

Implementing SharePoint – A Project Manager's How-To

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Executive Vice President

Level: Intermediate

COLLABORATE AND LISTEN

About Conca+enate



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

Conca+enate

Agenda

Project Management

Planning and Implementation

Collaboration

Project Schedule

Status Reporting

Which are you?

Small
1-50
employees

Medium
51- 500
employees

Large
500+
employees

SharePoint 2003

SharePoint 2007

SharePoint 2010

SharePoint 2013



Who's in the room?



Developer



End
User



IT Pro



SharePoint
Analyst



Project
Manager

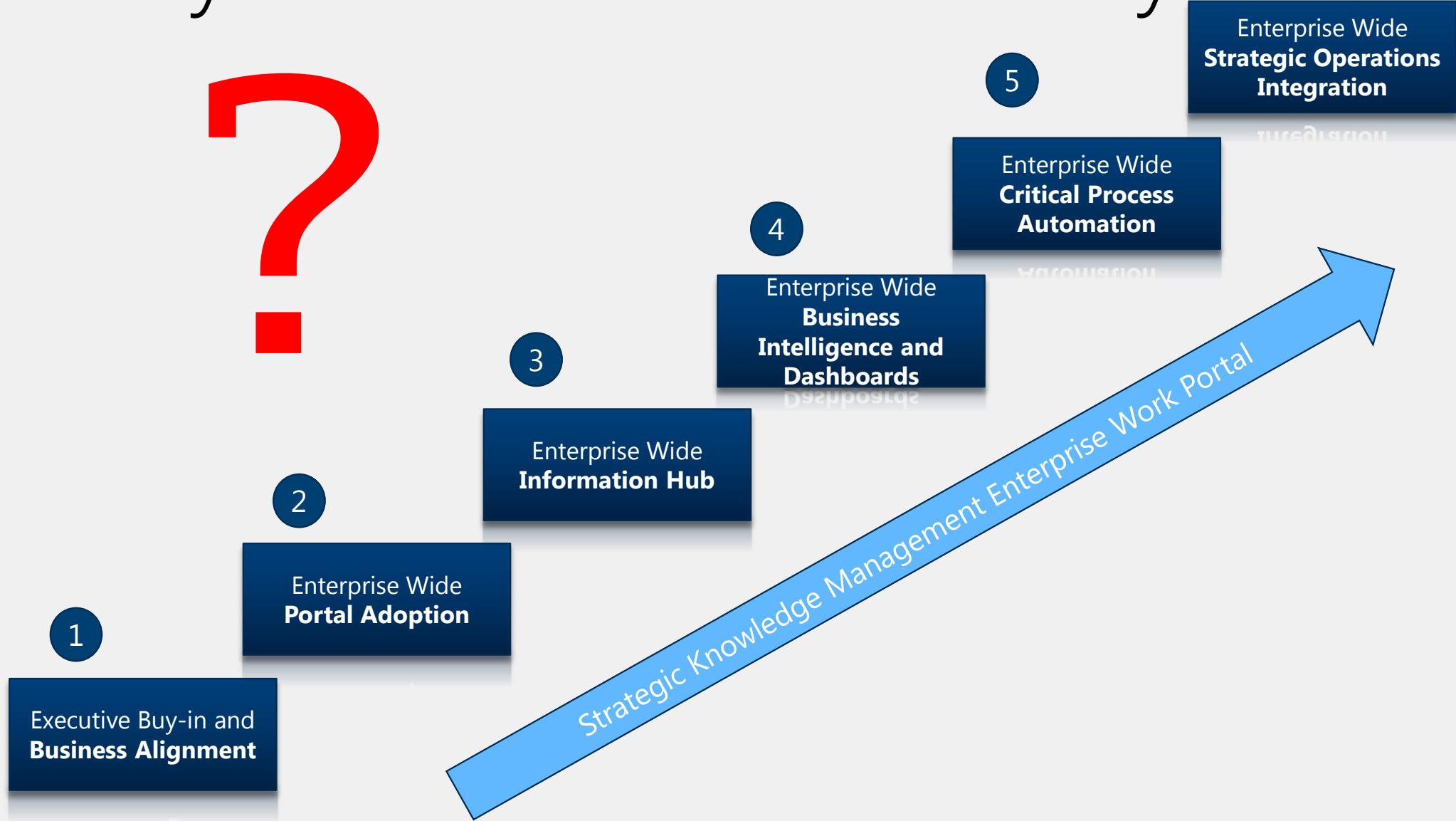


Other?

