SharePoint LIVE!

Implementing SharePoint – A Project Manager's How-To

> **Eric Riz Executive Vice President**

> > Level: Intermediate

COLLABORATE AND LISTEN

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SharePoint Visual Studio

msdn

PRODUCED BY

Visual Studio

1105 MEDIA

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Silver Portals and Collaboration Silver Business Intelligence



Business-Critical SharePoint Partner



About

Decision Makers

Creators of the RealTime[™] Suite of Products Concatenate RealTime[™] RealTime[™] SharePoint Accelerator[™]

Industry specific solution for Real Estate •

What we do?

BusinessFirst[™]

Industry Knowledge-Leaders

- Keynote Speaker, Conferences
- Featured contributor, SPTechWeb
- Author, SharePoint for Decision Makers
- Partner, Microsoft BCSP Program
- CDN Winner Best Collaborative Solution
- SP 2010 & 2013 Alpha/Beta TAP Program

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Project Management

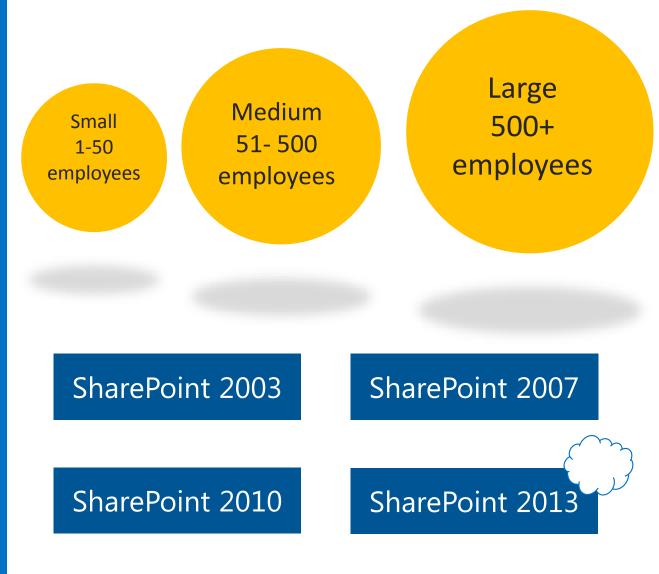
Planning and Implementation

Collaboration

Project Schedule

Status Reporting

Which are you?



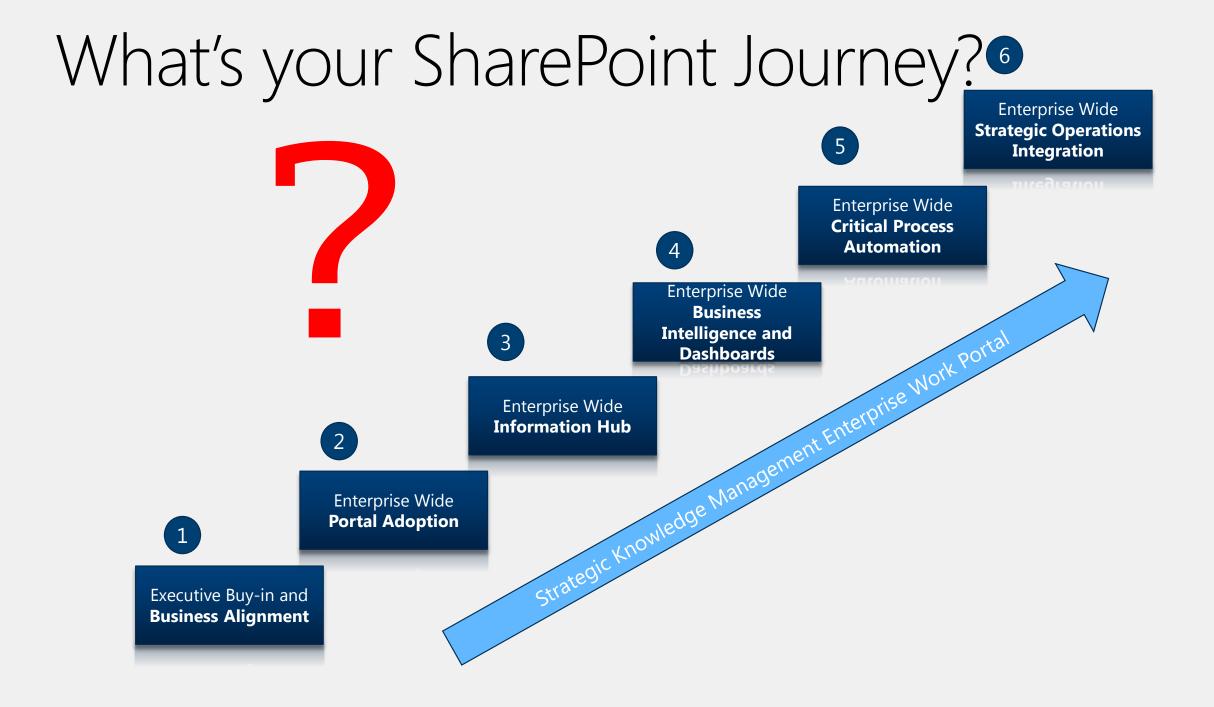
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Who's in the room?





