BrightWork

LIVE WEBINAR

Managing a Project with the Free SharePoint Project Management Template from BrightWork

Wednesday | November 7th

presented by
Traci Grassi
BrightWork Solution Specialist

hosted by
Micheál Clesham
Inbound Marketing Executive

QUICK POLL!

Have you installed the BrightWork Free Template?

BrightWork

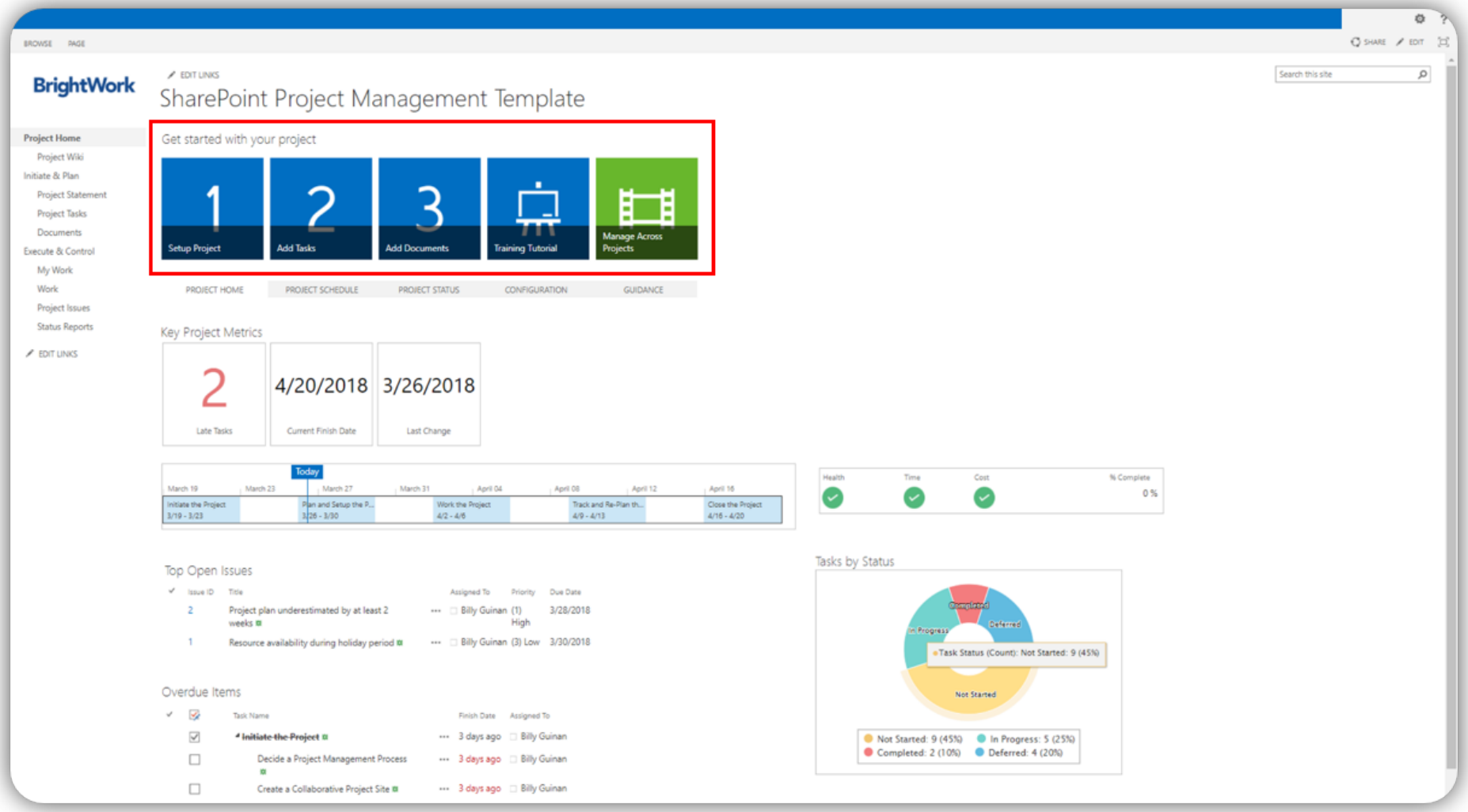
AGENDA

- ✓ What's included in the Free Template
- ✓ Managing a project with the Free Template
  - Download and install the template
  - Initiate the project (create project site)
  - Plan the project
  - Track the Project
  - Re-plan the project
- ✓ Q&A

BrightWork

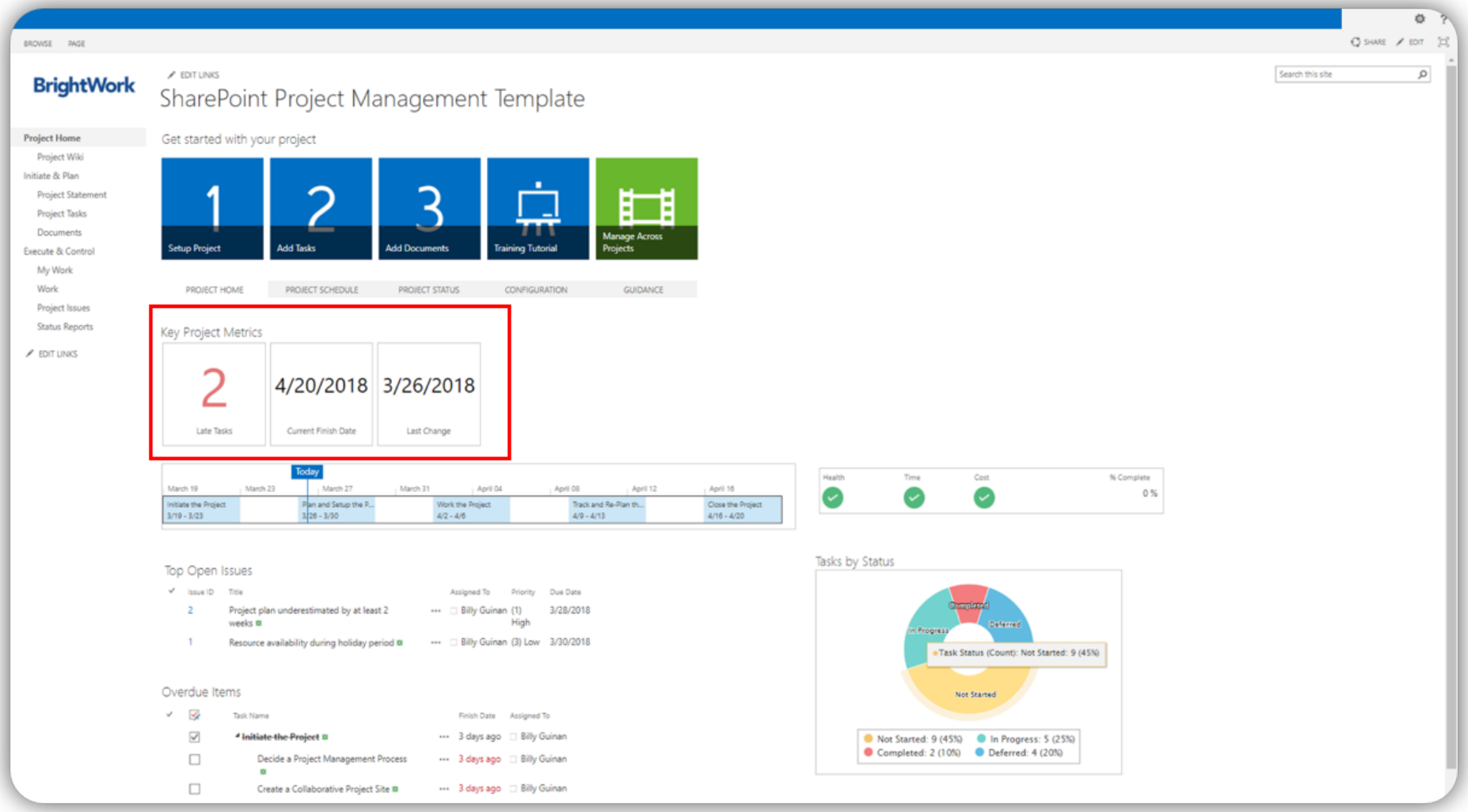
What’s in the free template!

