePoint Services
 - Basic of navigation
 - Lists, Libraries, and Boards
 - Compared to MOSS 2007 and Project Server
- Project Tracking site overview
- Installing a Template
- Creating a Project Tracking site
- Introduction to Project Web Parts:
- Create a Project Tracking site
- Create Contact list
- Add Team Members to site
- Create Document Library folders (by phase)
- Upload a Project Charter
- Check out, Modify, and Check in Project Charter
- Create Deliverables
- Create Project Tasks to develop a Gantt Chart
- Add Project Milestones
- Add Events to Calendar
- Add Links to Project Site
- Create and Manage Risks and Issues
- Managing the Projects List
- Working with the Project Dashboard
- Tracking Project Progress
- Closing and Archiving Projects

Note: Custom classes and consulting are available upon request to provide additional information, or to create custom templates and attributes for your SharePoint site.