The Road Ahead...



Business Core Process

Improving process efficiencies and workflow management and improving collaboration across the enterprise Empowering business units to manage more of their own collaboration and content tools, while freeing IT resources that were previously tied to administrative, maintenance, and customization tasks

Easing the efforts required to find structured and unstructured content inside the organization as well as externally

SharePoint

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SharePoint Project Goals

The **goal** is to implement a SharePoint **solution** as a **Strategic Tool** which enables the realization of business improvement.

Effective Project Management



Identify Business Procedures

Define Scope

Determine business processes

Establish Milestones and Roadmap

Define Measure Success

Where to Begin

	Define Project Scope	Link Scope to SharePoint Functionality
STARS	Define and	Long-Term
Project Structure	Measure Success	Roadmap



Start with the Business and have the conversation about what SharePoint can do

Modules

- Intranet/Portal
- Document Management
- Search

Features

- Simple UI
- Records Retention
- Enterprise Taxonomy

Webparts

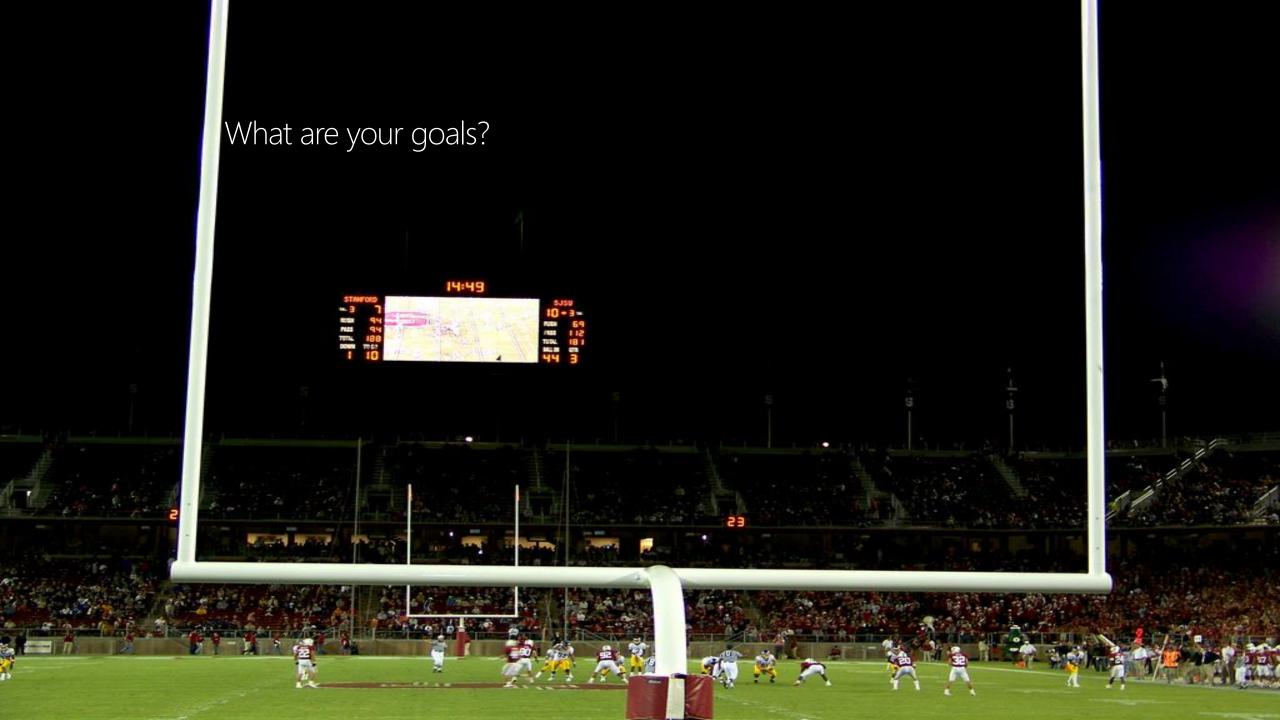
• Calendars, Tasks, Data



Differences?