Getting Started Tiles



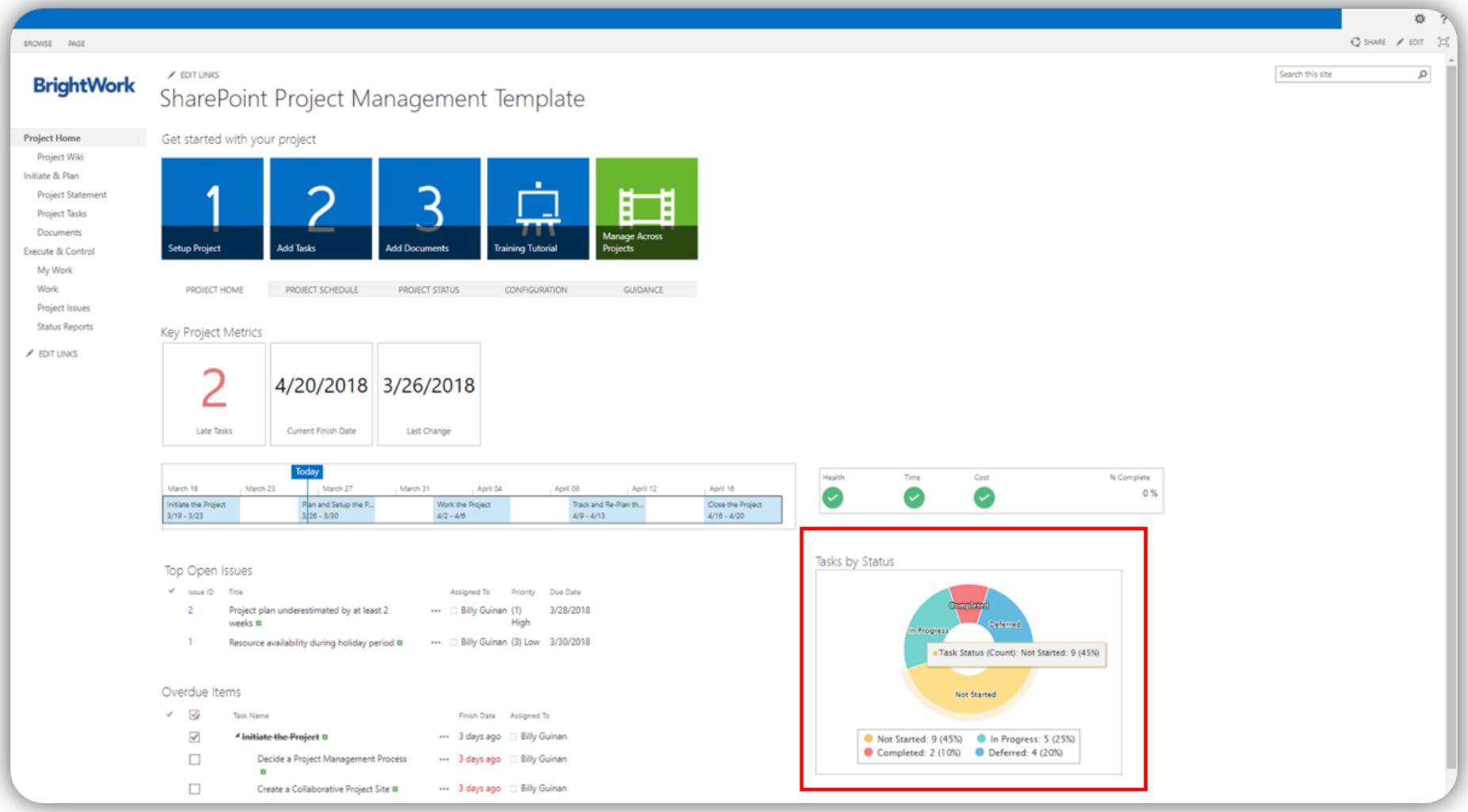
BrightWork

Key Project Metric Tiles

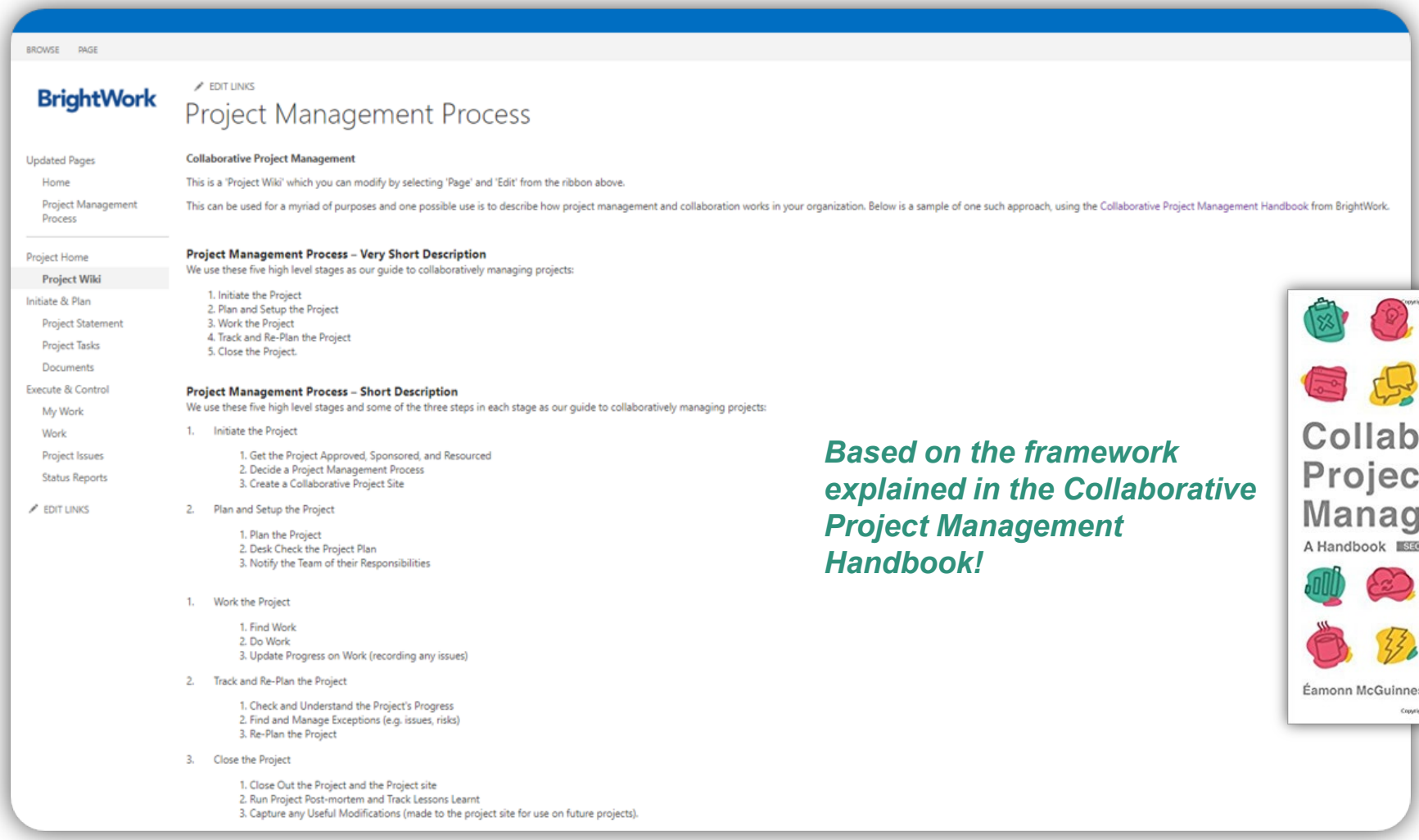


BrightWork

Tasks By Status Chart



Project Management Guidance Included in the Wiki

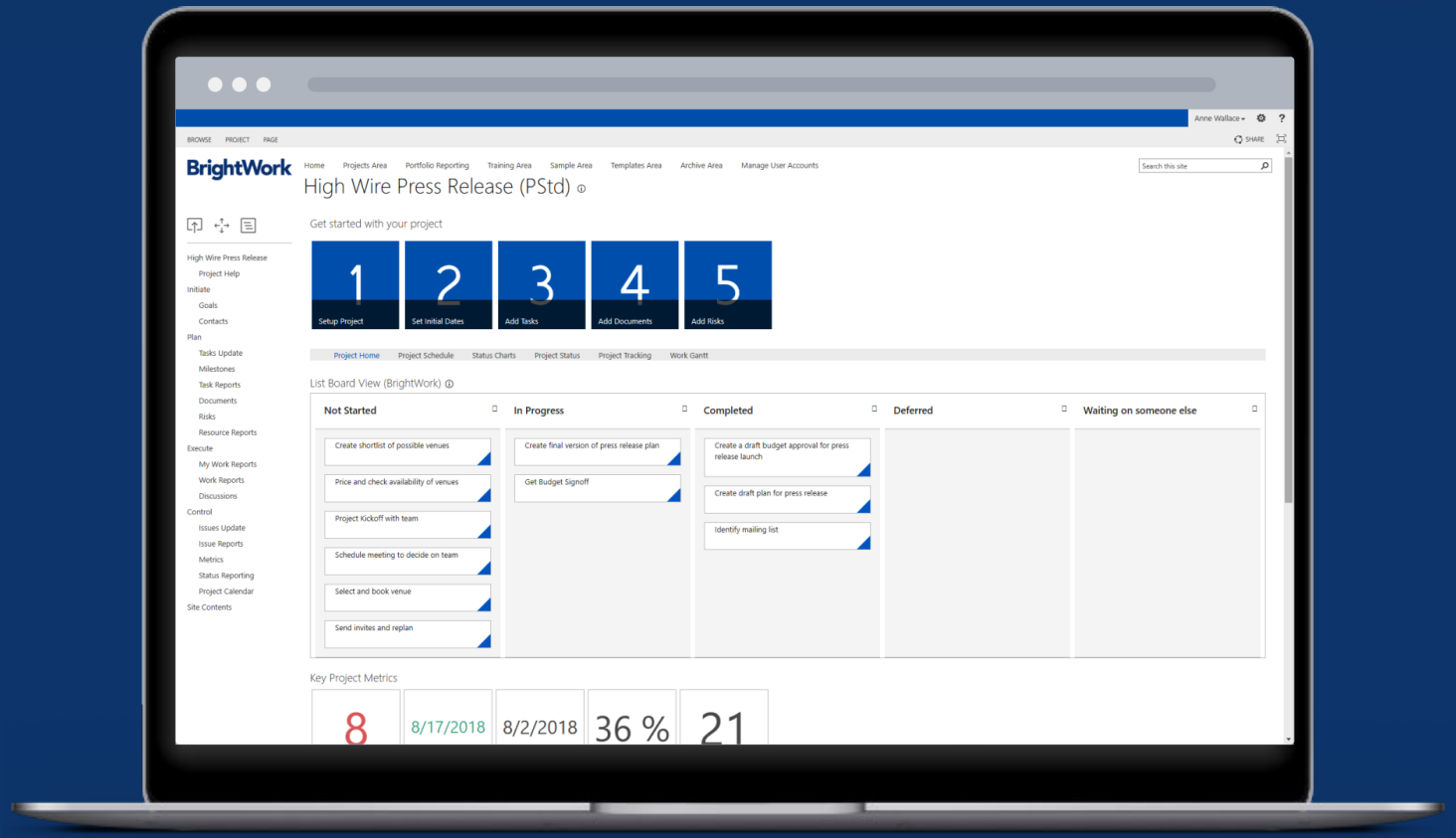


Based on the framework explained in the Collaborative Project Management Handbook!

BrightWork

BrightWork

DEMO



BrightWork

QUESTIONS?

Use the questions pane in GoToWebinar to ask questions

BrightWork

Thank you!