The Road Ahead...



What's your SharePoint Journey? ⁶



Correlation between business and SharePoint

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



Project Structure

Define Project
Scope

Link Scope to
SharePoint
Functionality

Define and
Measure Success

Long-Term
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

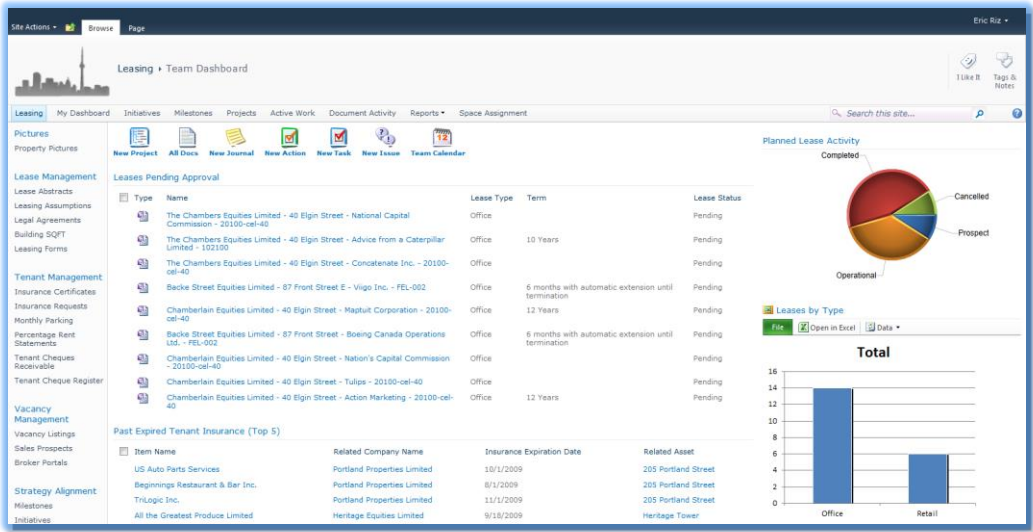
Webparts

- Calendars, Tasks, Data

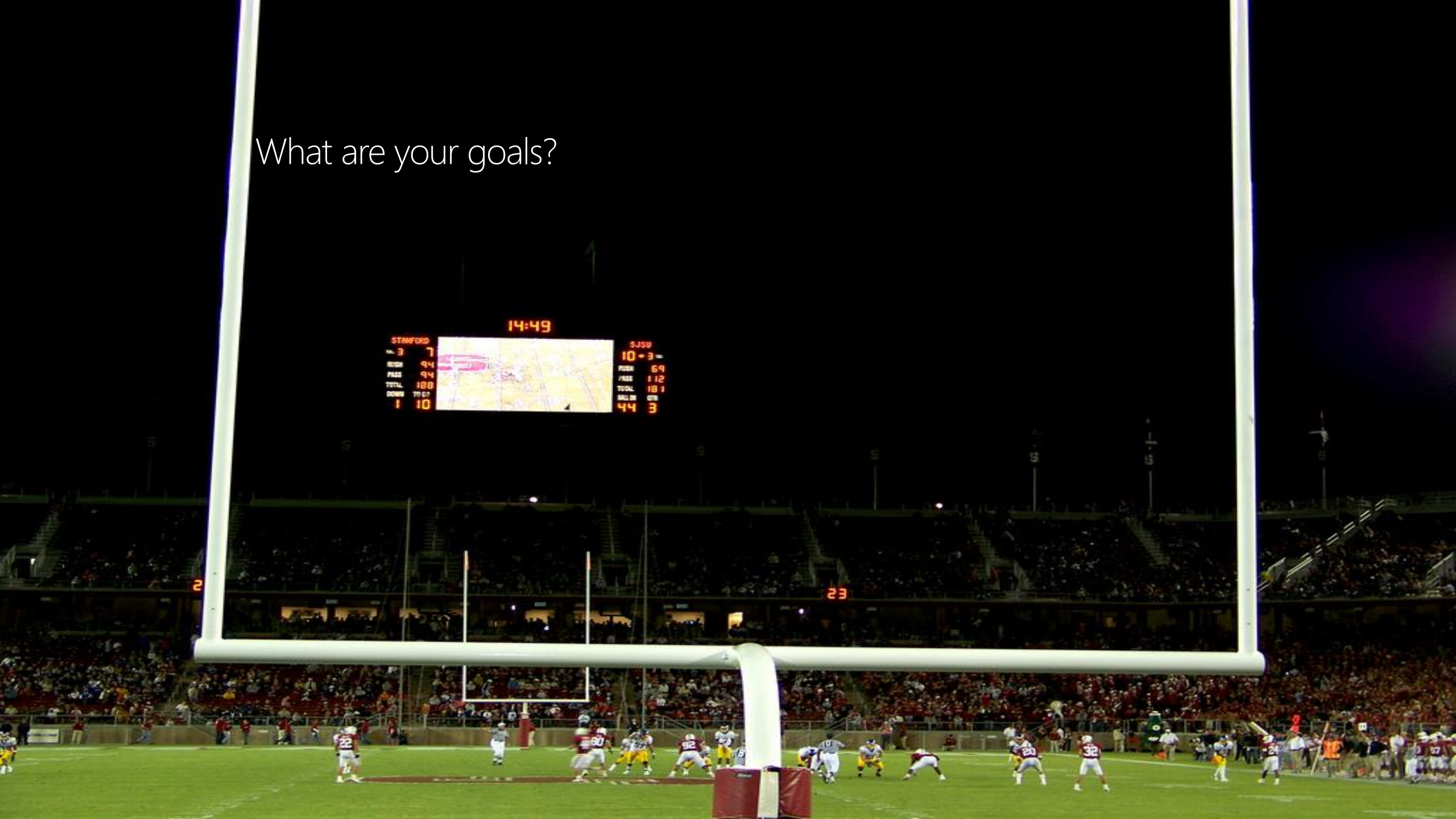
It's a balancing act



Differences?



What are your goals?



STANFORD		14:49	SJSU	
3	7		10	3
RUSH	94		RUSH	69
PASS	94		PASS	112
TOTAL	188		TOTAL	181
DOWN	10		DOWN	3

“ If HP knew what HP knows,
we would be three times as
profitable. ”

Lewis E Platt, former CEO of HP



A person wearing a pink and white striped shirt is holding a long, thin wooden stick horizontally. The stick is positioned above a large, shaggy, brown and orange puppet head. The puppet head has its mouth open, showing a pink interior. The background is dark, and the scene appears to be a stage or a performance. The text "How do we manage risk?" is overlaid on the lower left of the image.

How do we manage risk?

Managing Risk?