Site Actions • 🛃 Brows	e Page	• Team Dashboard								Eric Riz
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Pictures Property Pictures	New Project	All Docs New Journal New Action	New Task New Issue Team Calenda	ur .				Planned Lease Activity Completed		
Lease Management	Leases Per	nding Approval								
Lease Abstracts	🗐 Туре	Name		Lease Type	Term		Lease Status			Cancelled
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Building SQFT Leasing Forms	9	Commission - 20100-cel-40 The Chambers Equities Limited - 40 E Limited - 102100	Elgin Street - Advice from a Caterpillar	Office	10 Years		Pending			Prospect
	-	The Chambers Equities Limited - 40 E	Elgin Street - Concatenate Inc 20100-	Office			Pending			
Tenant Management Insurance Certificates	-	Backe Street Equities Limited - 87 Fr	ant Street E - Viigo Inc FEL-002	Office	6 months with automatic ex- termination	dension until	Pending	Opera	tional	
Insurance Requests Monthly Parking	-	Chamberlain Equities Limited - 40 Elg cel-40	in Street - Maptuit Corporation - 20100-	Office	12 Years		Pending	Leases by Type		
Percentage Rent Statements	9	Backe Street Equities Limited - 87 Pro Ltd FEL-002	ont Street - Boeing Canada Operations	Office	6 months with automatic ex termination	tension until	Pending	File Dpen in Excel		
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Vacancy Listings	Past Expire	d Tenant Insurance (Top 5)						10		
Sales Prospects			Related Company Name	Insurano	e Expiration Date	Related Asset		6		
Broker Portals			Portland Properties Limited	10/1/2009		205 Portland Street		4		
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If HP knew what HP knows, we would be three times as profitable.

Lewis E Platt, former CEO of HP



How do we manage risk?

Managing Risk?

Expand your horizons



- Look on the 4th dimension
- Use best practices
- Access lessons learned
- Create a Matrix



Measure – If it's not measured, it's not done
Involve – Stakeholders to End Users
Manage – Plan Your Work, Work Your Plan
Empower – Pilot to your Project Team
Control – Governance; Who Will Access What?