Talk to our Experts about your SharePoint needs

Orla Cunningham

Phone: +353 91 514 492

Email: ocunningham@brightwork.com

Adam Sheehan

Phone: +1 617 357 9000 x718

Email: asheehan@brightwork.com

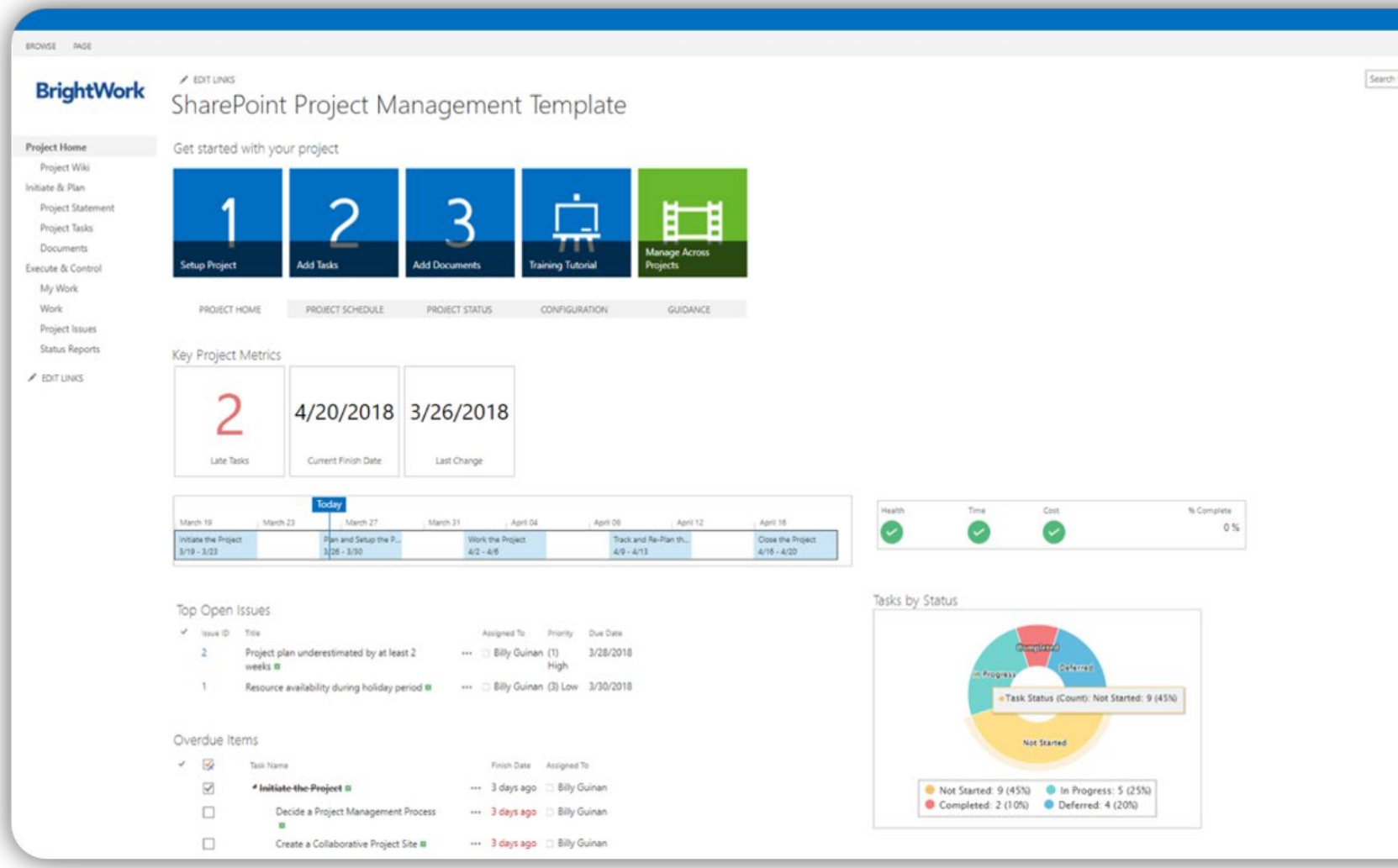
BrightWork

APPENDIX

Free Template Explained

About The Free Template

The **Free SharePoint Project Management Template** is a SharePoint template that is pre-configured to manage a project collaboratively with your team.