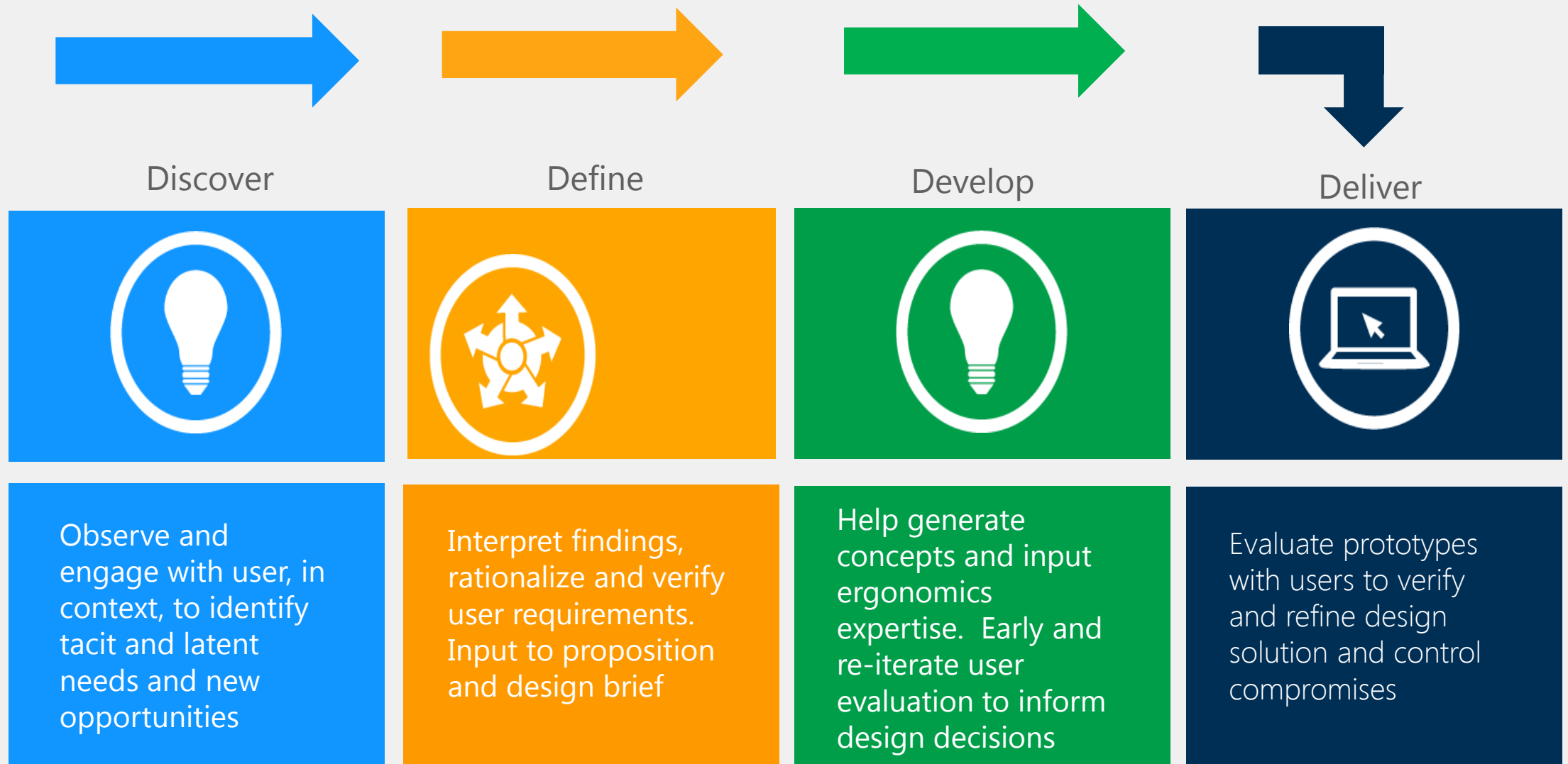
- Expand your horizons
- Look on the 4th dimension
- Use best practices
- Access lessons learned
- Create a Matrix

Balance

- 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?