km/h

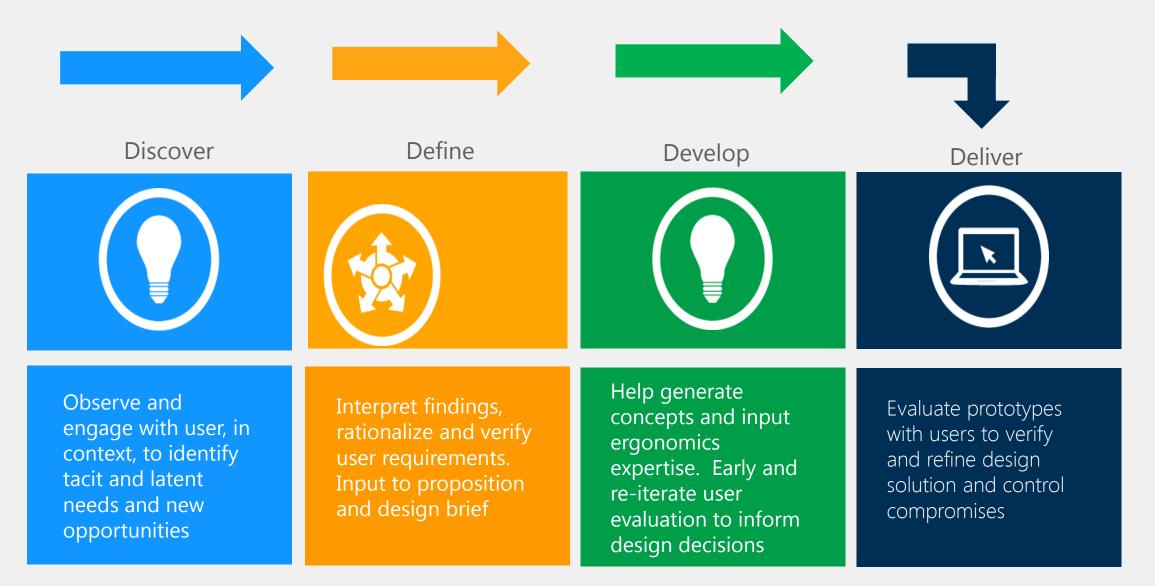
www.ericriz.com/?p=25

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120

20

Define a Methodology



The Short List

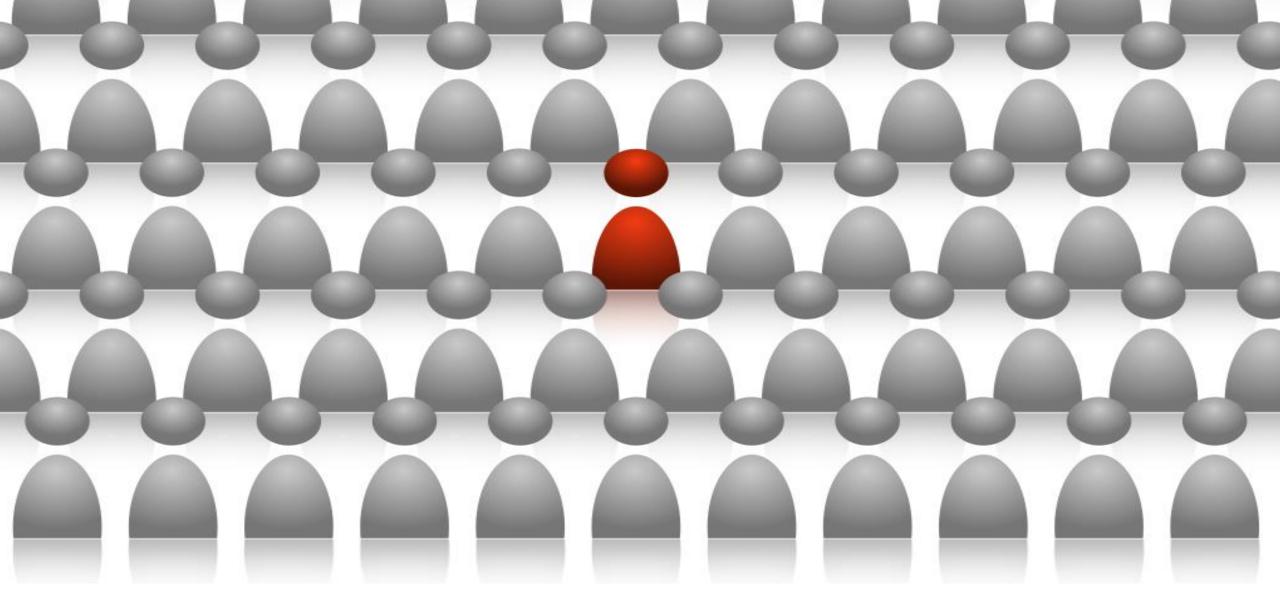
- Assemble Project Teams, Define Roles
- Review/Detail Technical Requirements
- Review/Detail Preliminary End-user and Business
 Requirements











TEAM ROLES



SharePoint Roles



Developer Administrator Architect Evangelist



Project Roles



Stakeholders Business Analyst Project Manager Business Representation





Implementation

Start Inside the Box Create a Portal Engage the Team Publish your Schedule









The Project Schedule 400 Reasons to Collaborate and Control

Task Name
SharePoint 2010 Deployment
Envisioning
Planning
Deployment, Implementation and Configuration Management
Post-Implementation Operations, Optimization and Business Review
Deployment complete
Weekly operations meeting
Monthly business review
Monthly technical / infrastructure review
Continue recuring business and technical reviews as necessary
Review environment for migrations, departmental solutions, service packs and hotfixes updates as needed



Create a vision for your project, your product and maintain visibility throughout the implementation

Manage your Plan

- Use SharePoint
 - Tasks/Issues
 - True Percentage
 - Document Management
 - RSS Feeds
 - Publish your Schedule



Know YOUT Limits

Soar to Great Heights With Your Project



Summary

Know your core competencies Start with the business Plan your goals Manage Risks Soar to new heights







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What's Next?

Talk with us about how Concatenate can turn SharePoint into the backbone of your business systems

Upcoming Events

SPC14 Las Vegas March 3 – 6

SPTechCon San Francisco April 22 - 24

European SharePoint Conference May 5 – 8

SharePointFest, New York City June 2 - 4 Social

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