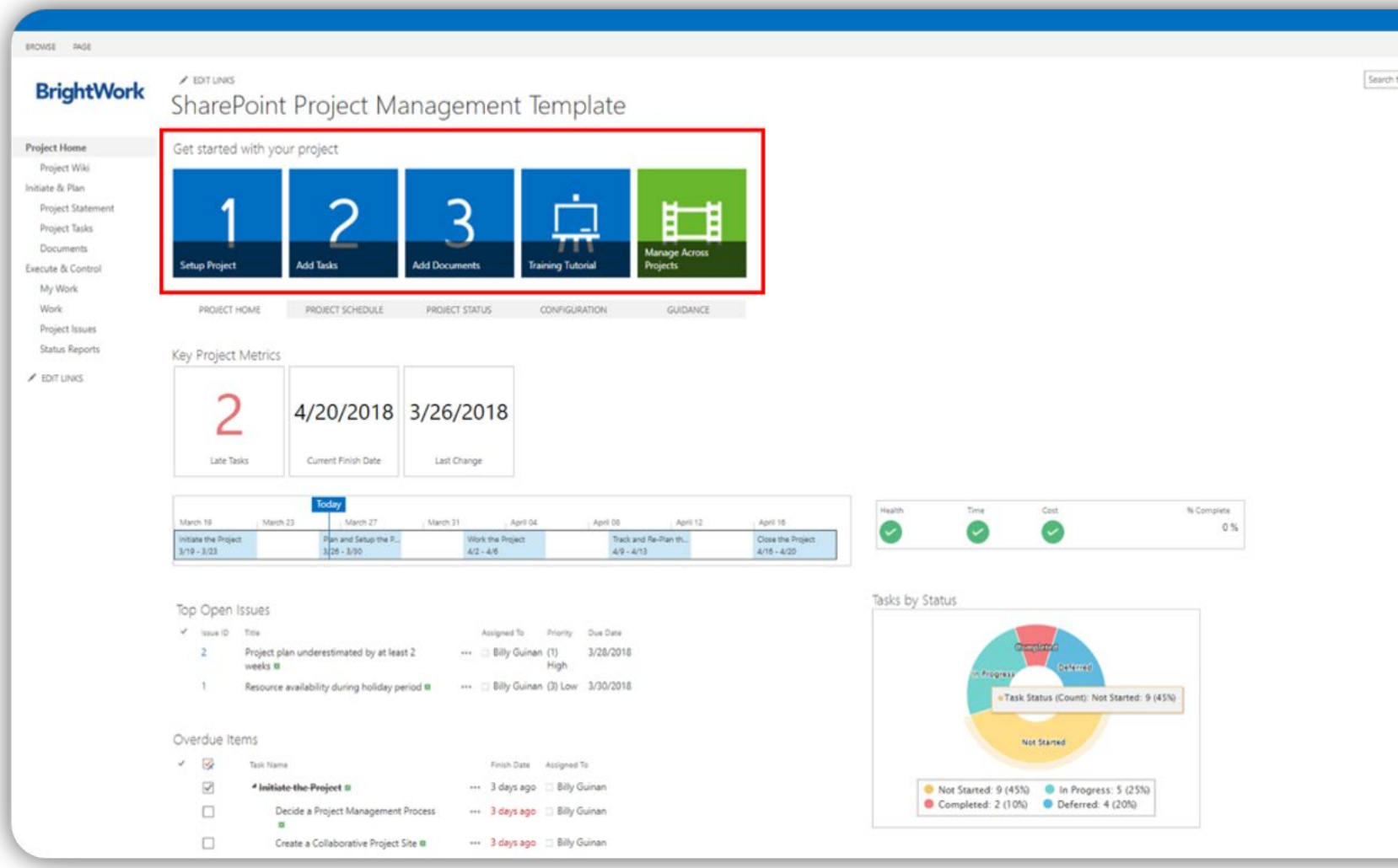


BrightWork

Setup Your Collaborative Project Site

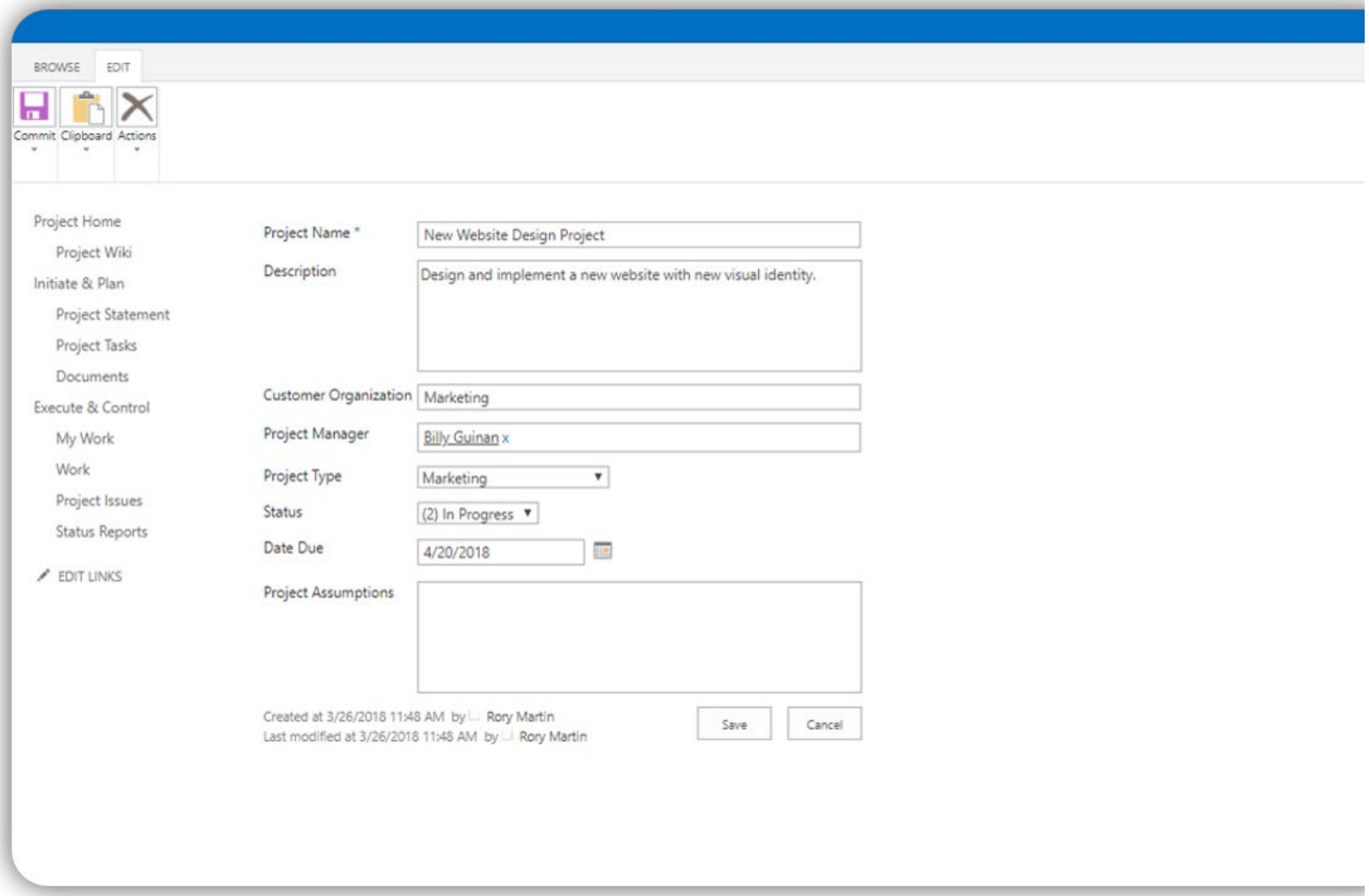
Getting Started Tiles

The **Getting Started Tiles** guide you through the project management process, including updating the Project Statement, adding tasks, and managing deliverables.



