PROJECT MANAGEMENT
A 360° VIEW

Agile Project Management with SharePoint,Teams and Planner

Project Management Institute New Jersey

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About AvePoint: Corporate Overview

Migrate. Manage. Protect

From Tahoe to Today

Inc. Magazine Hire Power Award

Ernst & Young Entrepreneur of the Year

Windows IT Pro Best SharePoint Product

Deloitte Technology Fast 500

16K Customers

6M Cloud Users

88 Countries

7 Continents

AvePoint is headquartered and maintains its principal operational center in Jersey City, NJ, with approximately 1,500 employees across five continents.

Microsoft Partner

Microsoft

2017 Partner of the Year Winner
Public Sector Microsoft CityNext Award

2016 Partner of the Year Winner
Technology for Good Citizenship Award

2015 Partner of the Year Winner
Collaboration and Content

2014 Partner of the Year Winner
Public Sector Public Safety and National Security

What is the most used project management tool today?

Session Objectives

1 — Identify typical project management collaboration scenarios today

2 — Showcase how SharePoint, Teams, and Planner can meet your agile project management needs

3 — Impart winning & proven strategies tips for each platform to help you fast track project management success for today and tomorrow

Project Management Today

Formal
Methodologies, processes
Standards, compliance
Key performance indicators

Semi-Formal
SOME Methodologies and processes
Standards

Ad-hoc
Team collaboration
Communication
Artifact management

Traditional vs Agile PM

TRADITIONAL APPROACH

Features — Fixed

Quality?

