

Project Management Using Windows SharePoint Server

<p>Description</p> <p>Length</p> <p>Professional Development Units</p> <p>Prerequisites</p> <p>Building Block For</p> <p>Materials</p> <p>Who Should Take This Course</p> <p>Rate</p>	<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 <p>1 day (custom deliveries available with additional days)</p> <p>6 PDUs</p> <p>Fundamentals of Project Management</p> <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 <p>Custom materials provided by Instructor.</p> <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> <p>\$595 / person Discounts available for on-site classes or for multiple attendees</p>
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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 is available upon request to provide additional information, or to create custom templates and attributes for your SharePoint site.