Update the Project Statement

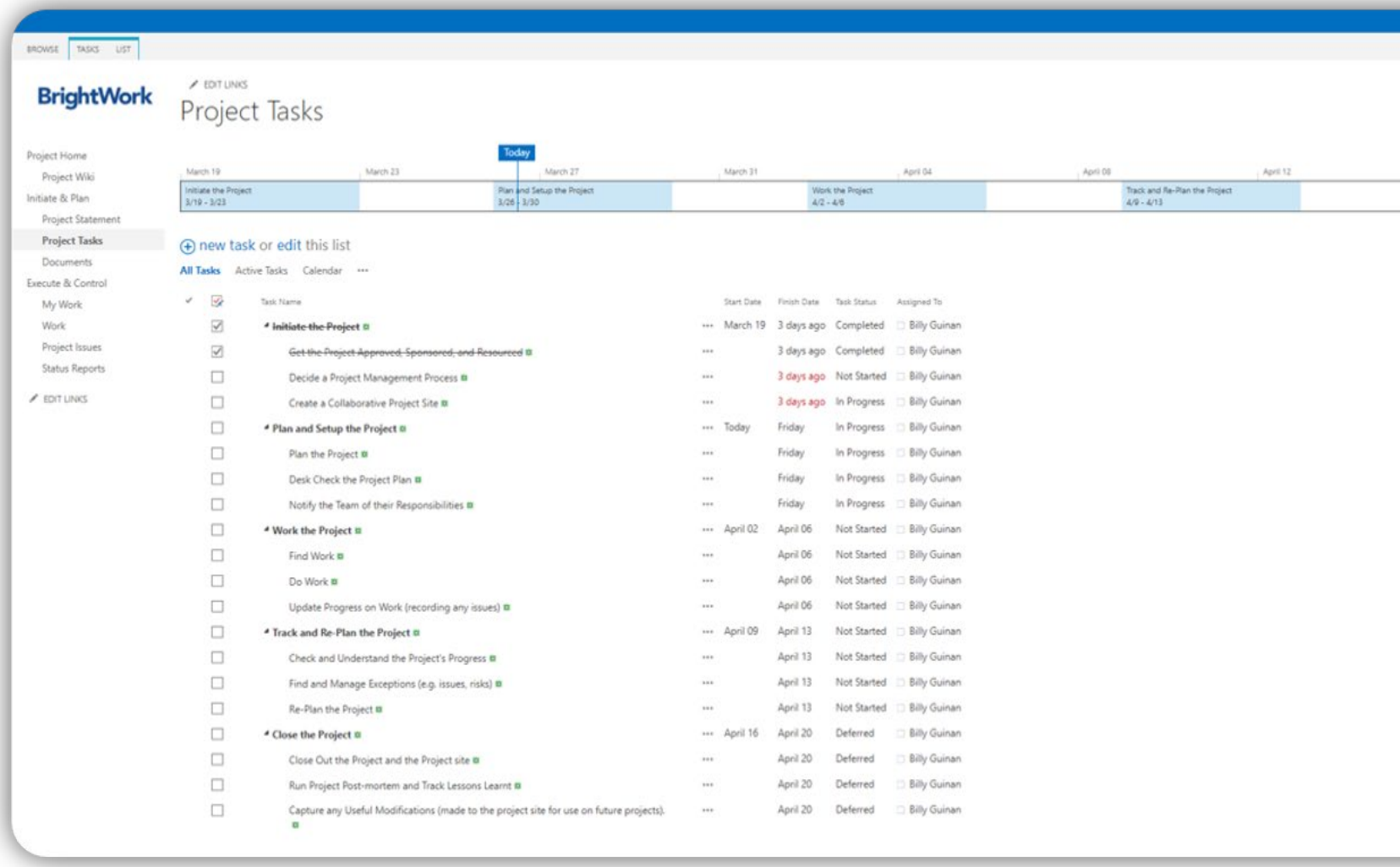
Update the Project Statement so your team knows the goals and objectives of the project.



BrightWork

Plan the Project Schedule

Use the **Project Tasks List** to build your project schedule.