Time — Cost — Variable

AGILE APPROACH
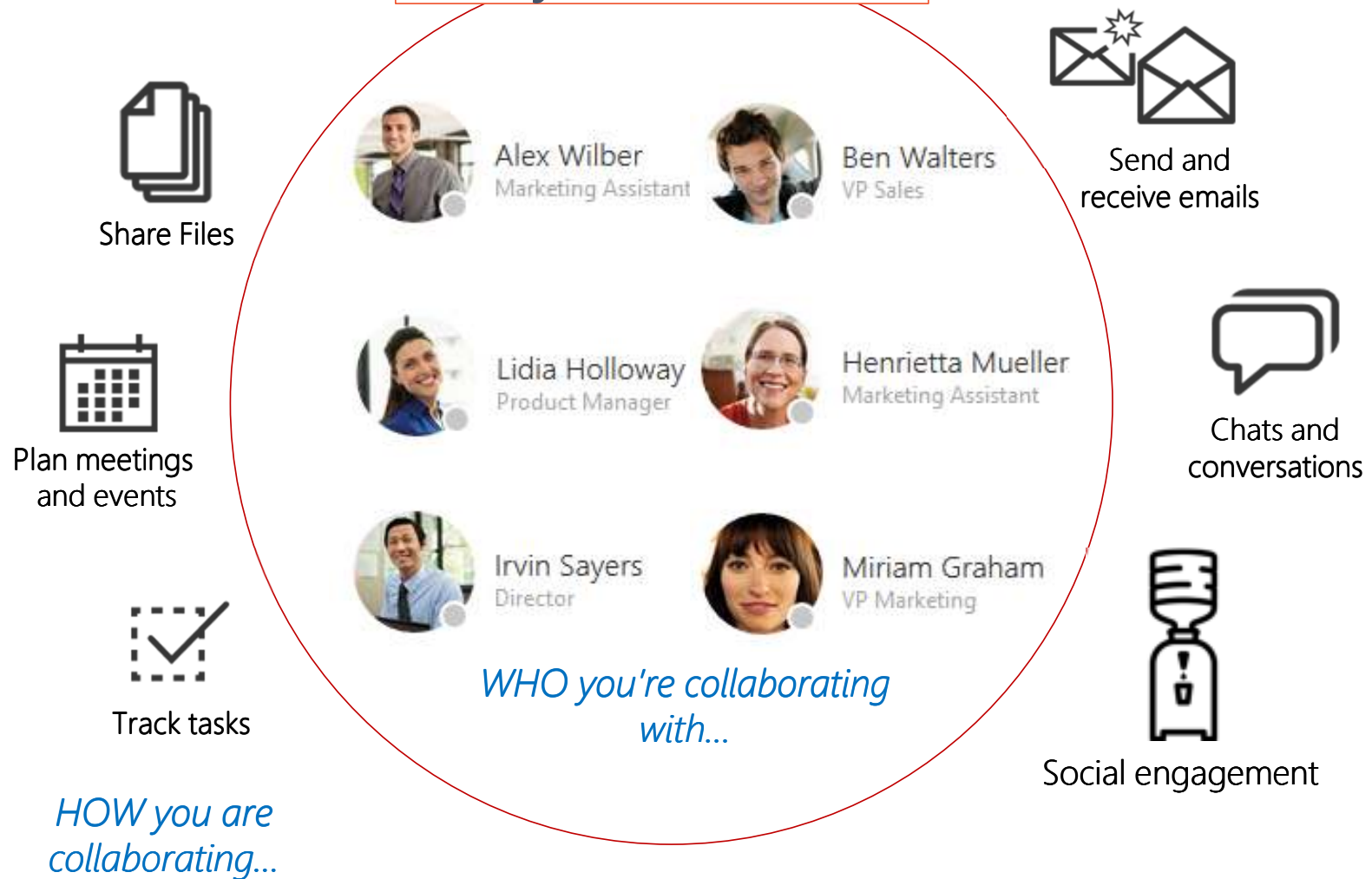
Time — Cost

Quality

Features
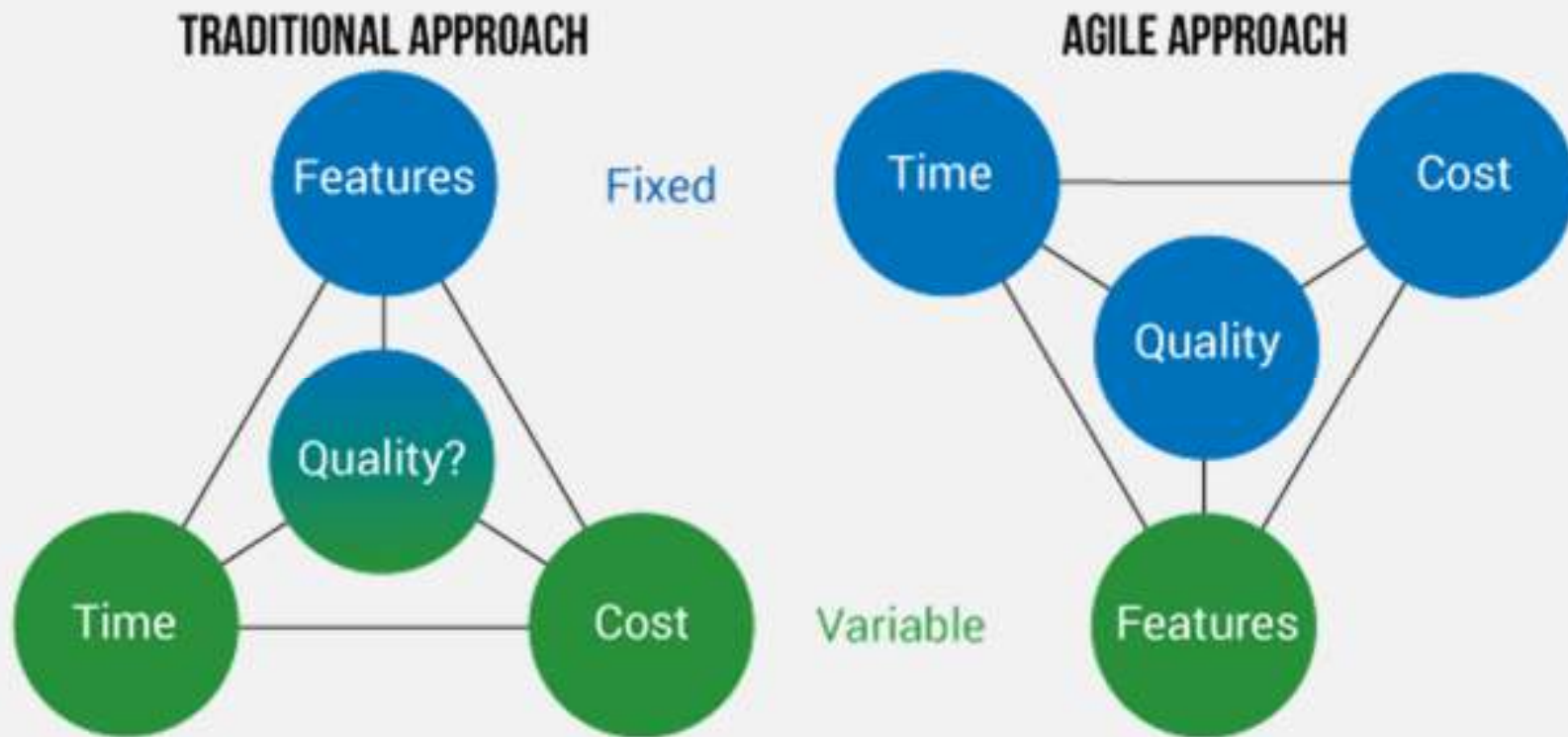
Agile Project Management Manifest

1. People and interactions are more important than processes and tools
2. A working result is more important then documentation
3. Collaboration with the customer is more important than contract negotiation
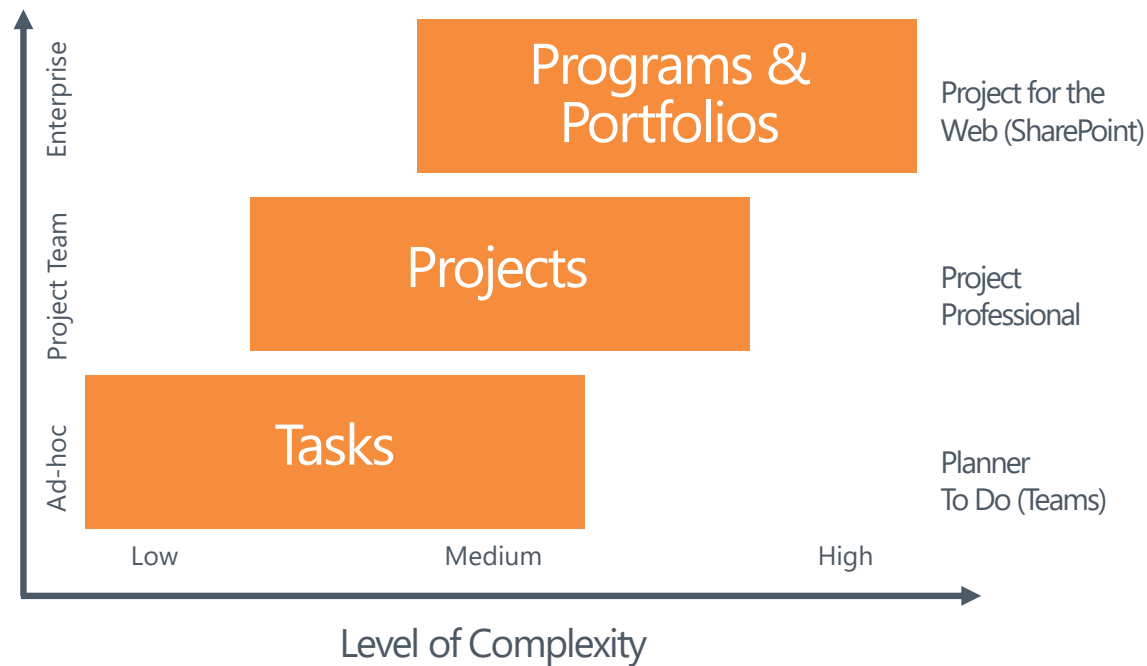4. Responding to change is more important than sticking to a plan

The "job to be done"

Share Files

Plan meetings and events

Track tasks

HOW you are collaborating...

Alex Wilber
Marketing Assistant

Ben Walters
VP Sales

Lidia Holloway
Product Manager

Henrietta Mueller
Marketing Assistant

Irvin Sayers
Director

Miriam Graham
VP Marketing

WHO you're collaborating with...

