



# Secret Ingredients of Successful SharePoint Project Management

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# Short Bios

- Kenneth Lo
- Senior Technical Manager
- PMP, MCTS, MCSD
- SharePoint , Project Server, Social Media
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# Objectives



- Educate
- Entertain
- Engage
  - 2 Signed Copies of Dux Raymond's *SharePoint for Project Management*





# Agenda

- Generating Executive Support
- Defining Success Factors
- Planning & Executing
- Ensuring Governance
- Driving User Adoption
- Secret Weapons for PMs



# Generating Executive Support

- Identify Proponents
  - Highly Visible Business Units
  - Groups Craving for SharePoint
  - Pilot Groups
  - Cheer Leaders





# Generating Executive Support

- Demonstrate Quick Return on Investment
  - Consolidate Decentralized & Unstructured Data
  - Single Platform: Intranet, Internet, Extranet
  - Streamline Business Process
  - Site Ownership
  - MS Office Integration



# Generating Executive Support

- Tell a Good Story
  - Executives
    - Dash boarding
    - Business Intelligence
    - Compliance
  - Human Resources
    - Form Automation & Workflows
    - Announcements
    - Surveys



# Generating Executive Support

- Tell a Good Story
  - Sales
    - Contact Lists
    - Mobile Access
    - Alerts
  - Marketing
    - Content Management
    - Media Library
    - Branding



# Generating Executive Support

- Tell a Good Story
  - Legal
    - Record Management Center
    - Discovery
  - IT
    - Single Platform
    - Active Directory Integration
    - Delegation of Administrative Tasks



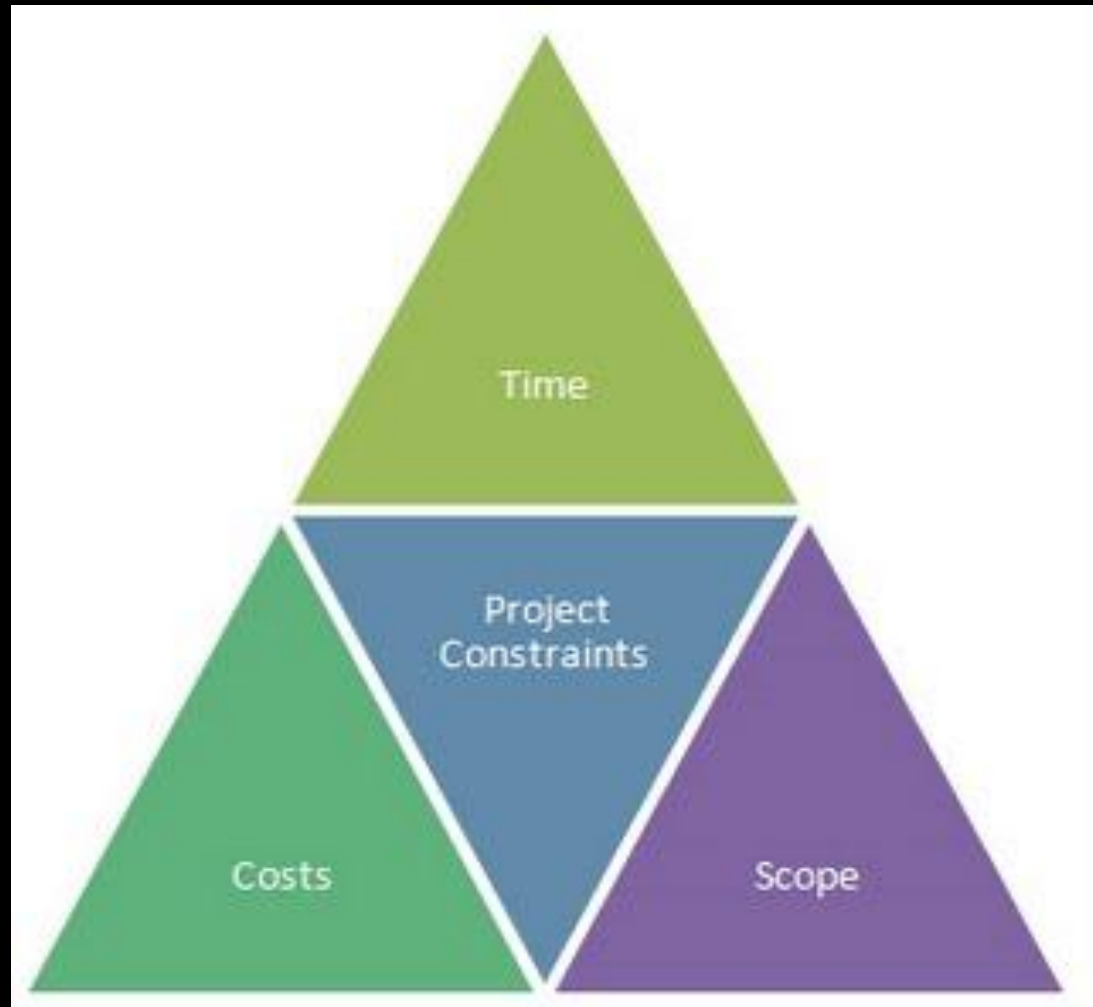
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# Defining Success Factors