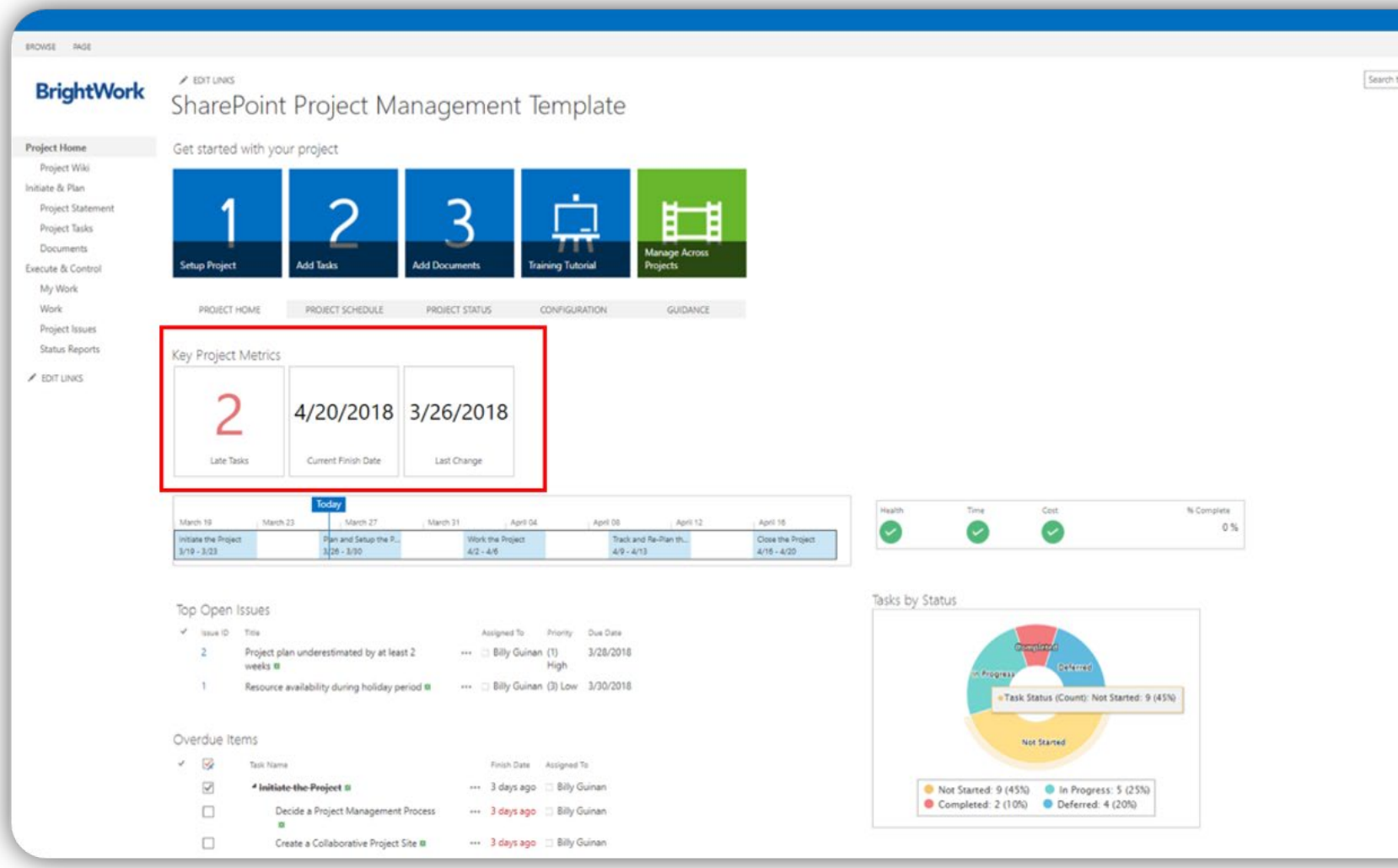


BrightWork

Track and Manage a Project

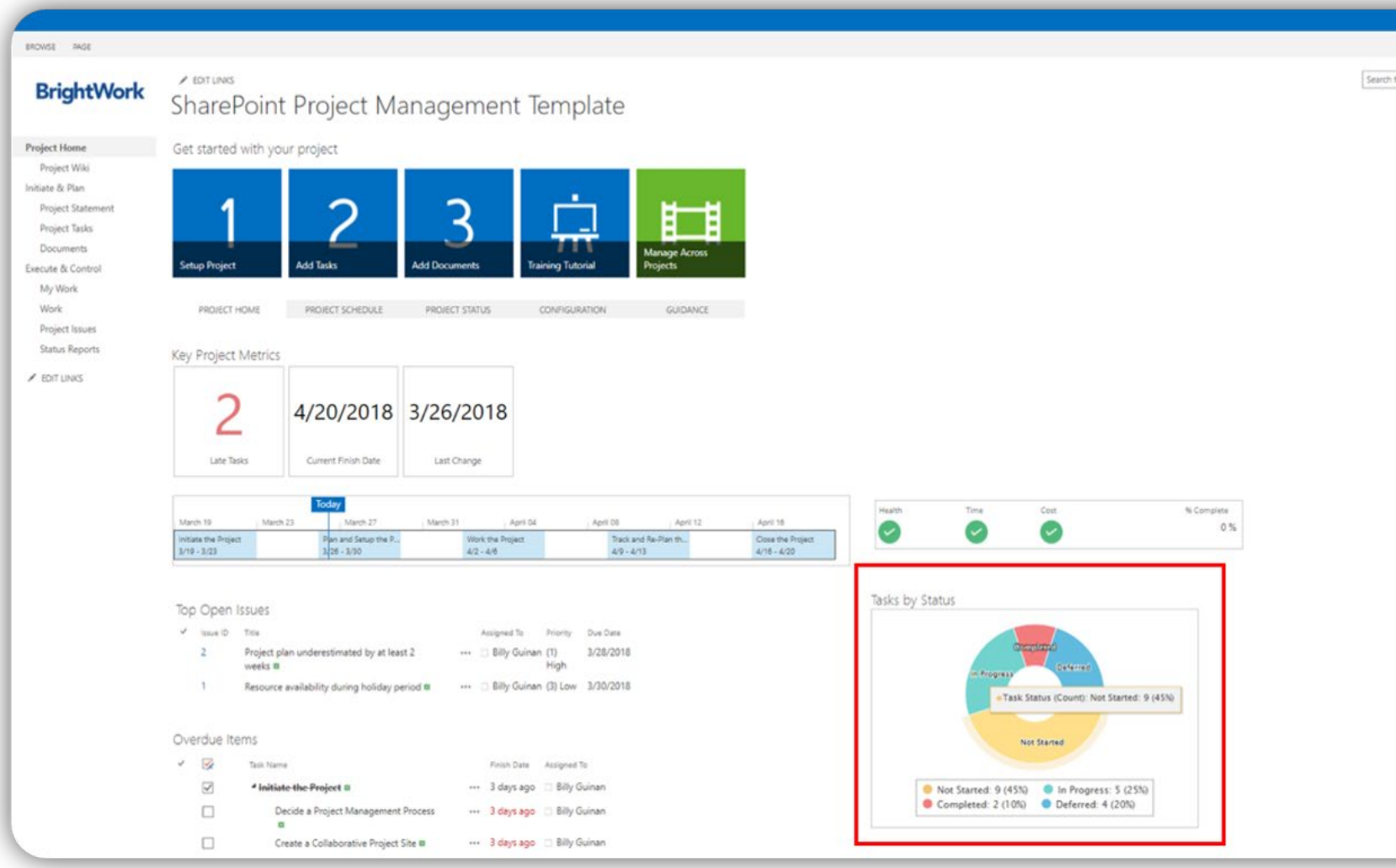
Key Project Metrics

The **Key Project Metrics** provide an at-a-glance view of late tasks, as well as current finish date and the date when the project site was last updated.