Send and receive emails

Chats and conversations

Social engagement

Microsoft's PM Vision

Enterprise

Project Team

Ad-hoc

Programs & Portfolios
Project for the Web (SharePoint)

Projects
Project Professional

Tasks
Planner
To Do (Teams)

Low   Medium   High

Level of Complexity

Bring together

All tasks, projects, portfolios

Goals of individual, team, org

Provide

Right tool for each job

Familiar, intuitive, always on

Extensible platform

Visibility across all work

Collaboration in SharePoint

- Team-only access
- Centralized storage platform
- Real-time collaboration
- Simple Centralized Administration
- User-Friendly

SharePoint for Project Management

- Teams Sites vs Communication Sites

Create a site
Choose the type of site you'd like to create

Team site
Share documents, have conversations with your team,
keep track of events, manage tasks, and more with a site
connected to an Office 365 group

Communication site
Publish dynamic, beautiful content to people in your
organization to keep them informed and engaged on
topics, events, or projects

- Adding people to a project team
  Permission Levels: Visitor, Member, Owner

SharePoint for Project Management

Project Management Basics

- Add Tasks and Calendar App to Teams Site
- Plan and manage project
- Create and add tasks to timeline
- Structure Task List
- Integration with Project or Excel
- Add files to project
- View Project Tasks and Events in Project Summary web part
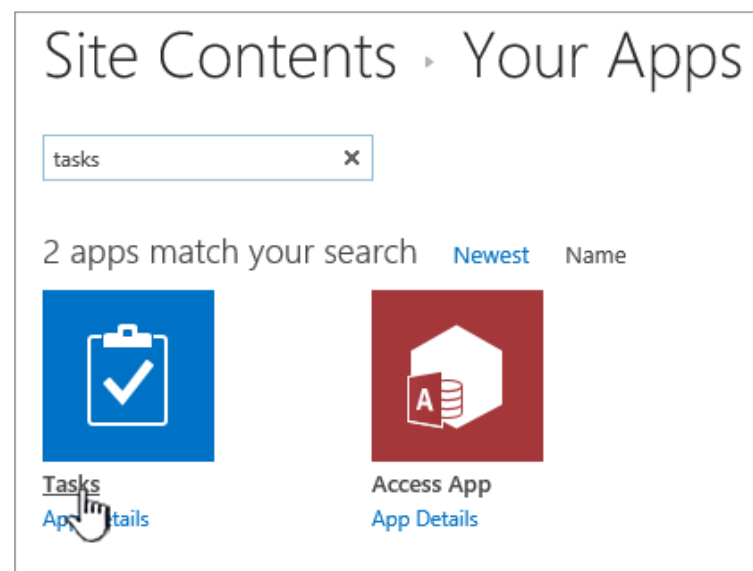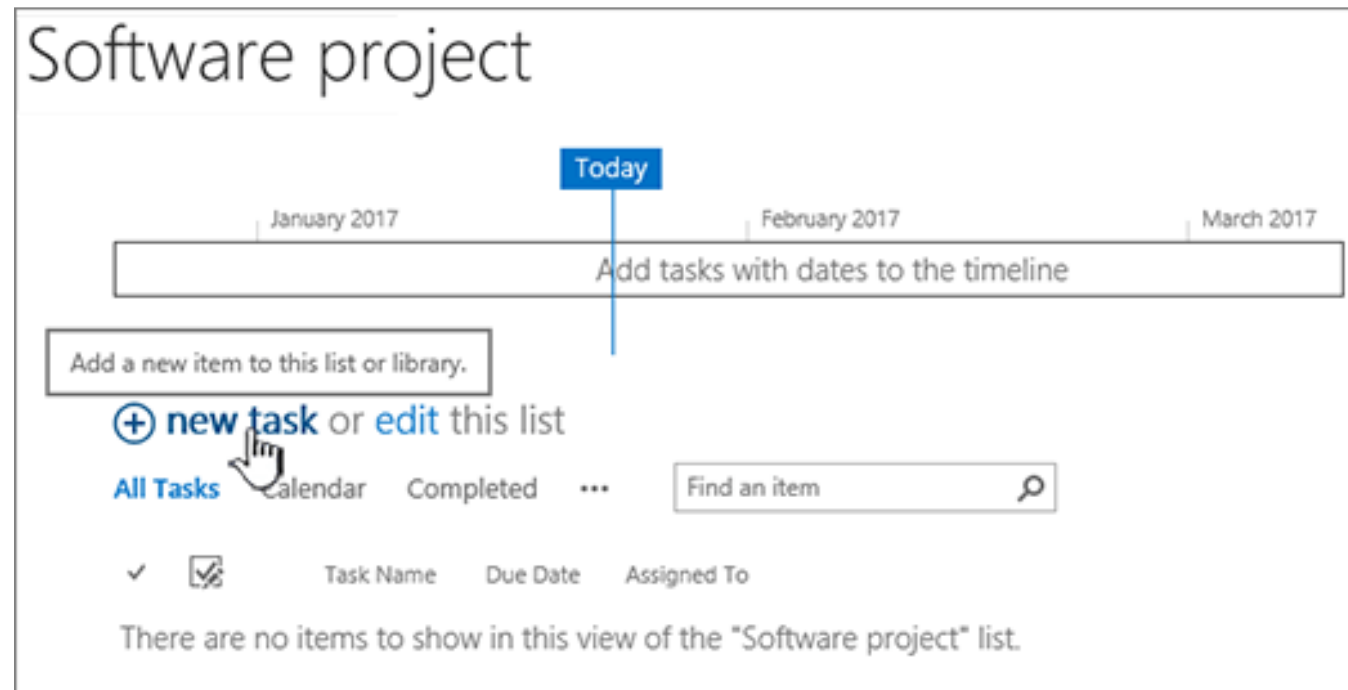
SharePoint for Project Management

