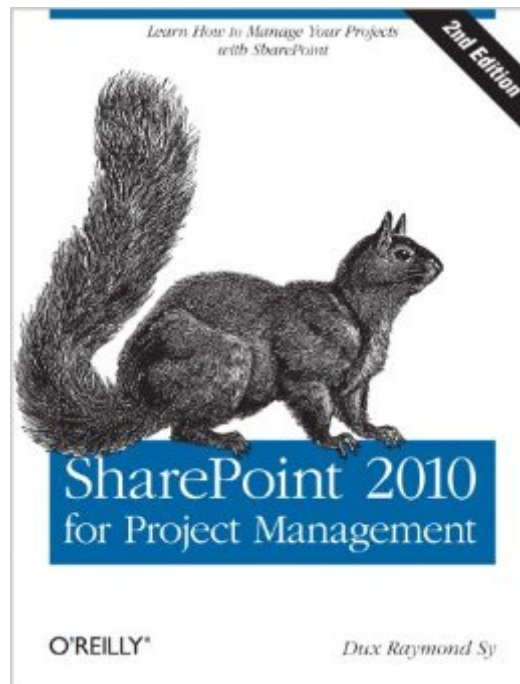


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# SharePoint 2010 For Project Management



## Synopsis

If you were to analyze your team's performance on a typical project, you'd be surprised how much time is wasted on non-productive tasks. This hands-on guide shows you how to work more efficiently by organizing and managing projects with SharePoint 2010. You'll learn how to build a Project Management Information System (PMIS), customized to your project, that can effectively coordinate communication and collaboration among team members. Written by a certified Project Management Professional (PMP) and Microsoft SharePoint MVP with 15 years of IT project management experience, each chapter includes step-by-step guides as well as workshops that help you practice what you learn. Build a SharePoint PMIS that requires little assistance from your IT/IS department. Define access permissions for project stakeholders and team members. Centralize project artifacts and keep track of document history with version control. Track project schedules, control changes, and manage project risks. Automate project reporting and use web parts to generate on-demand status reports. Integrate project management tools such as Excel, Microsoft Project, PowerPoint, and Outlook. Apply your knowledge of PMIS techniques by working with a case study throughout the book. If you are a project manager looking for a technology-based, easily implemented, and usable solution for project communications, document management, and general project organization, this book is for you!"

— Susan Weese, PgMP, President and Founder, Rhyming Planet

## Book Information

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## Customer Reviews

If your work revolves around projects - whether you work in design, construction, technology or another field - and you use (or are required to use) Microsoft SharePoint, then you really need this book. In this eagerly awaited update of the previous edition that covered SharePoint 2007, Dux Raymond Sy takes you by the hand and shows you the capabilities of SharePoint 2010 as a Project Management Information System, or PMIS. Having bought the first book, I was alerted by O'Reilly of the availability of the updated book. I grabbed the second edition as quickly as possible. The differences between SharePoint 2007 and 2010 are many, and it is preferable to get the edition that covers the version that you use at your place of work. The renowned speaker, author, blogger and Microsoft MVP shows the SharePoint novice how to use the platform for creating a PMIS, managing stakeholder interaction, task distribution, project tracking, uploading documents and implementing workflows, and other important project steps. Assuming you have been tasked with implementing SharePoint and have read a technical book and learned some of the ins and outs of this powerful software, you might be wondering 'OK, so how do I use all that?' Dux first defines SharePoint thus: 'SharePoint allows individuals in an organization to easily create and manage their own collaborative solutions'. He then proceeds to answer your query by taking you on a small tour of SharePoint's capabilities as a PMIS. You might also be a project team member who has started to use SharePoint because it has recently been implemented at your company.

The purpose of this book is to walk you through setting up SharePoint to be your Project Management Information System (PMIS). It also addresses why you should have a Project Management Information System and how it will aid you in managing your projects. If followed, this book will help you reduce communication inefficiencies so you can manage your projects more effectively. The book identifies which features will need to be included by your IT department and what you are able to do yourself when structuring your SharePoint site. SharePoint 2010 for Project Management is set up in a workbook format and walks you through a variety of exercises to set up SharePoint so you can more effectively manage your projects. The first lesson is very basic and each lesson gets progressively more advanced. Each lesson explains the concepts to be covered

then walks you step-by-step through each exercise. Included in the book are plenty of screen shots so you can see exactly what your site should look like as you are performing each exercise. Each lesson ends with a debriefing to review what you have just learned, a best practices checklist, and a summary. This book also provides insight into how the features you are adding to your SharePoint site will help you manage specific areas of your project and why you would want to do so. For example, SharePoint 2010 for Project Management gives you the steps on how to set up a risk/issue log on your SharePoint site and also includes how to set up a workflow so any necessary approvals can be tracked and stored on SharePoint. There are several benefits from reading this book. First, the book was structured in a very clear and concise way.

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