Course Conducted by ASPE, Inc.

Course Overview
In this 3-day, instructor led course you will learn how to use SharePoint 2013’s powerful new collaboration tools to manage your projects, meetings, communication, and scheduling. You will learn how to coordinate resources, track tasks, manage team members and communicate with stakeholders about projects in real time across their organization. You will learn to use SharePoint as a project management information system (PMIS) including developing SharePoint project sites and team sites, working with out-of-the-box SharePoint functionality for managing project related information, building document libraries, integrating Microsoft Office and Project Server software, and building workflows.

Who Should Attend
This SharePoint project management training course is helpful for anyone working in a project environment and utilizing Microsoft SharePoint 2013, including:
- Project Managers
- Project Directors/PMO Directors
- Business Analysts
- Team Leads
- Data Analysts
- Product Managers
- Marketing Managers and Specialists
- IT Managers
- Operations Managers

Course Outline
I. Using SharePoint for Project Management
- How do I know what template or feature to use?
- What do I need to configure in my environment?
- SharePoint’s Robust Features explained!

II. Building Your Project Environment
- What level of complexity do I need?
- Understanding your project management method & needs
  - Build the right environment the first time
  - Get the right knowledge to manage your site
  - Enabling the right features for ease of use
  - Learn to understand how to govern your project environment
  - Discussion about best practices
- Understanding your User's needs and build your security management model
  - Define the organizations access needs
  - Build Groups for easy management of teams and individuals
  - Configuring & build proper permissions levels
  - Understanding how to delegate
- Creating your Information Architecture
  - Using information in the right way
  - "Folders" do I need them?
  - Proper use of metadata & tagging
  - Term Store usage

III. Understanding the Project Server Enhanced Features

IV. Building Your First Project Site
- New SharePoint 2013 Project Site Template
- Creating Reusable Templates

V. Working with Social Features and Functionality
- Enhance Project Collaboration using Social Tools
- Keeping it All Organized

VI. My Tasks on a user Personal Site
- Understanding the My Site Personal Task Page
- Interaction with Timelines
- Configuring Important Tasks
- Build Views and Filters

VII. Plan Reporting and Business Intelligence in Project Web App
- Reports in Project Web App that use Excel
- Dashboards in the Project Web App Business Intelligence Center
- Reporting in Project Online

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VIII. Working with SharePoint Designer 2013 to Build Project Workflows
- What can I do with SP Designer 2013?
- Review the functionality
- What should I do and not do with SP Designer 2013
  - Best Practices
  - Common User Issues
- Review of New Workflow Actions in SharePoint Designer 2013

IX. Use a site mailbox as a central filing cabinet
- Filing emails and documents from Outlook 2013
- Emails and documents presented together
- Management and compliance
- More fun things to try with a site mailbox