- Time
- Costs
- Scope





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# Planning & Executing

- Obtain Assets Creatively
  - Recruiters
  - LinkedIn
  - Twitter
  - FaceBook
  - Craigslist
  - Conferences





# Planning & Executing

- Control Scope
  - Branding Efforts
  - Native Functionalities
  - SharePoint Development  
≠ .NET Application





# Planning & Executing

- Art of Saying No
  - Spin a “No” Response
  - Remain Positive
  - Acknowledge Client Requirements
  - Re-Evaluate Risks and Costs



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# Ensuring Governance

- Importance of Governance
  - Maintain Data Quality and Relevance
  - Provide Consistent User Experience
  - Improve Manageability
  - Enhance Accountability and Traceability



# Ensuring Governance

- Areas of Governance
  - Site Provisioning
  - Information Architecture
  - Branding & Customizations
  - Security
  - Administration & Support
  - Availability & Performance



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# Driving User Adoption

- Phased Approach
  - Document
  - Collaboration
  - Authoring
  - Workflow





# Driving User Adoption

- Train, Train & Train
  - Boot Camps
  - Brown Bags
  - Online Training
  - Screencasts
  - Blogs, Wikis & Forums



# Driving User Adoption

- Create Early Dependency
  - Distribute SharePoint-Only Content
    - Announcements
    - Calendars
    - Project Schedules
    - Wikis
    - MySite

# Driving User Adoption



- Iron Fist
  - Executive Road Show
  - Toilet Stalls
  - Participation Highly “Encouraged”





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# Secret Weapons for PMs

- SharePoint - Demo
- MS Project & Project Server
  - Dux 's SharePoint Assessment Project Plan
  - Microsoft Sample Deployment Plan
- SharePoint Deployment Guides & Checklists
- Microsoft Planning Worksheets



# Secret Weapons for PMs

- SharePoint Deployment Planning Services (SDPS)
  - Software Assurance Benefit for Customers
  - 1,3,5, 5, 10, 15 -Day Deployment Planning Service
  - Pre-Qualified Microsoft Partners
- Microsoft GEAR Up
  - Internal Buzz Kit



# Resources

- Dux Raymond, PMP
  - <http://meetdux.com>
- Joel Olsson
  - <http://sharepointjoel.com>
- Mark Miller
  - <http://endusersharepoint.com>
- Critical Path Training
  - <http://criticalpathtraining.com>
- Lynda.com
  - <http://lynda.com>

# Resources



- SharePoint Deployment Planning Worksheets
  - <http://technet.microsoft.com/en-us/library/cc262451.aspx>
- SharePoint Deployment Project Plans
  - <http://technet.microsoft.com/en-us/library/cc262825.aspx>
- Dux 's SharePoint Assessment Project Plan
  - <http://sp.meetdux.com/archive/2009/10/28/free-download-sharepoint-assessment-wbs-amp-project-schedule.aspx>
- SharePoint Deployment Planning Services
  - <https://www.partnersdps.com>
- Kenneth Lo's Bookmarks
  - <http://delicious.com/kennethlo/spsdc+projectmanagement>



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