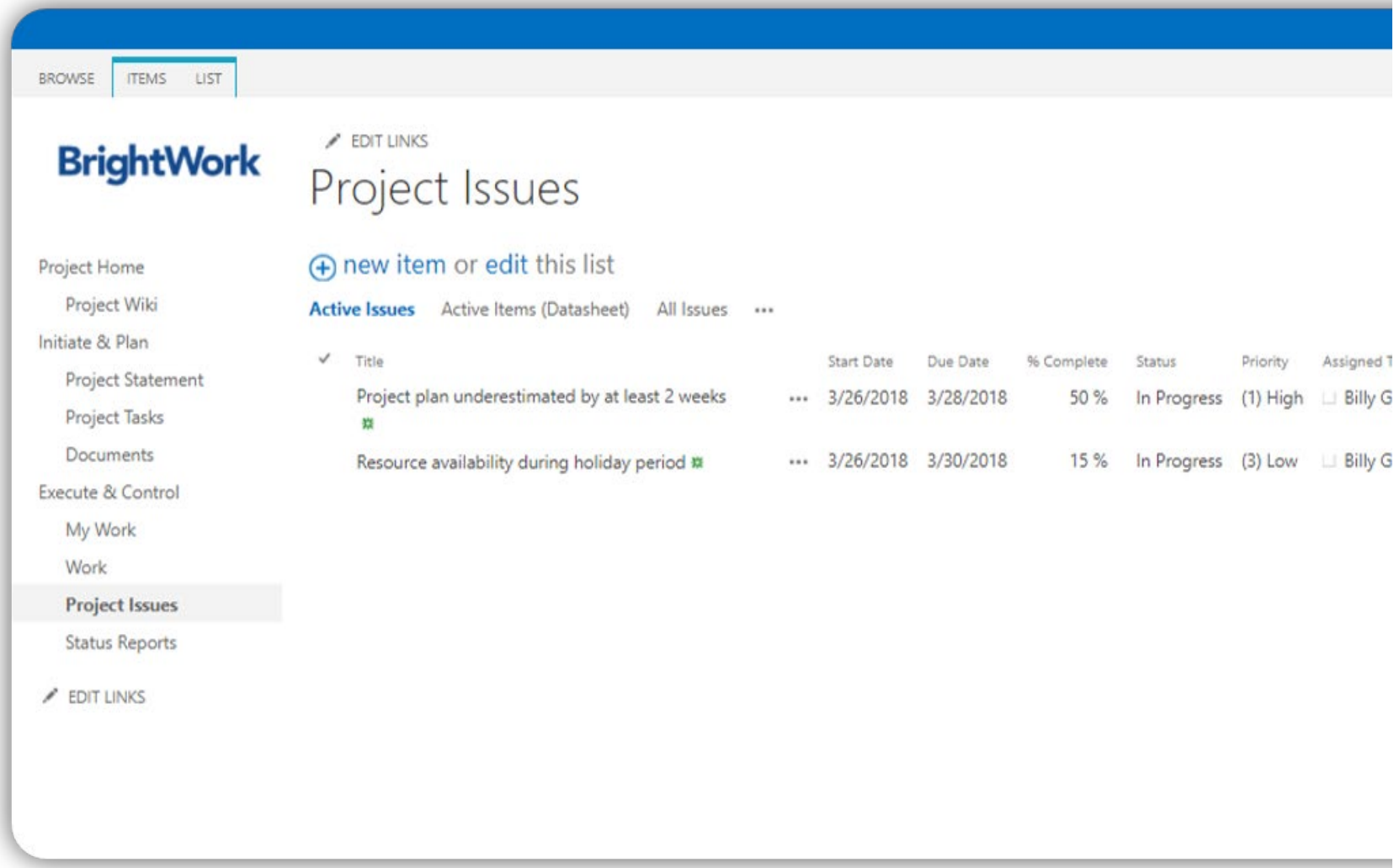
Task Status Chart

The **Tasks by Status chart** provides a high-level snapshot of the progress of tasks.



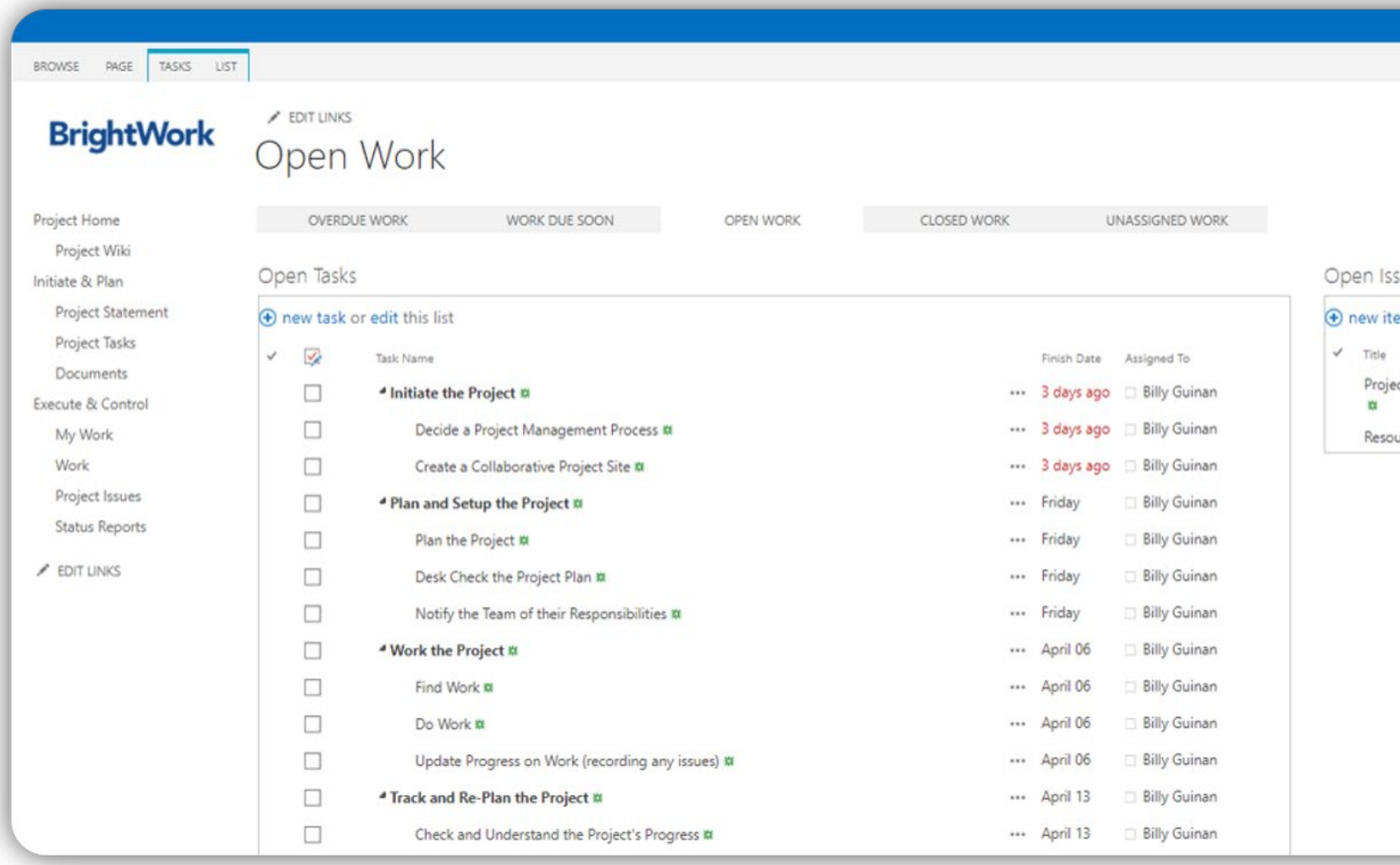
Manage Issues

The **SharePoint list for issue management** keeps you on top of possible project roadblocks.