- OOTB Web-based task management
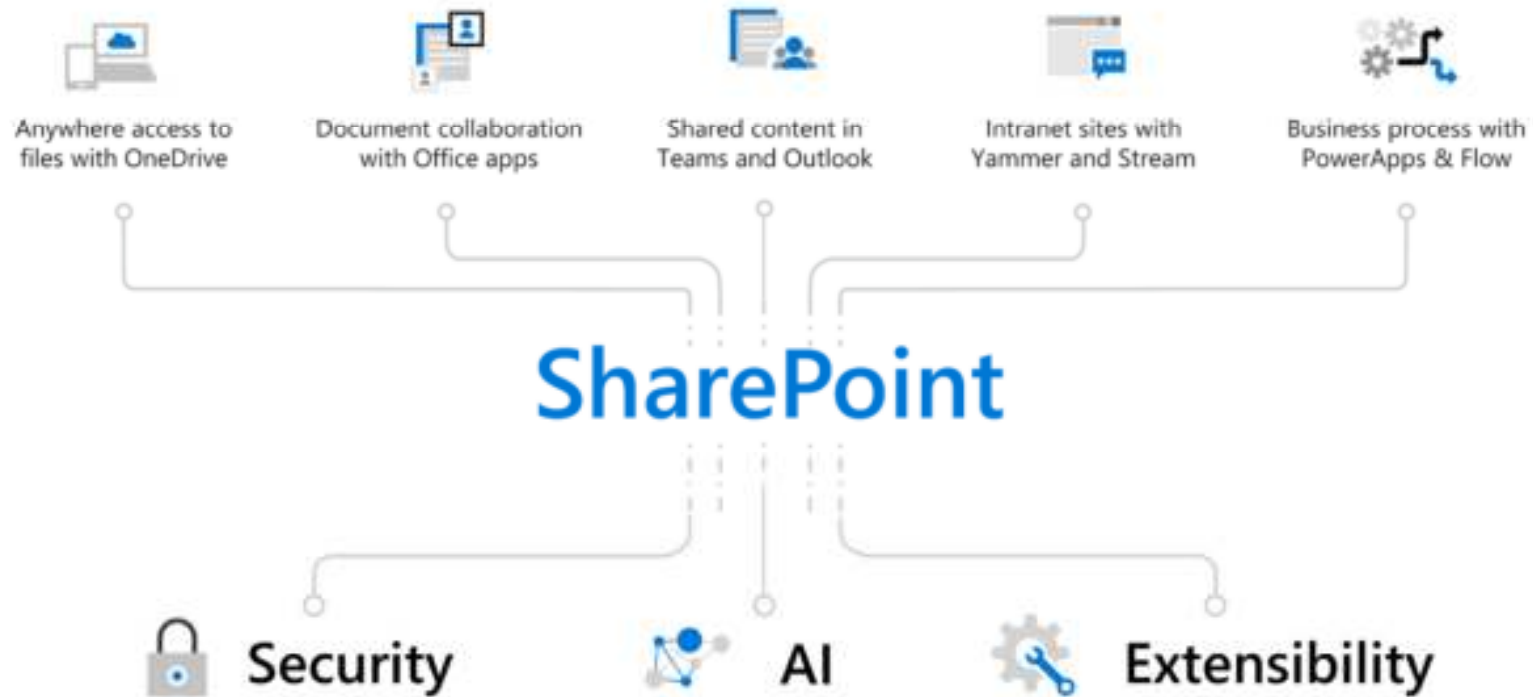- Adding Tasks to your Project

