

## SharePoint 2010 for Project Managers

This two-day course is designed to equip Project Managers with the knowledge of creating SharePoint sites, lists, and libraries in SharePoint Server 2010 focusing on project management features. Using SharePoint Server and Microsoft Project, along with the other Microsoft Office suite of products, attendees will develop skills to design, implement, and deploy sites and projects.

### Audience and Prerequisites:

Students should meet the following prerequisites:

- A general knowledge of managed business processes.
- A basic understanding of project management fundamentals.
- Solid working knowledge of Microsoft Project.
- A familiarity with SharePoint Foundation 2010 and/or SharePoint Server 2010.

### Course Outline

#### Chapter 1: Getting Started

- Overview of Project Management Concepts
- Overview of SharePoint
  - Integration with Microsoft Office
  - SharePoint Technologies
  - SharePoint Site Collections
- What Is a PMIS?
- Deciding to Use a Project Management System
- What is SharePoint?

#### Chapter 2: Setting Up the Project Management System

- How Will You Organize Your Project Management System?
- Site Design
- Using Site Templates
- Interface Elements
- Creating a SharePoint Site
- Customizing the PMIS
- Adding Stakeholders
  - Site Access in SharePoint
  - Creating SharePoint Groups
  - Adding Site Members

- Customizing Permissions

### **Chapter 3: Adding Components to the Project Management System**

- Using SharePoint Lists
- Creating SharePoint Lists
- Using Libraries
- Creating a Document Library
- Populating a Document Library
- Organizing Project Information

### **Chapter 4: Supporting Team Collaboration**

- Collaboration Options
- Enabling Document Management Solutions
  - Versioning
  - Check-in/Check out
  - Alerts
- Facilitating Team Collaboration
- Creating a Blog Site
- Wikis
- Discussion Boards

### **Chapter 5: Creating Automation through Workflows**

- Workflow Lists
- Three-state Workflow
- Executing a Workflow
- Reviewing Workflow Details
- Terminating a Workflow
- Removing a Workflow

### **Chapter 6: Integrating Project Management Tools**

- SharePoint Integration with Microsoft Outlook
  - Calendars
  - Contact Lists
  - Tasks
  - Documents
- Using Microsoft Excel and SharePoint
- Synchronizing SharePoint with Microsoft Project

### **Chapter 7: Pages and Web Parts**

- Creating Pages
  - New Page
  - Web Part Page
- Modifying Web Parts
- Creating Web Part Connections