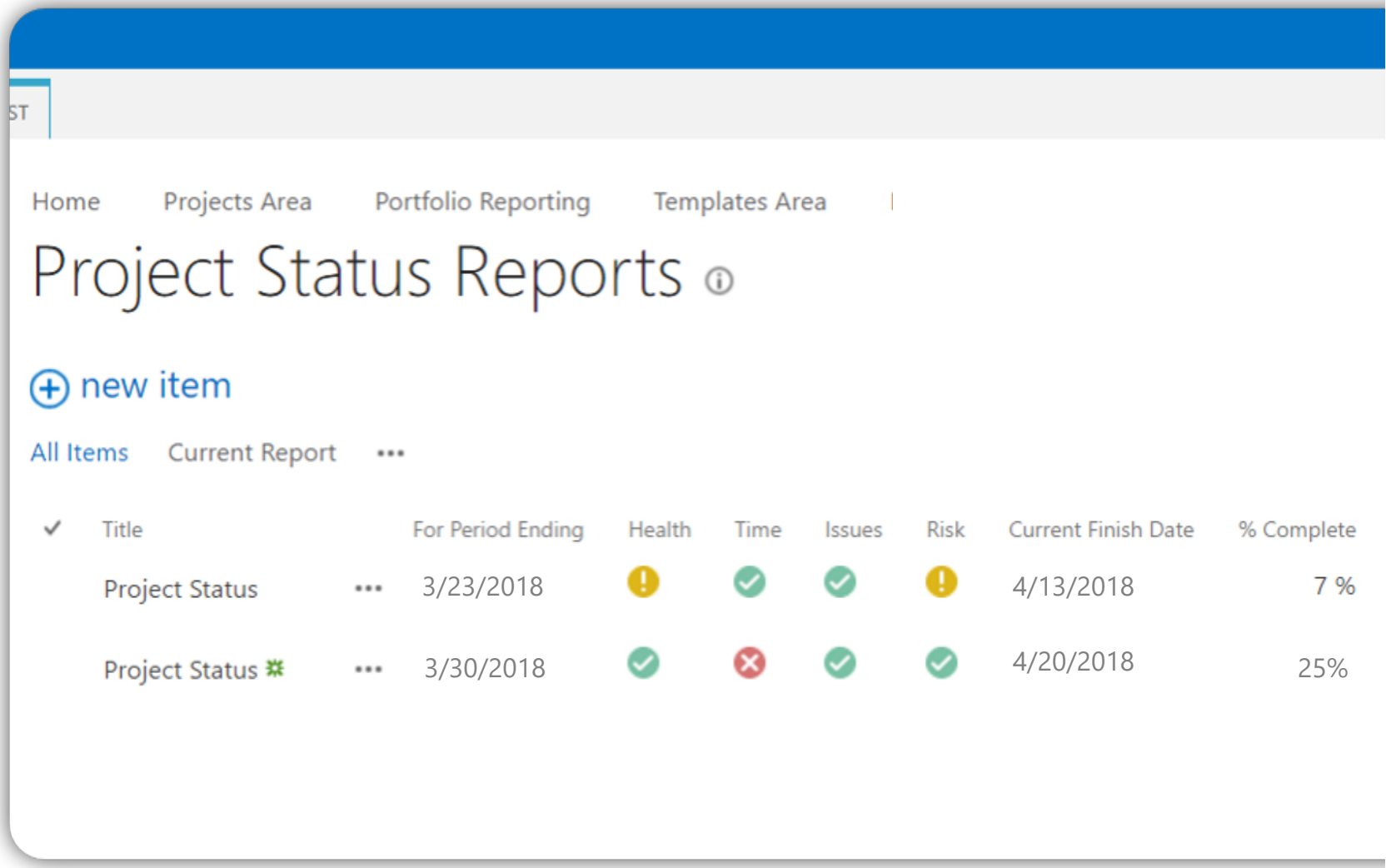
Work Reports

Work Reports help all team members manage their tasks and priorities on the project.



Track the Project Status

Project Status Reports capture the health and progress of the project at a point in time.



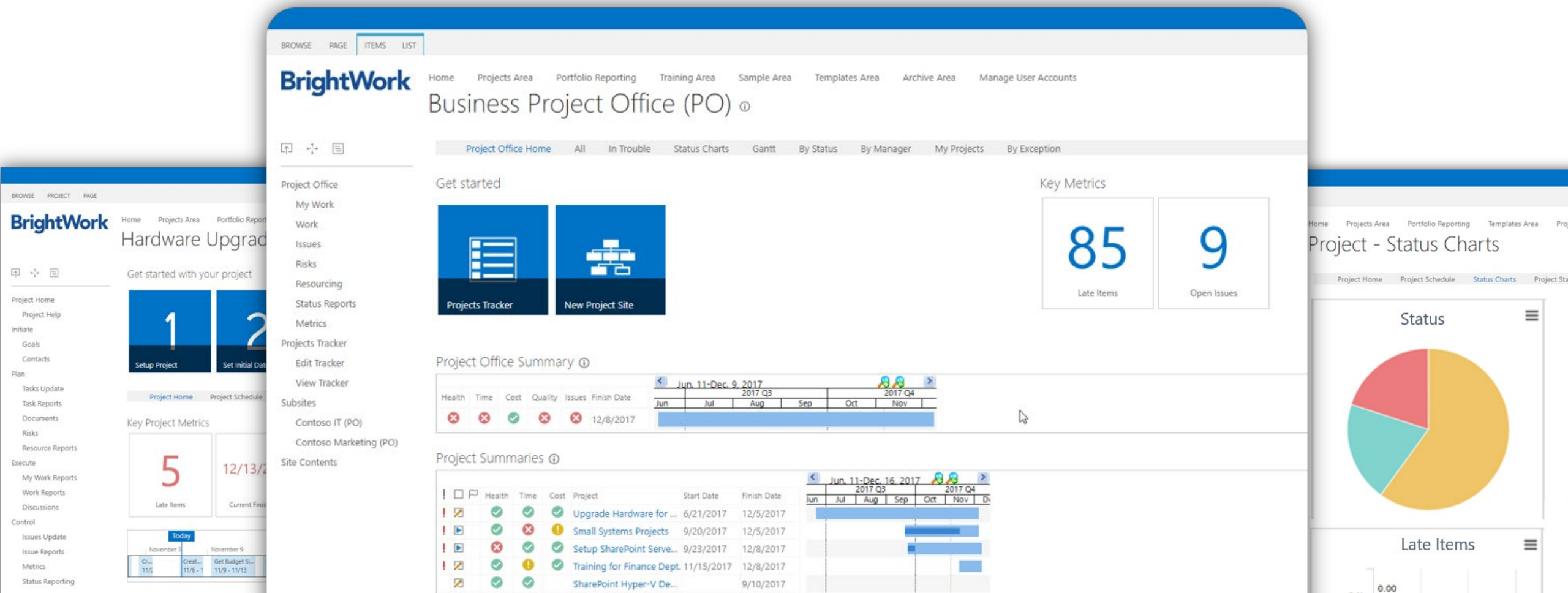
BrightWork

BrightWork

Manage Across Projects with BrightWork

BrightWork

BrightWork is a SharePoint-based project management solution that includes a range of best-practice templates and configurable cross-project reporting.



The BrightWork Approach

More About BrightWork

Start Free Trial

Test-drive the full BrightWork solution with our free 30-day trial.

Schedule a Demo

Talk to a BrightWork Solution Specialist about your specific needs.

Learn

Read about the BrightWork framework for collaborative project management.

BrightWork

www.brightwork.com