SharePoint for Project Management

- SharePoint Online
- Customizable metadata
- Can configure the task list to send an email to the individual(s) in Assigned To column
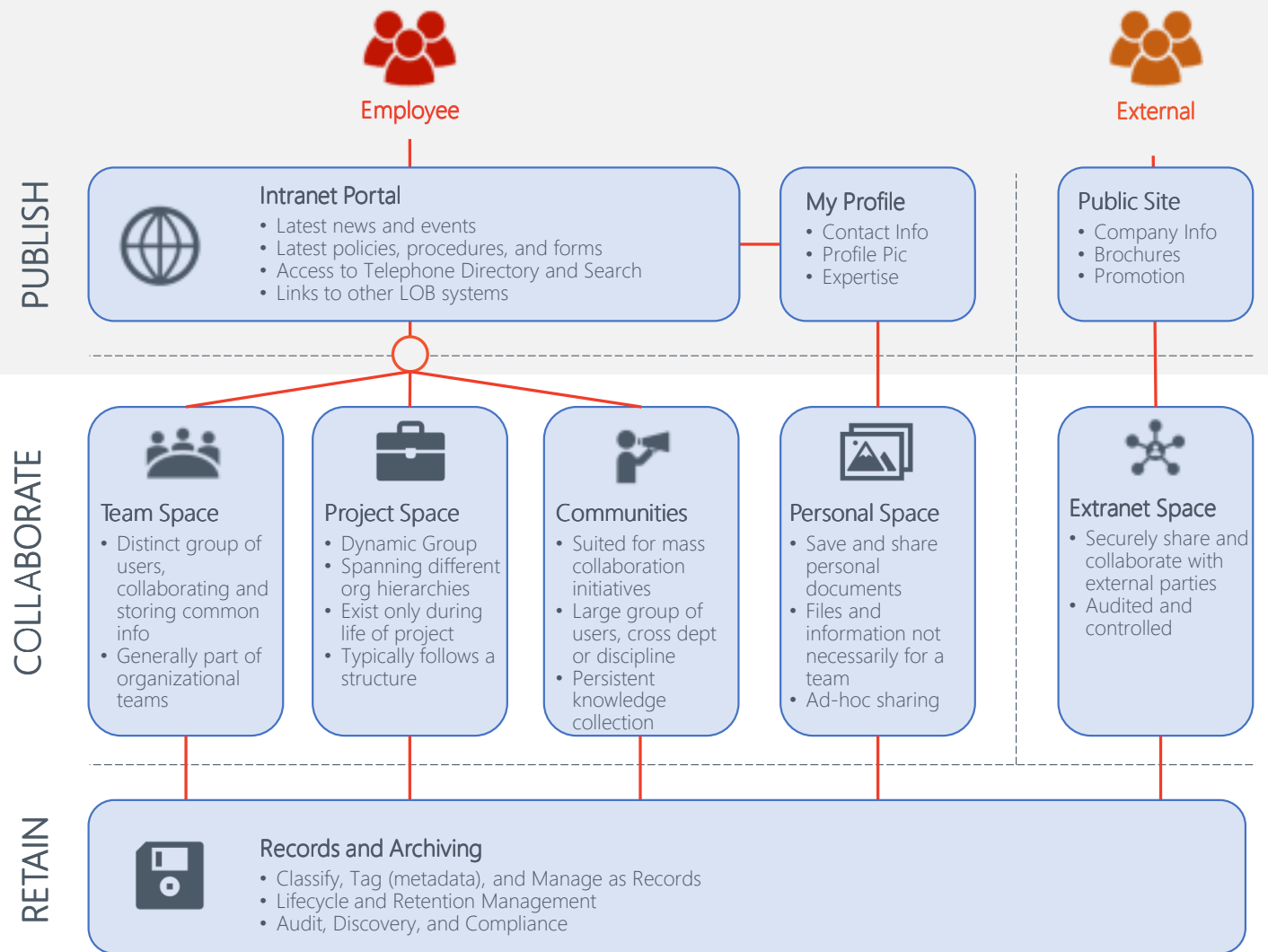- Subtasks
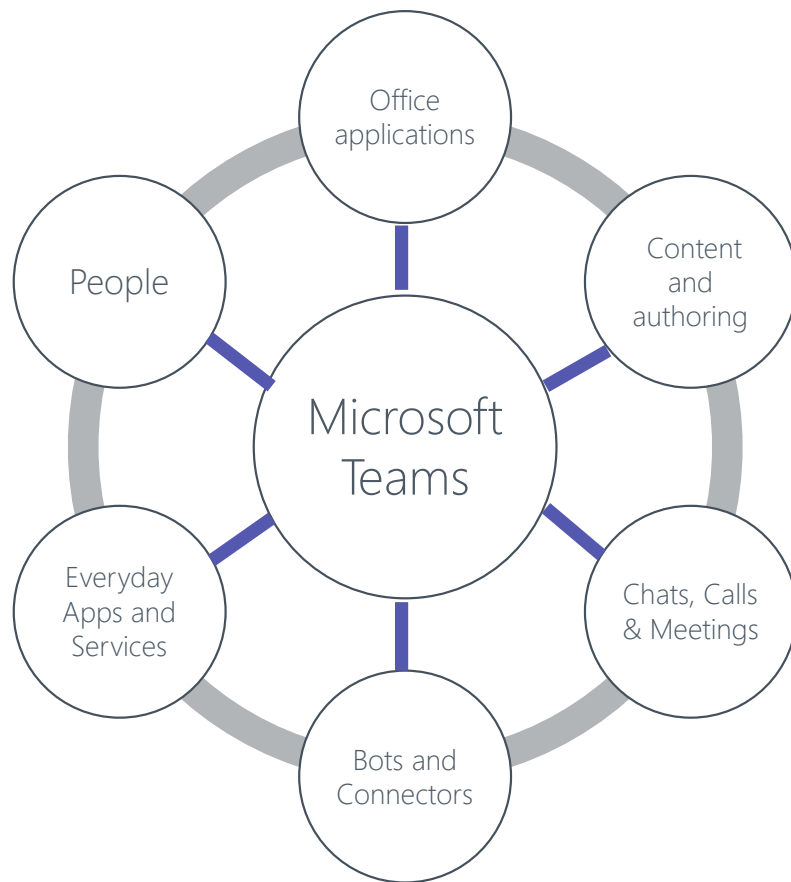- Add tasks to Timeline

Content collaboration in Microsoft 365

A Best-Practice Approach to Information Architecture and Knowledge Management in Office 365

Employee

External

PUBLISH

Intranet Portal
- Latest news and events
- Latest policies, procedures, and forms
- Access to Telephone Directory and Search
- Links to other LOB systems

My Profile
- Contact Info
- Profile Pic
- Expertise

Public Site
- Company Info
- Brochures
- Promotion

COLLABORATE

Team Space
- Distinct group of users, collaborating and storing common info
- Generally part of organizational teams

Project Space
- Dynamic Group
- Spanning different org hierarchies
- Exist only during life of project
- Typically follows a structure

Communities
- Suited for mass collaboration initiatives
- Large group of users, cross dept or discipline
- Persistent knowledge collection

Personal Space
- Save and share personal documents
- Files and information not necessarily for a team
- Ad-hoc sharing

Extranet Space
- Securely share and collaborate with external parties
- Audited and controlled

RETAIN

Records and Archiving
- Classify, Tag (metadata), and Manage as Records
- Lifecycle and Retention Management
- Audit, Discovery, and Compliance