www.ericriz.com/?p=25

Define a Methodology

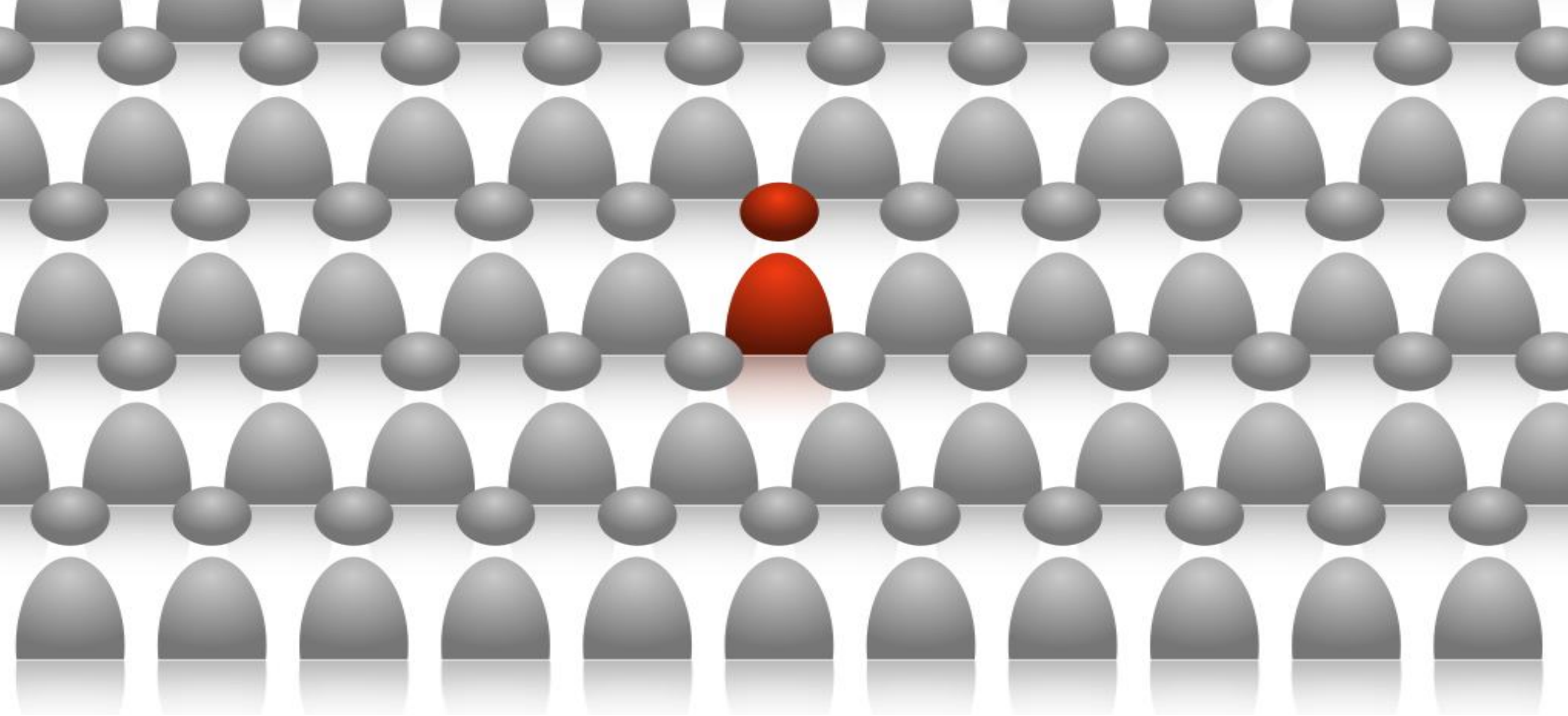


The Short List

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



Demo



TEAM ROLES

Know Your Team



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

Creating the Roadmap



Where are you going?



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 recurring 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 Your 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

Q & A

Gracias

ευχαριστώ

Danke

Grazie

Hvala

Obrigado

Kiitos

شكراً

谢谢

thank
you

Teşekkürler

متشکرم

Salamat Po

Cám ơn

شکریہ

Terima Kasih

Dank u Wel

Tack

நன்றி

Köszönöm

ありがとう
ございます

ขอบคุณครับ

Mulțumesc

תודה

多謝晒

дякую

Ďakujem

спасибо

благодаря

Tak

감사합니다

Děkuji

Dziękuję

thank you

Conca+enate

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

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