



Delivering SharePoint Success: Mentoring Workshop

by Dux Raymond Sy, PMP

Washington, DC | Atlanta, GA | New York, NY | Seattle, WA

Learn SharePoint Project Management Techniques from Experienced Thought Leaders

Microsoft SharePoint has shifted the paradigm in enterprise information management and team collaboration. By empowering knowledge workers, SharePoint can increase worker productivity, improve information management practices and streamline business processes. To achieve this goal, effectively managing SharePoint 2007 and 2010 projects is paramount. Executive support, proper planning, and appropriately managing expectations are crucial to ensure SharePoint success.

How would you like to spend two days learning the best practices that will help make your SharePoint project succeed? Innovative-e's experienced team and proven techniques have enabled major clients and industry-leading partners to reap the benefits of successfully delivered SharePoint projects.

Objectives

By attending this two-day workshop, you will be able to:

- Why SharePoint Projects Fail
- Initiate executive excitement, promote organizational buy-in and foster user adoption
- Develop an effective and practical project management process in deploying SharePoint
- Apply relevant strategies in mapping business processes to identify SharePoint-based solutions
- Identify necessary resources to plan, deploy, maintain and support your SharePoint implementation
- Minimize uncertainty and risk by applying practical scope management techniques

Benefits

- Facilitated by Dux Raymond Sy, PMP – author of “SharePoint for Project Management”, experienced SharePoint project manager and thought leader
- Workshop is focused on effectively managing a SharePoint implementation
- Real – world SharePoint project artifacts such as business case, project schedules, requirements document, design document, checklists and templates will be provided
- Practical – this is not just theory: You will be given tools and techniques that you can apply to your SharePoint projects now
- Breakout group activities to simulate typical SharePoint project implementation challenges and how to address them

Who Should Attend

Decision makers, project managers, business analysts, consultants and those responsible for the implementation of SharePoint

Cost

Attend this two-day workshop for only **\$699 USD** that includes 12 hours of in-class personal mentoring, workshop materials, & SharePoint project artifacts and templates.

Workshop Outline

Fundamentals of Managing SharePoint Projects

- Why SharePoint Projects Fail
- Why Is SharePoint Being Implemented?
- Six Practical Steps in SharePoint Project Planning

Establishing SharePoint Project Success Criteria

- Defining the Project Scope
- Identifying Key Stakeholders
- Creating the Initial Work Breakdown Structure (WBS)

Facilitating Project Kickoff

- Validating Project Success Criteria
- Develop Project Rules of Engagement

Educating and Engineering SharePoint Solutions

- Educating Stakeholders About SharePoint
- Engineering a SharePoint Solution
- SharePoint Resource Mapping

Efficiently Developing Project Requirements

- Conducting Requirements Elicitation
- Analyzing Stated Requirements
- Prioritizing Project Requirements
- Documenting and Validating Requirements

Designing the SharePoint Solution

- SharePoint Feature Mapping
- Defining Information Architecture
- Develop SharePoint Governance Plan
- Build SharePoint Adoption Plan

Finalize SharePoint Project Plan

- Create Project Schedule
- Identify Project Resources
- Perform Project Risk Analysis
- Baseline the Project Plan

Executing the SharePoint Project

- Monitoring the Schedule, Budget and Scope
- Analyzing and Reporting Project Status
- Managing Changes
- Project Closing

“Dux is an excellent teacher, and his knowledge of not only SharePoint but how to get a project started, best practices and tips are invaluable.”

- Michelle Douglas
Baltimore, MD, USA

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