Microsoft Teams – The Hub for Teamwork

Chat, calls & meetings for today's teams

Integrated Office 365 apps

Customizable and extensible

Enterprise security, compliance & manageability

Microsoft Teams Capabilities

Channel Tabs

- Sharing group information
- Pin information or tools important for the channel

Compose Extensions

- Make it easy for your users to look up and share information

Connectors

- Simple webhook notifications in channels

Personal Tabs

- Create a personal workspace
- Aggregate content from across Teams

Bots in channels

- Coordinate tasks in a team environment
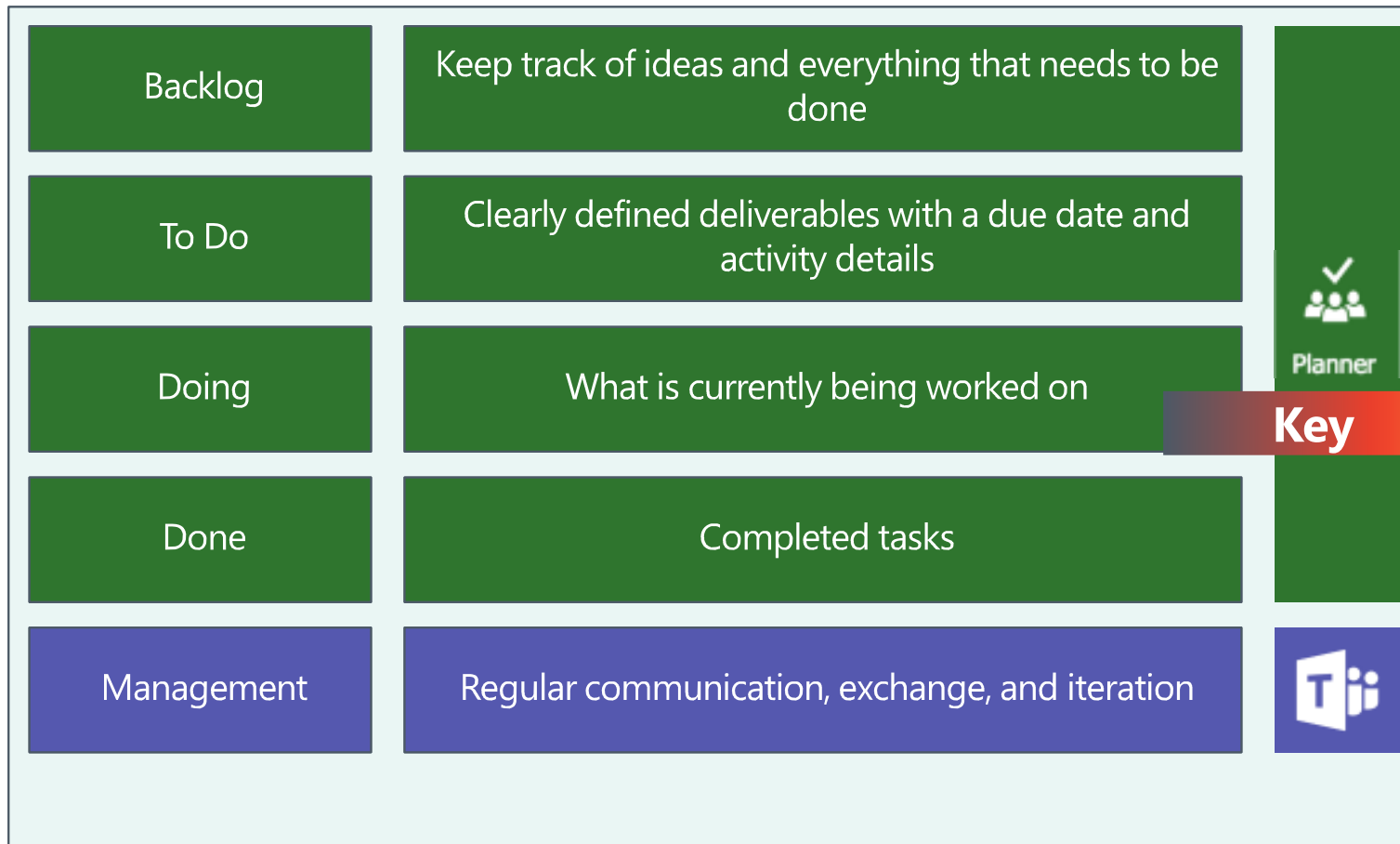- Broadly share information

Bots in 1:1 chat

- Easy access to commands
- Q&A
- Provide user right insight at right time

Kanban Example

Backlog	Keep track of ideas and everything that needs to be done	
To Do	Clearly defined deliverables with a due date and activity details	
Doing	What is currently being worked on	Planner
Done	Completed tasks	
Management	Regular communication, exchange, and iteration	

Key

1 – 4 weeks
Max 2 tasks at a time

minimizes disruptions and increases quality and on-time delivery

Microsoft Teams

Built on Groups

Back-end SharePoint

Chat based collaboration app

Streamline communications

Facilitate collaboration
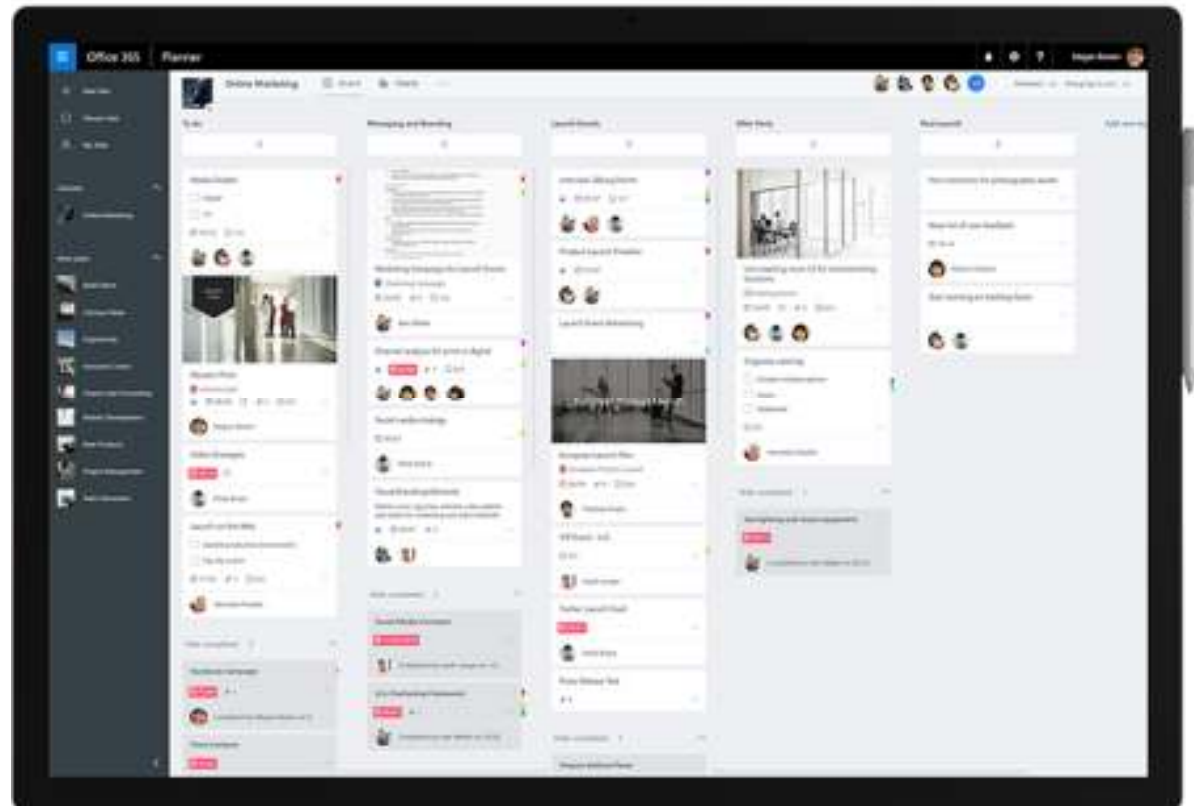
One-stop shop

So a Microsoft Team is really just…

Who work together as a group or team

With "appropriate" transparency

A defined collection of people

Equipped with tools to help them collaborate

Internally and externally

Facilitate Task Management with Planner
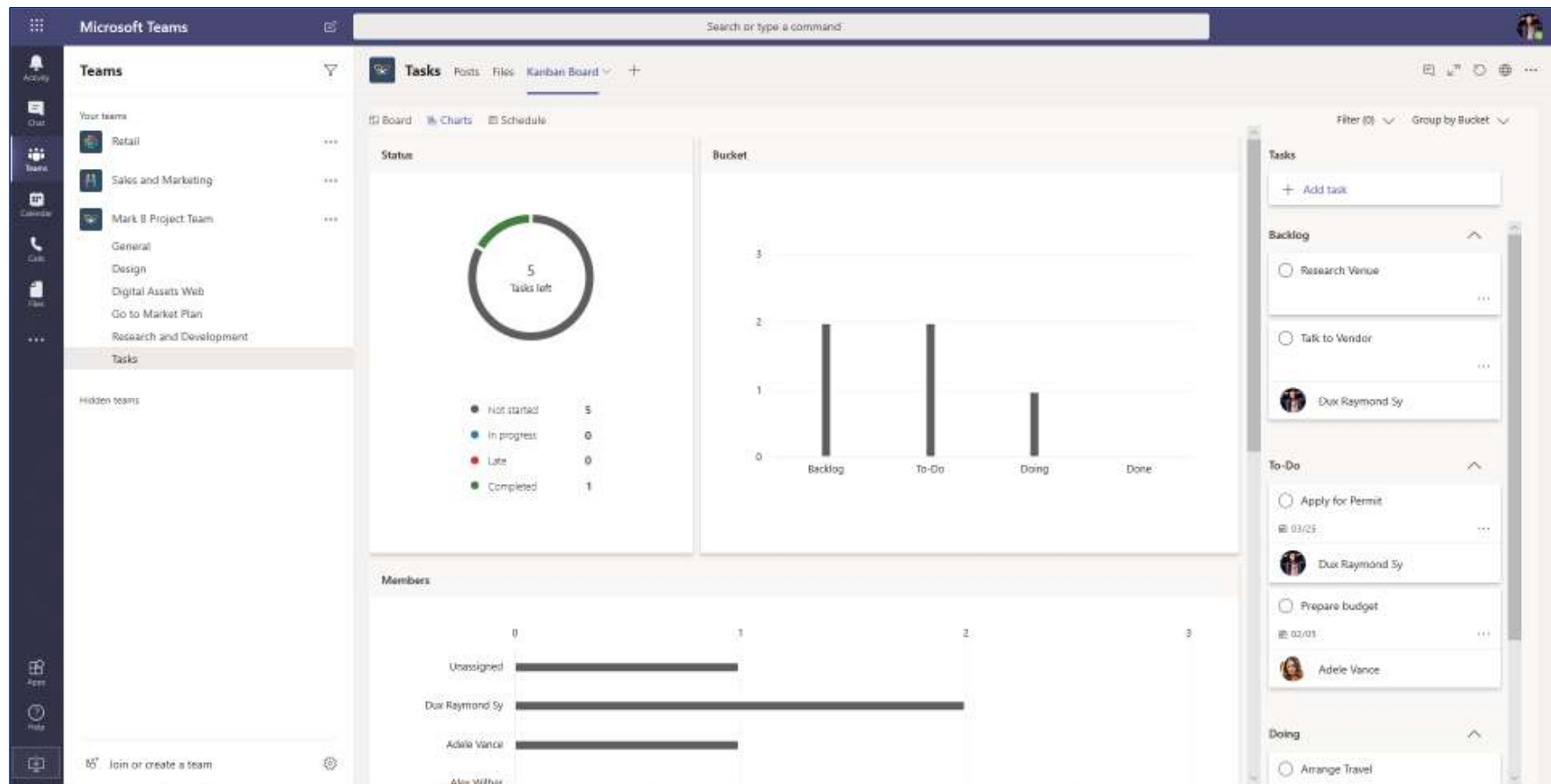
Get organized quickly

Work together effortlessly
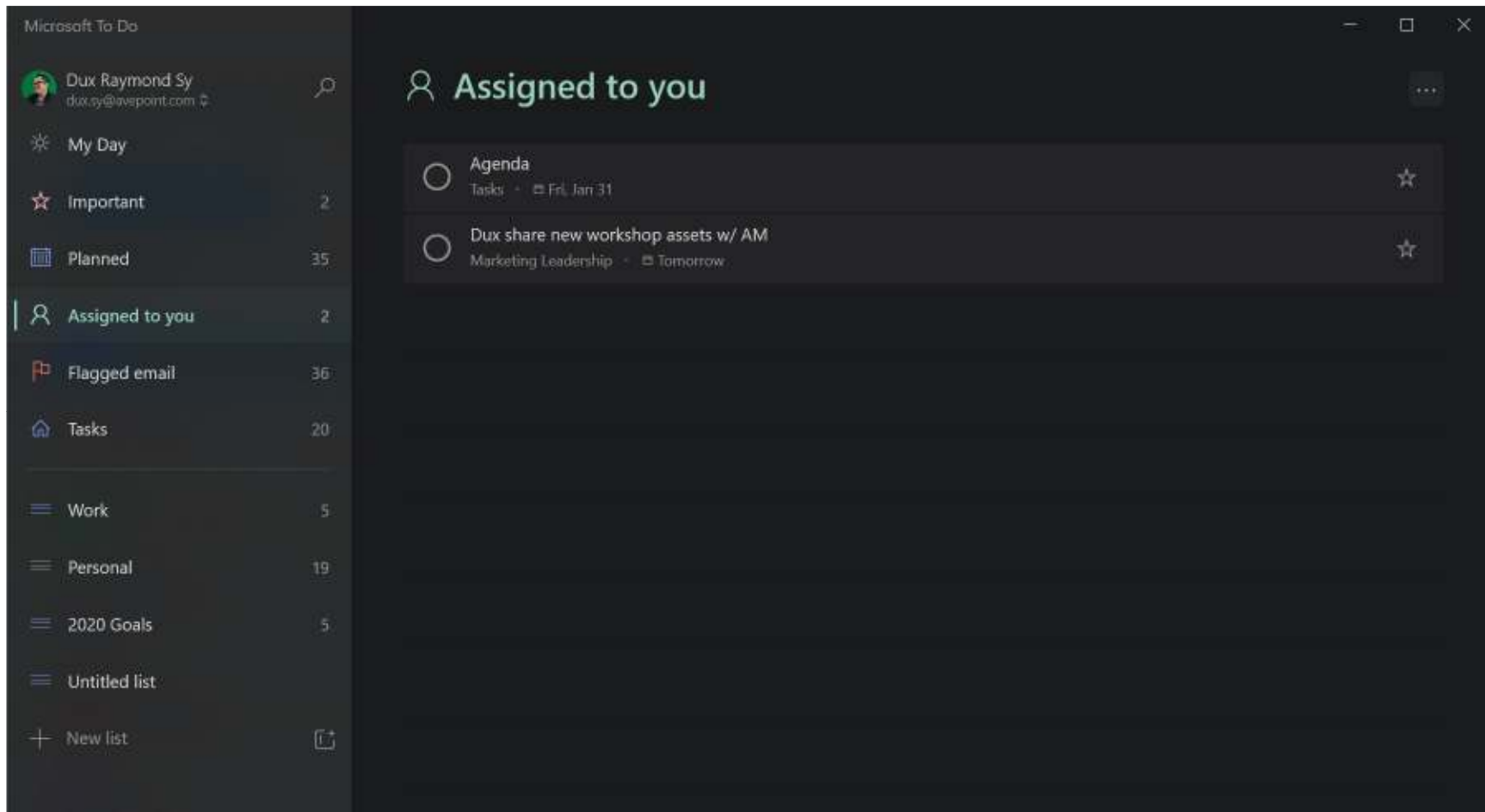
Never miss a beat

Map Agile Methodology to Planner
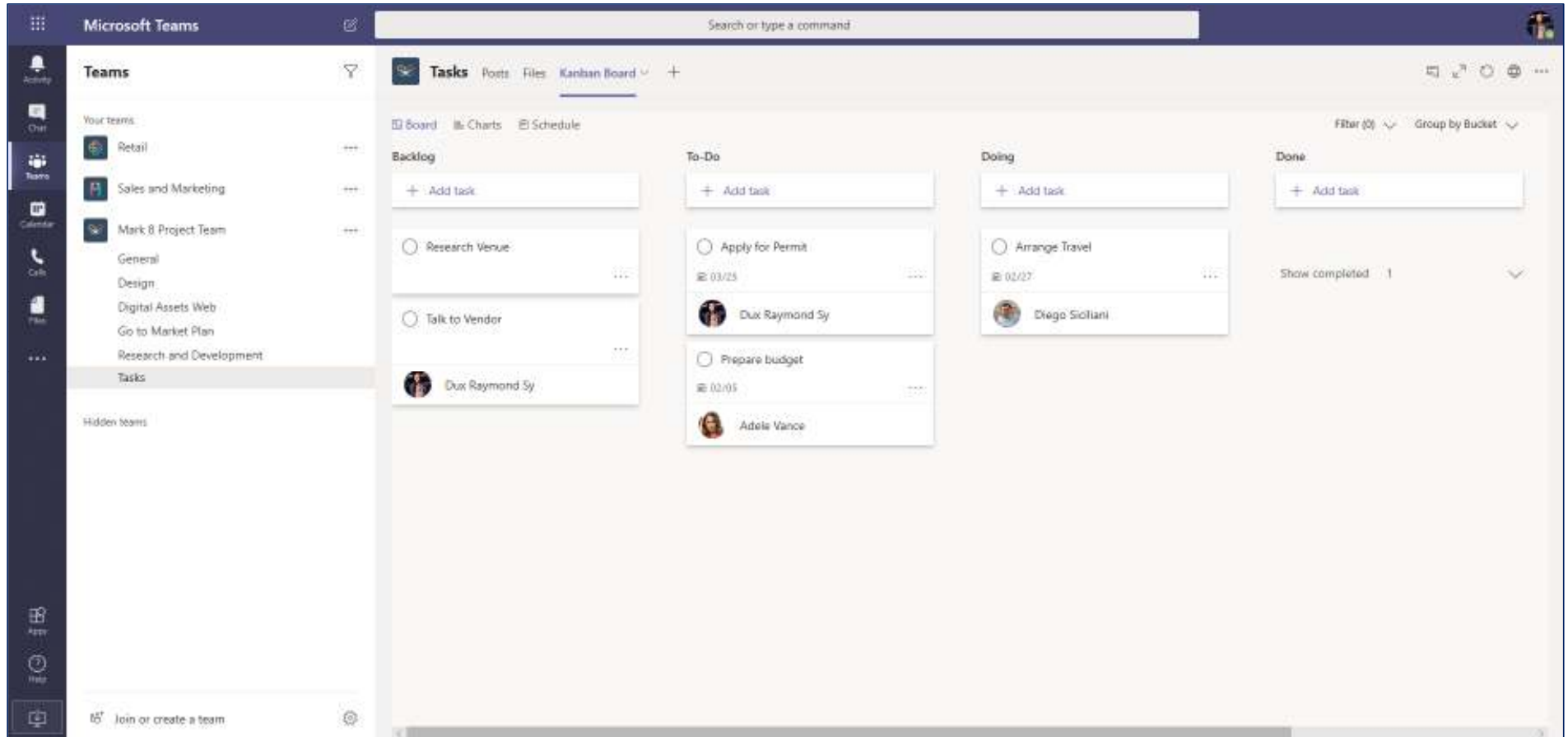
Track Team Progress

Stay On Top of Personal Tasks with To Do

Thank You

Let's Connect

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